

Safeguarding Policy

Policy Statement

Safeguarding the welfare of all Young People and Vulnerable Adults is one of Make/Sense Theatre's highest priorities and we are fully committed to carrying out safe practice to protect these individuals from harm, abuse and exploitation. A safe and mutually respectful environment, where everyone's voice is heard is at the heart of Make/Sense's ethos.

All those working and interacting with Make/Sense Theatre, whether you are staff, interns, trainees or volunteers, have a duty to maintain and abide by the Safeguarding Policy and support other service users. We have a duty to act appropriately to any allegations, suspicions or reports of abuse of young people or vulnerable adults both in our care and in their lives outside Make/Sense. This policy offers safeguarding guidelines and specific procedures to deal with any concerns that occur.

Definitions

Child	Anyone under the age of 18 years old
Young Person/People	All children and adult participants or volunteers (whether or not deemed 'vulnerable') under the age of 24.
Vulnerable Adult	Anyone aged 18 years old or over who is or may 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.
Member of staff	Includes staff and volunteers working in the organisation, regardless of position, role or responsibilities.
Worker	For the purposes of this policy, 'workers' is used as a general term for all employees, freelancers, interns, volunteers, placements and any other representative of Make/Sense considered having responsibility to implement safeguarding procedures
Abuse	Any maltreatment, including physical, emotional and sexual abuse and neglect. In respect of vulnerable adults it also includes financial abuse and institutional abuse.

National Guidance

- Working Together to Safeguard Children, 2018
- Safeguarding Children and Safer Recruitment in Education
- No More Secrets
- The Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- Data protection Act 2018

Local Procedures

- The Berkshire Child Protection Procedures
- The Berkshire Safeguarding Adults Policy and Procedures

Designated Person

The Designated Safeguarding Lead is responsible for promoting and implementing safeguarding practices across Make/Sense Theatre. This includes ensuring all staff and volunteers are informed of the company's safeguarding procedures and making sure they receive appropriate training. They will also ensure that each concern reported is recorded and dealt with appropriately, making a referral to the relevant Local Authority in accordance with local procedures.

The Designated Person responsible for safeguarding Young People and Vulnerable Adults issues for Make/Sense Theatre is:

Karen Wallace-Jones (Director)
karenmakesense@gmail.com

The designated person responsible for updating this policy and ensuring staff are aware of it is **Karen Wallace-Jones**.

The Designated Safeguarding lead is responsible for:

- Receiving information from and providing advice and support to other members of staff, volunteers, Young People/Vulnerable Adult's parents and carers on issues relating to safeguarding
- Assessing this information promptly and taking appropriate action
- Reporting to external agencies as appropriate
- Keeping a confidential record of any concern, complaint or referral in line with our Data Protection Policy
- Ensuring that staff in contact with Young People and Vulnerable Adults are informed of the safeguarding procedures and receive basic safeguarding training
- Being familiar with national and local safeguarding legislation and guidance

Responding to Safeguarding Concerns

You may become concerned about a person for a number of reasons:

- A Young Person/Vulnerable Adult may disclose that they or someone else has been, is being or may be abused or harmed
- Due to the individual's behaviour or presentation
- The behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about an individual

In all cases, if you believe a Young Person/Vulnerable Adult has been, is being or may be harmed, you must report your concerns using the following procedures:

If a young person/vulnerable adult, member of the public or colleague makes an accusation of abuse:

NEVER ASSUME THAT SOMEONE ELSE WILL TAKE THE NECESSARY ACTION

- Stay calm; listen carefully to what is being said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. **Do not promise to keep secrets.**
- Make hand written verbatim notes or use the Safeguarding Report Form. Record in writing what was said using the person's own words, note the **date, time**, any **names** mentioned, to whom the information was given and ensure that the record is **signed and dated**. Report with the form to the Designated Safeguarding Lead at the earliest opportunity.
- Allow the individual to continue at their own pace.
- Ask questions for clarification only. Try using the TED method, asking questions that start with **"Tell"**, **"Explain"** or **"Describe"**. Avoid asking leading questions that suggest a particular answer and **do not investigate**.
- **Reassure** the person 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.
- If you consider it unsafe for the individual to leave your care, the Designated Person should contact Social Services immediately to discuss putting safety measures into effect.
- If you feel a young person/vulnerable adult may be going to disclose information about abuse, but then stops, let them know that you are always ready to listen to them and/or remind them of the Childline number: 0800 1111. You should report your suspicions to a Designated Person as soon as possible.
- **Do not discuss** the issue with anyone but the Designated Person.

