



Safeguarding Policy

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Approved by	Board of Trustees
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Related Policies	Data Protection Policy Whistleblowing Policy Lone Working Policy Risk Assessments Safer Recruitment Policy

Document Change Log

This policy will be reviewed every 24 months or as changes in the legislation dictates.

Version No.	Date	Document Change
001	15 th July 2024	Page 9: <ul style="list-style-type: none"> ● Chaperone attending a first aid emergency with Joseph Rowntree Theatre first aider. ● Signing in and out register on board by hirers Page 13: <ul style="list-style-type: none"> ● Addition of charity commission referral if appropriate Appendix 1: added updated safeguarding form
002	18.08.2024	Addition of Safer recruitment information. Safety Planning and risk management section added.

Equality Statement

The Joseph Rowntree Theatre recognises that all people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, have a right to equal protection from all types of harm and abuse.

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Introduction

The Joseph Rowntree Theatre Limited works with professional and amateur companies through hiring its facilities. It provides a safe and trusted environment for anyone who encounters it, including beneficiaries, volunteers, and staff. Safeguarding is the term used to describe the two concepts of 'promoting welfare' and 'protecting from harm'. All relevant and up-to-date Safeguarding CPD is in place for all staff, trustees, and volunteers.

Our Commitment

The charity is committed to a practice which protects all children, young people, and adults at risk from harm. All members of the charity accept and recognise their responsibilities to develop awareness of the issues which cause harm to children and adults at risk.

The charity believes that:

- The welfare of the child/adults at risk is paramount.
- Children and adults at risk be valued, listened to and respected.
- All children/adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- Volunteers and employees of the charity will have relevant safeguarding training and be clear on how to respond appropriately.
- Safeguarding is everyone's responsibility.

How will we achieve this?

The Joseph Rowntree Theatre is accountable for this commitment through the Designated Safeguarding Officer, Deputy Designated Safeguarding Officer, and Board of Trustees. These members are responsible for ensuring that the policy and procedures are being followed at every level within The Joseph Rowntree Theatre.

All trustees, staff and volunteers must read and understand the policy and procedures and commit to following them. Trustees and Designated Safeguarding Officer have a responsibility to ensure that the policy and procedures are always followed.

Joseph Rowntree Theatre staff and volunteers should all be able to:

- Understand the key principles of safeguarding in relation to adults and children

- Recognise the signs and symptoms of abuse
- Know when and how to raise a concern
- Know how to report a concern
- Take immediate action if there is an immediate risk of abuse (including self-harm)

Important Contact Information

If someone believes a child or vulnerable adult to be in imminent danger, they must ring 999 immediately and ask for the Police. Any other safeguarding concern should be reported to the contacts below within one day.

Name	Role	Contact
Juliette Risingham	Designated Safeguarding Officer	juliette.risingham@jrtheatre.co.uk
Dan Shrimpton	Deputy Designated Safeguarding Officer, Trustee for Safeguarding	dan.shrimpton@jrtheatre.co.uk

Who Does This Policy Apply To?

This policy applies to all volunteers, trustees, staff and hirers of The Joseph Rowntree Theatre

Legislation and guidance

The following legislation and guidance underpins policy and procedures:

- Care Act 2014 (England)
- Strategy for dealing with safeguarding issues in charities (2017) – Charity Commission for England and Wales
- The Essential Trustee (CC3) (2018) – Charity Commission for England and Wales
- The Children Act 2004
- The Children (Performances and Activities) (England) Regulations 2014.
- Working with Children Act 2023

Purpose of Policy and Guidance

The information in this document is reviewed on a two-yearly basis (unless guidance changes in the meantime). If you find that any of the information in this guidance is out of date, please notify the Designated Safeguarding Officer.

The purpose of this policy is to:

- Provide staff, volunteers and trustees with the overarching principles that guide The Joseph Rowntree Theatre's approach to safeguarding.
- Additional learning and information to allow staff, volunteers and trustees to improve their own understanding of categories of abuse and safeguarding, to update existing learning, and to act as a reference.

