

Hull Truck Theatre Safeguarding and Child Protection Policy (Including reporting concerns and whistle-blowing)

Hull Truck Theatre's Designated Safeguarding Officer (DSO) is:

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Protecting Vulnerable People Unit	101
Hull Safeguarding Children Board	(01482) 379090
www.hullsafeguardingchildren.co.uk	

Depending on the activity or event where a core member of staff is not in attendance, Hull Truck Theatre may allocate the Deputy Designated Safeguarding Officer role to another practitioner or board member who has been trained to the appropriate level to take on this responsibility.

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Statement

Hull Truck Theatre (HTT) is fully committed to safeguarding the welfare of all children, young people and vulnerable adults by taking reasonable steps to protect them from neglect, physical, sexual or emotional harm. Safeguarding children, young people and vulnerable adults is at the centre of HTT's activities and beliefs and is the responsibility of everyone. HTT aims to keep safe all children, young people and vulnerable adults who use HTT's services as well as the paid staff and volunteers who work for HTT.

For the purposes of this policy when referencing the safeguarding of children and young people the same policy and procedures should be followed for the safeguarding of vulnerable adults.

HTT aims to provide safe, positive and empowering environments for all young people who engage in projects, programmes and events organised directly by it, or in partnership with other organisations. This includes children and young people who attend HTT as audience members. HTT's work with young people aims to be fun, informative and inspirational. This can only be achieved in an atmosphere of trust and respect. HTT recognises that there are a variety of approaches required to ensure an effective prevention of harm strategy (see what constitutes abuse page 9). These include: creating the right environment, developing practice standards, empowering young people, paid staff and volunteers, sharing information and developing a monitoring role.

HTT will provide a range of training opportunities annually in Safeguarding Awareness Training for all staff and volunteers including the Board of Trustees. HTT will provide regular training for its DSO's in conjunction with Hull Safeguarding Children Board (HSCB) recommendations.

HTT paid staff and volunteers must always show respect for and understanding of the rights, safety and welfare of our users and conduct themselves in a way that reflects this.

HTT takes any concerns or suspicions seriously. Full support will be given to any individuals who raise concerns.

Compliance with HTT's policies and procedures should achieve the above.

This policy should be read in conjunction with the following policies and procedures:

- Health and Safety policy and risk assessment
- Recruitment and Selection
- Training and Development
- Data Protection IT
- Social Media

- Staff and Volunteers' Code of Conduct for working with Young People and Vulnerable Adults (Appendix 3)
- Complaints

Forms

- HTT Incident/Disclosure Form
- Confidential Consent Form under 18
- Consent Form over 18

Dissemination

All paid staff and volunteers will be made aware of this policy and procedure as part of their induction. They have a responsibility to adhere to it. It will be made freely available to all HTT participants and their parents/carers via our website.

Review Date

This Policy and Procedure will be reviewed every 2 years by the Executive Director, to ensure that the operation of this procedure is satisfactory. This document was created in March 2016 and reviewed in March 2018. The next review date was March 2020 but was extended to March 2021 due to the Coronavirus Pandemic. Appendix 7 was added to ensure there were clear policies for our work online during this period. HTT will review any incidents during the year and take the appropriate action to resolve them, adapting policies and procedures immediately if so required.

HTT Definitions

Young people/person – All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. HTT works with young people up to the age of 25. Some aspects of this policy, such as the Staff and Volunteers' Code of Conduct are in place to protect all young people, regardless of age.

Vulnerable adult – Refers to anyone over the age of 18 who is considered for whatever reason, unable to protect themselves. This could be but is not limited to a disability or mental health condition.

HTT paid staff and volunteers – This includes all full and part time paid staff as well as volunteers including freelance contracted staff and Trustees.

Legislation to protect children and young people

Human Rights Act 1998 and The United Nation's Convention on the Rights of the Children
Children Act 2004, 1989

Protection of Children Act 1999

Police Act 1997 Part V

Rehabilitation of Offenders Act 1974
Disability Discrimination Act 1995
Health and Safety at Work Act 1974
Data Protection Act 1984 and 1998
Sexual Offences Act
Safeguarding Vulnerable Groups Act

Guidance to protect children and young people

In 2014 HTT has used “Keeping it Safe” in the drawing up of its policies and definitions – a NCVYS publication and believes in the principles of “Every Child Matters.”

For the policy review in 2016 HTT used the NSPCC’s ‘Example of a Safeguarding Policy’ template and Hull City Council’s Safeguarding Children Board’s Child Protection Policy template.

Designated Safeguarding Officer

The designated worker takes responsibility for disseminating and implementing safeguarding procedures within the organisation at all times. In particular, they will:

- Be specifically trained to carry out this role
- Be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection
- Receive information from paid staff, volunteers, children and young people, parents and carers about child protection concerns
- Assess this information promptly and take appropriate action
- Maintain secure, confidential records of any child protection or other safeguarding concerns raised, action taken and follow-up required
- Provide support during and after incidents involving child protection
- Know how to contact and establish links with the Local Safeguarding Children Boards and the relevant departments within Local Authorities and police and be familiar with local referral procedures
- Assess the safeguarding and child protection learning and development needs of all staff and volunteers and coordinate the training
- Promote safeguarding across the organisation and keep all staff and volunteers informed on good practice and new legislation and guidance
- Monitor the overall trend of safeguarding concerns, keep records of their disposal and feed back to the organisation on the quality of their safeguarding work

Code of Conduct

HTT believes that all members of its paid staff and volunteers have a clear understanding of the responsibilities and powers their positions of trust carry. The Staff and Volunteers’ Code of Conduct clearly outlines what is acceptable behaviour and what is not and how to behave appropriately when working with young people and as such ensuring that the ‘position of

trust' is not abused. This not only protects those in the positions of trust, but also safeguards those being cared for. Please refer to Paid Staff and Volunteers Code of Conduct.