If the Safeguarding incident is a child or vulnerable adult protection issue:

Any worker who either suspects, witnesses or is told of any incident of physical, emotional, sexual, financial, discriminatory or institutional abuse or neglect occurring to a child or vulnerable adult has a duty to report this immediately to the Safeguarding Leads. In the rare case that none of these are available, the worker should report directly to Social Services/Police.

At the first opportunity, the worker should contact the Safeguarding Lead/Designated Person. This should be done by contacting the designated person and making it clear that this is a report of abuse which needs to be dealt with urgently.

Staff should hand over any notes taken during the disclosure and submit a written record to the relevant member of the Safeguarding Team or Designated Person as soon as possible.

Allegations against Workers

A Young Person or Vulnerable Adult may make an allegation of abuse against a worker in the company, or you may have a suspicion yourself. Any concerns regarding a worker, whether they are a staff member, freelancer or volunteer, should be reported to the Designated Safeguarding Lead.

Allegations may be that a worker has:

- Behaved in a way that has or may have harmed a Young Person or Vulnerable Adult
- Possibly committed a criminal offence against or related to a Young Person or Vulnerable Adult
- Behaved towards a Young Person or Vulnerable Adult in a way which indicates they are unsuitable to work with children

The company will carry out this policy and procedure with discretion, sensitivity and confidentiality recognising its obligations to both parties. Information will be assessed quickly and carefully, seeking further information from staff, volunteers, young people/vulnerable adults, parents or carers if necessary.

The suspension of a member of staff or young person/vulnerable adult against whom an allegation of abuse is made will not necessarily be automatic. The company will consider any and all relevant information, including advice from outside agencies prior to deciding to suspend.

Make/Sense reserves the right to remove from projects, any young person/vulnerable adult proven to have made a malicious allegation of abuse against a company worker.

Who You Should Report To

Workers and volunteers should report their concerns to the supervising staff member for the activity. The supervising staff member will take lead responsibility for carrying out the Safeguarding Reporting Procedures. If allegations are made against the supervising staff member, concerns should be reported directly to the Designated Safeguarding Lead.

Contracted Services

Where Make/Sense contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures in place. Such considerations will be declared in any contract or service level agreement with the providers.

Further Concerns and Whistleblowing

All staff and volunteers should feel responsible for raising safeguarding concerns should they arise. Your role with Make/Sense Theatre, whether paid or unpaid, will not be at risk from raising or escalating your concerns.

If dissatisfied with the response to any of the concerns above, raise these again with the Designated Safeguarding Lead.

If you feel your concerns still haven't been appropriately addressed, you should report your concerns to the Multi-Agency Safeguarding Hub on 020 8314 6660.

If you have concerns about how Child Protection matters are being handled at Make/Sense, and do not feel that your concerns have been or will be acted on appropriately, you can contact the NSPCC's Whistleblowing Advice Line to discuss your concerns: 0800 028 0285

Background Checks

Arrangements for background checks when recruiting, employing and deploying staff and volunteers

Make/Sense Theatre will have recruitment procedures in place which will ensure that every possible care is taken to ensure that Young People or Vulnerable Adults are protected.

These recruitment procedures will apply to specific staff within the company who may work with Young People or Vulnerable Adults. The recruitment procedures will include the following:

- Identity check
- The role will be clearly defined
- The requirement to produce documentary evidence of academic/vocational qualifications if necessary
- An Enhanced Disclosure and Barring Service check, whilst maintaining sensitive and confidential use of the applicant's disclosure in accordance with the company's relevant policy
- Obtaining professional references
- Verification of previous employment history
- Use of a variety of selection techniques including previous experience, interview and reference checks

Use of Images

Use of Images (Photographs, on Film, Videotape or Mobile Phone)

It is important that all staff, volunteers and other individuals be vigilant with any concerns they have on the use of photography or film footage of Young People/Vulnerable Adults. These concerns should be reported to the Designated Person/Safeguarding Lead.

On occasion, workers may use video equipment as a legitimate teaching aid. Young People/Vulnerable Adults and their parents/carers must be made aware that this will occur, and care will be taken in the storing of such films.

An individual's image, whether it is a photograph or video, is considered to be personal data. Therefore, in accordance with the Data Protection Act 1998, it must be given the same sort of protection as any other personal data.