Whistleblowing

You can find our whistleblowing policy here (add link)

If the Safeguarding Officer is the subject of the allegation or a break in the Charities safeguarding practices, then the concern must be made directly to our Chair, **Dan Shrimpton**, at dan.shrimpton@jrtheatre.co.uk with the subject line of: *Whistleblowing*.

If the Chair feels it is appropriate, they will report the concern to Children's Social Care and the LADO whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

Safer Recruitment

The charity aims to do everything possible to minimise the risk of involving unsuitable people in our work with children or adults at risk. Please refer to the Safer Recruitment policy for more information.

DBS checks will be undertaken for individuals who work in contact with children or adults at risk as part of their role at the Charity, or copies of current DBS checks will be obtained for records. In the case of someone not being DBS checked but is in the role of working with children or adults at risk, the Charity will carry out the correct procedures to obtain a DBS check.

Safeguarding Induction and training will be provided by the Joseph Rowntree Theatre for all new volunteers.

Types of Abuse

The charity recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect.

Safeguarding refers to the protection of children, young people and adults at risk from abuse or neglect. Abuse is a form of maltreatment of a child or adult at risk. Somebody may

abuse or neglect a child or vulnerable adult by inflicting emotional or physical harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, or technology may be used to facilitate offline abuse. Children or vulnerable adults may be abused by an adult or adults, or another child or children.

- **Physical abuse**

[What is physical abuse?](#) (Ann Craft Trust)

- **Emotional abuse**

[What is emotional abuse?](#) (Relate)

- **Sexual violence and abuse**

[What is sexual violence?](#)(Rape Crisis)

[Sexual Offences](#) (Crime and Prosecution Services)

- **Domestic abuse**

[What is domestic abuse?](#) (Refuge)

[How to get help?](#) (Home Office 2023)

- **Neglect and acts of omission/self-neglect**

[What is neglect and acts of omission?](#) (Social Care Institute for Excellence)

[What is Self-Neglect?](#) (Social Care Institute for Excellence)

- **Financial**

[What is economic abuse?](#) (Surviving Economic Abuse)

- **Discriminatory**

[Equality Act 2010](#) (Government Equalities Office 2013)

[Protected Characteristics](#) (Equality and Human Rights Commission)

[What is hate crime?](#) (Report It)

- **Modern slavery**

[What is modern slavery?](#) (National Crime Agency)

[National Referral Mechanism](#) (Home Office)