If at any time a person is specifically asked to have their picture taken or be filmed, written consent should be obtained prior to the use of the image(s). This is applicable for photos or film used for official Make/Sense promotions and/or publications. If photographs/videoing of Young People/Vulnerable Adults is to occur, written consent from a parent or guardian must be obtained through the signing of our Consent Form.

The company will not allow images of Young People and Vulnerable Adults to be used on websites, publicity or press releases, without permission from the parent/carer, and if we do obtain such permission, we will not identify individuals by name. However, the company cannot be held accountable for photographs or video footage taken by parents/carers or members of the public at company events.

Confidentiality

All workers have a professional responsibility to share relevant information about the protection of Young People and Vulnerable Adults with a Designated Person/Safeguarding Lead and, where requested, with other appropriate professionals and/or investigative agencies should the situation arise.

All personal information regarding a Young Person or Vulnerable Adult will be kept confidential except when:

- It is suspected that a Young Person or Vulnerable Adult is at risk of harm either from themselves or others
- It is suspected that a Young Person or Vulnerable Adult is the victim and/or at risk of abuse
- It is suspected that any Young Person or Vulnerable Adult may pose a risk to others
- It is suspected that a crime has been committed by a Young Person or Vulnerable Adult

In all cases, the need to safeguard the welfare of the Young Person/Vulnerable Adult will be the primary consideration.

Bullying

Definition of bullying

Bullying is behaviour, usually repeated over time which intentionally hurts or humiliates another individual or group, physically or emotionally. This can be done by one person or a group of people.

Occasionally an incident may be considered to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. If the victim could be in danger, then intervention is required urgently.

Bullying may take the form of:

- Harassment
- Cyberbullying (including “sexting” and “happy slapping”)
- Racist and religious bullying
- Disability bullying
- Sexual, sexist and transphobic bullying
- Homophobic bullying

Hate crime – an offence committed against a person or property which is motivated by prejudice or hate. The victim or another person may feel the victim has been targeted because of a particular factor or characteristic.

Make/Sense Theatre is committed to providing a safe and supportive environment where everyone is treated equally and with respect.

What to do when bullying is reported

Some bullying, for example, where it is of an overtly sexual nature, could be seen as a criminal offence or a child protection/safeguarding concern. When there is reason to suspect a young person/vulnerable adult is suffering, or is likely to suffer, significant harm, the concern must be immediately reported to the Designated Person.

Role of Designated Person and procedure for handling an allegation or disclosure

Where the matter reported relates to a young person or vulnerable adult from a partner organisation, the designated member of staff should make contact with the Designated Person of that organisation.

Upon receiving an allegation or disclosure of abuse, the Designated Safeguarding Lead or supervising staff member will:

- Take steps needed to protect any child or vulnerable adult involved from risk of immediate harm
- Not interview or investigate the allegation further, but refer the matter immediately to the relevant Social Services department
- When making the referral you should include any information they have on the child's developmental needs, the capacity of the child's parents or carers to meet those needs and any external factors that may be undermining their capacity to parent

- Take handwritten verbatim notes
- Consult with local authorities and follow advice about contacting parents, other staff, police, doctor or alleged perpetrator or witnesses directly. Agree with the local authorities on necessary next steps
- Inform the child or vulnerable adult or person who made the initial allegation of what the next steps will be
- Record the incident (names, date, time). The report must include the name and position of the person to whom the matter is reported. Gather notes from other staff involved to hold on file
- Arrange for any counselling support that may be necessary (if appropriate) for staff involved in the reporting of abuse

Online Sessions

The use of information and communication technologies can have lots of benefits, such as connecting with others, stimulating discussions, promoting creativity and effective learning. Online meeting platforms are also a great way to connect, create work and support each other. We recognise that there are online safety issues that need to be planned for which will help to ensure appropriate, effective and safer use of electronic communications. Young/vulnerable people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, they may find themselves involved in activities which are inappropriate or possibly illegal.

Some of these dangers include:

- Unauthorized access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- Access to illegal, harmful or inappropriate images or other content
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Online-bullying and peer on peer abuse
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Access to unsuitable video/internet games
- Illegal downloading of music or video files

In order to ensure that Young People/Vulnerable adults are able to use the internet and related communication technologies appropriately and safely, Make/Sense Theatre consider the following good practice:

- The Make/Sense email service may be regarded as safe and secure and is monitored.
- Staff must immediately report to the Safeguarding Lead if any communication makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students or parents/carers must be professional in tone and content.