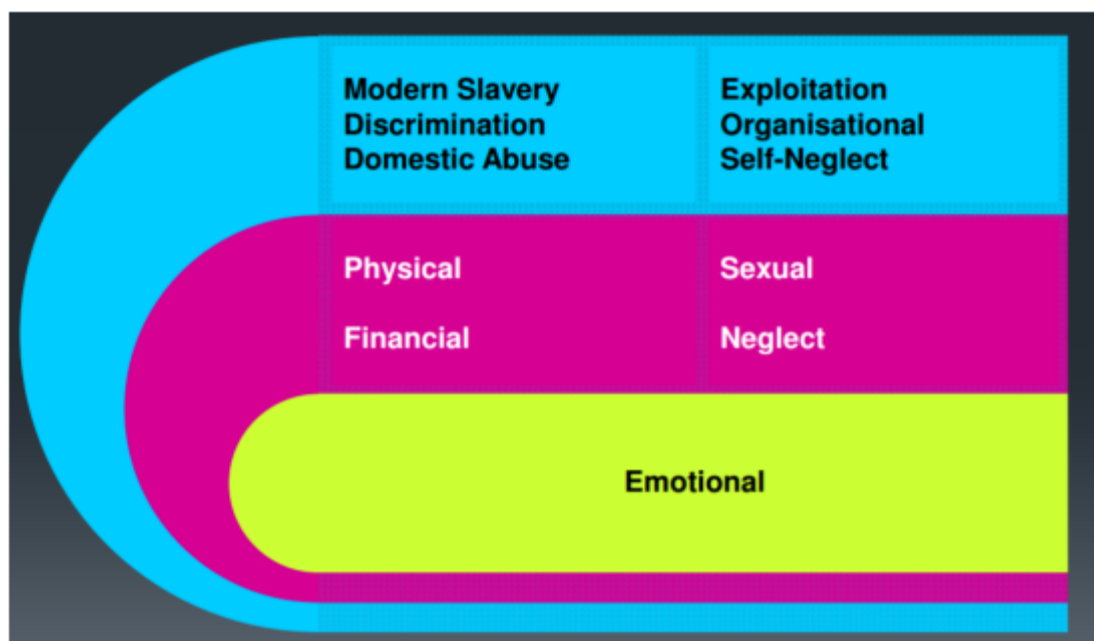
- **Organisational/Institutional**

[What is Organisational or Institutional Abuse?](#) (Social Care Institute for Excellence)

- **Exploitation**

[What is Exploitation?](#) (Preventing Exploitation Toolkit)

Abuse can take many forms, and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts.



Suicide and Self-Harm

When a child, young person or adult exhibits deliberate self-injurious behaviour, this can sometimes be a sign that they are a victim of abuse. Of course, this will not always be the case; people self-harm for different reasons and each individual case will require an individual

response.

Any volunteers, staff and trustee have a duty to report deliberate self-injurious behaviour to the Designated Safeguarding Officer. This is to ensure that appropriate referrals can be made to support the person.

Safeguarding Procedures

This section contains the procedures you must follow if you suspect that a child or adult at risk is being abused.

- Section 1: Safety Planning/Risk Management – Hirers/Backstage/Front of House/The Joseph Rowntree Theatre Company
- Section 2: Respond
- Section 3: Report and Record
- Section 4: Refer
- Section 5: Immediate Action

Section 1: Safety Planning

Hirers

- Provide up to date safeguarding policy and procedures with their booking forms.
- They have appointed a person who is responsible for Safeguarding and this person is made known within booking information
- A Body of Persons application has been completed at least 3 weeks prior to performance. Best practice would be to display the confirmation letter on the board in the corridor. [BODY OF PERSONS APPROVAL - NNCEE - National Network for Children in Employment & Entertainment](#)
- Safeguarding concerns are reported as soon as possible if appropriate.
- Signing in and out information is displayed on the board in the corridor. Use the safety door codes (back door and side corridor door) and only issue to those that need the information.
- Where a Joseph Rowntree Theatre volunteer administers first aid to a child, the hirer has a responsibility to ensure a chaperone must be present the whole time, supporting the child.
- The proper number of Licensed Chaperones required for child performers in their show is obtained in line with legal requirements.
- Chaperone will be in place for each hirer – if children are front of house before/during/after a performance – an identified chaperone will be present and have their license with them whilst in the theatre.
- An additional piece of good practice would be to also display a copy of the licenses alongside the signing in and out rota.
 - [Chaperones – City of York Council](#)
 - [child-chaperone-guidelines \(york.gov.uk\)](http://child-chaperone-guidelines.york.gov.uk)

Joseph Rowntree Theatre Expectations of Licensed Chaperones:

- Licensed Chaperones must be provided by the hirer when children are taking part in the production. The maximum number of children in the care of a chaperone shall not exceed 12. For children under the age of 10 this is reduced to a maximum of 10 children being in the chaperone's care.
- At least two chaperones will be present in each dressing room when children are present.
- Chaperones must be present for the welcome safety briefing given by the theatre stage manager at the start of the hire.
- During performances, chaperones will be responsible for the children and should be the point of contact should a volunteer need to discuss an issue with a child's actions or behaviour.
- Chaperones should be aware of the safety arrangements and first aid procedures in the theatre and will ensure that children in their care do not place themselves and others in danger.
- Chaperones must follow their relevant hirers safeguarding policies and report any concerns to their relevant safeguarding lead.

Backstage Volunteers

- Chaperones will be in place for each organisation meaning that backstage crew will be able to complete their role in the knowledge that all children are in the care of a registered chaperone – provided by the hirer.
- All backstage crew will wear appropriate identification, so hirers are aware of their role within the organisation.
- Key backstage crew will have received the relevant safeguarding training.
- Where a backstage team member is the allocated First Aider, if dealing with children, a chaperone must be present
- Backstage volunteers understand the key role a chaperone has within the theatre and the requirements of being side stage when with children.