Workers should be reminded that any concerns about online abuse or the way someone has been communicating online should be reported to CEOP (Child Exploitation and Online Protection Command) www.ceop.police.uk/safety-centre/

Specific consent for participating in online sessions must have been received by Make/Sense Theatre before sessions commence, in addition to any previous consent gained for video and still photography. Participants and their parents/carers will be given information about the software being used, how video and audio data will be stored, and how and by whom it can be accessed.

The sessions will be recorded and held securely by the Safeguarding Lead. This is to protect both staff and participants. The recordings will not be watched unless an issue has been flagged and will be deleted after six months.

For full guidance and more information on safeguarding during online working, please refer to Make/Sense's Online Activities Policy.

Appendix A: Categories of Abuse

Physical Abuse

Physical abuse causes harm to a Young Person or a Vulnerable Adult.

It may involve, hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating, otherwise causing physical harm to a Young Person or Vulnerable Adult. It may be done deliberately or carelessly, or be the result of a deliberate failure to prevent injury. It may include female genital mutilation. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes harm to a Young Person or Vulnerable Adult in their care.

Neglect

Neglect is the persistent failure to meet a Young Person's or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health and development. This may involve failure to provide adequate food, shelter and clothing and/or failing to protect a Young Person or Vulnerable Adult from physical harm or danger, and/or the failure to ensure access to appropriate medical care or treatment.

Sexual Abuse

Sexual abuse involves forcing or enticing a Young Person or Vulnerable Adult into participating in, or watching sexual activity. It is not necessary for the Young Person or Vulnerable Adult to be aware that the activity is sexual and the apparent consent of the Young Person or Vulnerable Adult is irrelevant. The activities may involve physical contact, including penetrative or non-penetrative acts as well as non-contact activities such as involving a Young Person or a Vulnerable Adult in looking at, or in the production of, pornographic material, watching sexual activities or encouraging Young People or Vulnerable Adults to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a Young person or Vulnerable Adult, including persistent criticism, denigration, rejection and scapegoating. It may cause severe and adverse effects on the Young Person or

Vulnerable Adult's behaviour and emotional development, resulting in low self-worth or extremes of attention seeking behaviour, including violent behaviour and self-harming. It may involve the conveying to the Young Person or Vulnerable Adult that they are worthless or unloved, inadequate, or not valued. Some level of emotional abuse is present in all forms of abuse, though it may also occur alone.

Domestic Abuse

The Home Office (March 2013) defines domestic abuse as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological; Physical; Sexual; Financial; Emotional. Domestic Abuse includes controlling and coercive behaviour.

Self Neglect

Where an individual demonstrates lack of care for themselves and/or their environment, and/or refuses assistance or services. It can cover a wide range of behaviour for example, neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Human Trafficking/modern slavery

Modern Slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (which comes from the Palermo Protocol).

Child Sexual Exploitation

This is a form of child sexual abuse. It occurs through exploitative situations, contexts and relationships where young people receive something as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. The victim may have been sexually exploited even if the sexual activity appears consensual.

Female Genital Mutilation

This form of abuse comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Radicalisation

This refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. (Revised Prevent Duty Guidance for England and Wales, issued on 12th March 2015 and revised on 16th July 2015).

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent.

Peer on Peer abuse

Abuse that happens between children of a similar age or stage of development. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or

otherwise causing physical harm; sexting and initiating/hazing type violence

Child criminal exploitation: County lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns

Abuse and Behaviour

Because of the link between abuse and some types of poor behaviour, where a child or young person's behaviour is violent, bizarre or dangerous, including acts of vandalism or fire setting, staff will be alert to the possibility that this is an indicator of abuse.

If a worker has a concern that a young person or vulnerable adult is at risk of any of the above, this should be raised to a Designated Person in the same way as any other safeguarding concern.

Appendix B: External Key Contact Numbers

Reading Borough Council

Concerns about a child or young person: 0118 937 3641

Concerns about a vulnerable adult: 0118 937 3747 (01344 786 543 out of hours)

Wokingham Borough Council

Concerns about a child or young person: 0118 908 8002

Concerns about a vulnerable adult: 0300 365 1234 (01344 786 543 out of hours)

West Berkshire Council

Concerns about a child or young person: 01344 352005

Concerns about a vulnerable adult: 01635 519056

Bracknell Forest Borough Council

Concerns about a child or young person: 01635 503090

Concerns about a vulnerable adult: 01344 351500

Slough Borough Council

Concerns about a child or young person: 01753 690924

Concerns about a vulnerable adult: 01753 475111

Windsor and Maidenhead

Concerns about a child or young person: 01628 683150 (01344 786543 out of hours)