Front of House Volunteers

- Front of House and Box Office teams will wear appropriate identification, so hirers are aware of their role within the organisation.
- A duty manager will be present at each event to support
- All the Front of House team will have received the relevant safeguarding training.
- Where a Front of House team member is the allocated First Aider, if dealing with children, a chaperone/parent must be present
- Chaperone will be in place for each organisation – if children are front of house before/during/after a performance – an identified chaperone will be present

The Joseph Rowntree Theatre Company

Expectations in different circumstances

Rehearsals:

To promote best safeguarding practice during rehearsals The Joseph Rowntree Theatre Company commit to

- To provide at least 1 enhanced DBS checked adult to supervise at rehearsals where less than 10 Child/Adult identified as at risk or adults identified as at risk are attending.
- To provide a Minimum of 2 enhanced DBS checked adults where more than 10 Child/Adult identified as at risk or adults identified as at risk are attending.
- Operate a signing in system where a Child/Adult identified as at risk are signed out of rehearsals by a nominated adult.
- To ensure there is appropriate supervision for the children when going to the toilet in the rehearsal venue.

Performances

To promote best safeguarding practice during shows/at the theatre The Joseph Rowntree Theatre Company commit to:

- To provide the appropriate number of trained and licensed chaperones as per City of York council guidance
- To ensure all key creatives from The Joseph Rowntree Theatre Company have the appropriate level of DBS check with support of the Designated Safeguarding Officer
- Operate a signing in system where a Child/Adult identified as at risk are signed out of rehearsals by a responsible adult.
- Ensuring no filming or photography is done from the side of the stage (except with permission from the Director)
- The appropriate allocation of dressing rooms in line with the child performance guidelines.

Section 2: Respond

It is important that we act appropriately and use the training and guidelines below to respond to disclosures.

- Where appropriate, gently remind them that if they tell you a child or adult at risk and in need of safeguarding is being harmed or is at risk of abuse, the law says that you have to tell someone. Explain that they can choose how much to tell you, and that you are here to listen; support them. Be prepared to explain what this means in practice, including who you will tell.
- Stay calm and actively listen – keep your voice neutral and avoid showing your shock or worry. If you appear shocked this can cause the person to stop talking or retract.
- Do not ask leading questions – it is important that you do not start interrogating the person and that you do not investigate.
- Reassure them that they deserve support and that what has happened to them is not okay. Reassurance can make a big impact to a person who may have been keeping the abuse secret.
- Give time and space. Allow them to tell their story at their own pace – this could have taken the person a long time to build up the courage to tell their story. Follow their pace.
- Tell them it's not their fault. Abuse is never the fault of the victim or survivor, and they need to know this.
- Say you believe them – a person may fear that they won't be believed, and this may be why they have kept it secret for so long. If they have trusted you enough to tell you, it is because they want help, and they believe you are the person to help them.
- Do not make promises. Never promise to keep the information a secret; be clear that you need to report what has been said to someone who will be able to help.
- Explain what will happen next, including who you are going to tell.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- If it is appropriate to make a safeguarding report, you must do so within 24 hours of a disclosure.
- Report as soon as possible, so that the details are fresh in your mind and action can be taken quickly.

Section 3 – Reporting and Recording

The Joseph Rowntree Theatre is committed to keeping accurate and factual records of all safeguarding concerns. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a date, time, and signature.

The charity will keep confidential records of any safeguarding reports for up to 25 years, at which point they will be destroyed (as per GDPR).

- Report concerns to the Designated Safeguarding Officer if they are unsure whether it is a Safeguarding Issue.
- Do not share concerns with unrelated person/s.
- If there are concerns around a member of the volunteer team, trustee or staff member, the same process will be followed.
- Complete a safeguarding concern form when necessary and return this to the Designated Safeguarding Officer – Safeguarding Report Form (Insert link)
- Report within 24 hours

Section 4 – Refer

A referral involves giving Services or the Police information about concerns relating to an individual or family so that enquiries can be undertaken by the appropriate agency followed by any necessary action.

- In certain cases, the level of concern will lead straight to a referral without external consultation being necessary.
- Parents/carers should be informed if a referral is being made except in the circumstances outlined above.
- However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with the Child/Adult identified as at-risk and Services about how and when the parents should be approached and by whom.
- If your concern is about abuse or risk of abuse from someone not known to the child/adult identified as at risk or their family, you should make a telephone referral directly to the police and consult with the parents/carers.
- If your concern is about abuse or risk of abuse from a family member or someone known to the Child/Adult identified as at risk, you should make a telephone referral to your York Child/Adult identified as at-risk Service.

In an event where the Safeguarding Officer is unavailable, and you have a concern that a child in York is being abused or mistreated or you have concerns about a child's well-being you should call and speak to someone on one of the following numbers:

- Significant immediate concerns, contact the police on 999
- Concern that a child is vulnerable or at risk of significant harm, contact the Multi-Agency Safeguarding Hub (MASH) in York on 01904 551900 and select option 3 or email MASH@york.gov.uk.
- Outside office hours, at weekends and on public holidays contact the emergency duty team on 01609 780780.
- To make an early help referral or access advice for a family, you contact the Multi Agency Safeguarding Hub, Early Help Team on 01904 551900 and select option 2 or email them at earlyhelp@york.gov.uk
- NSPCC Helpline: 0808 800 5000 (**NSPCC email:** help@nspcc.org.uk)

If the Designated Safeguarding Officer feels it is appropriate, they will report the concern to Children's Social Care and the Local Authority Designated Officer (LADO) whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

In some cases, the chair of trustees would report the incident to the Charity Commission: [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

Section 5 – Immediate Action

In an emergency, everyone should follow the same steps:

- Make an immediate evaluation of the risk and take steps to ensure that the adult or child is not in immediate danger.
- If there is need for emergency medical treatment, dial 999 for an ambulance.

Following an emergency

- Complete Part 1 of the Safeguarding Concerns Recording Form as soon as you possibly can. See Appendix 1.
- The Designated Safeguarding Officer will then complete Part 2 of the Safeguarding Concerns Recording Form, which records the steps taken to manage the abuse/allegation of abuse/likelihood of abuse or concerns about self-harm or harm to another.

Support:

An allegation of abuse or knowing that abuse, harm, self-harm or suicide has taken place can be very distressing for anyone.

It is important that staff debrief and reflect on the impact on themselves as individuals. The Joseph Rowntree Theatre will provide support and guidance following a traumatic circumstance that has impacted the staff, volunteer or trustee's wellbeing and emotional resilience.

APPENDIX 1

Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children and Adults at risk who are in the care of the charity. In an emergency, please contact the Police/Ambulance service on 999. All the information provided must be treated as confidential and reported to The Joseph Rowntree Theatre within 24 hours.

The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1) YOUR DETAILS – THE PERSON COMPLETING THE FORM

Your Name:

Your Position:

Your Telephone Number:

Your Email Address:

Date form completed:

Time form completed:

2) Safeguarding Concern Information – if obtained

Name:

Date of Birth:

Address:

Telephone Number:

Email Address:

What is the nature of the safeguarding concern? Give brief details of concern/event/incident including timings, place and who involved:

3) OTHER PRESENT OR POTENTIAL WITNESS

Name:

Address:

Telephone Number:

Email Address

Any advice / actions taken to reduce risk by who, when and any impact?

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

PRINT NAME	
SIGNATURE	

Part 2: To be completed by Designated Safeguarding Officer:

Form received From: Date: Time:	
Record action taken:	
Outcome of referral:	
Any further actions required:	
Signature: Date: Time:	

This form will be kept in a secure, password protected, confidential file accessed only by relevant trained staff. Any disclosure of information on the form will only be made to appropriate persons and will be made only on a need-to-know basis. It may be necessary to make records available as evidence and to disclose them in court.