Failure to comply with the Code may be deemed a disciplinary matter.

Safe practice when working with young people at HTT or at events away from HTT or residential trips

Information to parents and carers

Parents and carers must be provided with event information for any HTT activity involving a person under the age of 18 years. The information provided must include – date, times, location, travel arrangements, refreshments, money, clothing or equipment needed and contact information should a parent or carer wish to contact the member of staff in charge of the activity.

Consent of parent or carer

Consent must be obtained from a child's parent or carer for any HTT activity involving a person under the age of 18 years or a vulnerable young person up to the age of 25. The HTT consent form will be used for this purpose. For young people aged 18 and over they will be asked to complete their own consent form providing emergency contact, health and medical information.

During activities, copies of consent forms will be available to relevant staff present, in case of an emergency and the need to contact a parent or carer. Forms will be kept in a place which is only accessible to staff and the location of the forms must be known to all staff participating in the event. Forms will either be destroyed or stored securely when an activity or events ends. For youth theatre members, the forms will be stored securely for the duration of the membership and parent/carers will be given annual reminders to update information.

Original copies of consent forms will be filed in a locked cabinet, accessible only to those who need to fulfil their duties.

Staff to participant ratio and risk assessment

The Children's Legal Centre recommends staffing levels of the following:

- One adult to 10-15 children aged eight to 11 and one adult for 15 to 20 children aged 11 to 12 for lower risk activities
- One adult to 10 children for residential trips, trips abroad or for water or adventure sports
- One adult to six children where there are children under the age of eight in the group

These ratios will be considered in the risk assessment for each activity or event.

HTT believes it good practice to have at least two members of paid staff or volunteers present throughout the duration of any trip or activity. Wherever possible the presence of staff both genders is required when young people of both genders are participating. However, if this is not possible, the activity or trip can go ahead at the discretion of the DSO.

It is recognised that some children and young people with special needs may require one to one or even two to one care. Each situation is assessed according to need

Children and Young People as audience members

HTT recommends that all young people aged under 11 years of age should be accompanied by an adult when visiting the theatre as an audience member and the adult who accompanies the young person is responsible for their safety and behaviour.

Risk assessments are completed at least 4 weeks before any activity or event. Following the risk assessment an appropriate response to specific care needs and minimisation of risk should be produced and shared/agreed with young people, parents/carers and staff and volunteers. Risk assessing is ongoing throughout the event/activity.

HTT uses the Health and Safety Executive Five Steps to Risk Assessment as a basis for risk assessing.

When carrying out risk assessments the following are considered:

- The type of activity and level of difficulty at which it is being undertaken
- Appropriate separate sleeping and washing arrangements
- The location of the activity
- Weather conditions, if the activity takes place outdoors
- The competence, qualifications and experience of paid staff and volunteers and any on-site staff if the activity is taking place in a different location
- The age, competence, fitness and experience of the participants
- What will happen if one of the leaders gets hurt or becomes ill, has to take a child/young person to the hospital, has to take a child or young person home
- Visa requirements
- Vaccinations
- Driving regulations
- Cultural and religious differences
- Language
- Appropriate transport arrangements e.g. use of a minibus ensuring it is correctly licensed, taxed and insured and driven by a suitably qualified individual, seatbelts are worn, first aid kit, etc.

Activity involving children/vulnerable adults which takes place off-site from the theatre must be risk assessed by the person responsible for that activity. This includes an assessment of safeguarding risks and measures put in place to mitigate these.

Use of Internet, mobile telephone and social networks

Paid staff and volunteers must be aware of and act in accordance with the HTT's IT Policy, Data Protection Policy.

It is recommended that HTT staff follow the basic tips on keeping young people safe whilst using the internet:

- Know what young people are doing online – have some reasonable level of supervision of young people while they are using the internet
- Encourage young people not to use real names in chat rooms, but to choose a nickname and use common sense, eg. not choosing a provocative name
- Help them understand it is not safe to give out personal information like mobile phone number, address, school details in chat rooms or emails or to share pictures or videos of themselves
- Discourage them from ever going alone to meet someone they met online. If they must, however, ensure they let their parents, friends or HTT staff know where they are going and when, who they are arranging to meet and when you can expect them to return. Even better, encourage them to keep online mates online and remember that not everyone they meet there is genuine
- Encourage them to get rid of or not open emails that are not familiar to them or seem strange. Emails that contain attachments that are offensive can be blocked and deleted. They may contain not only pornographic or hate materials, but also viruses which can damage the computer
- Help them understand that if they are being asked strange or personal questions that they are not comfortable with they should tell someone about it
- Refer to the Child Exploitation and Online Protection Centre's thinkyouknow.co.uk
- Discuss which sites are appropriate for young people to visit
- Get the young people to teach staff and volunteers how to use any applications they are not familiar with
- Ensure that lines of communication are open for young people to discuss anything they feel uncomfortable with and empower them to report any forms of abuse
- Ensure firewalls are activated to block offensive materials on any computers young people have access to

It is acceptable to use email, text and internet based social networks to communicate with children and young people, however the following safe working practice should be applied:

- Parents or carers must be given the opportunity to be 'copied in' to communications with their child if they so wish
- Paid staff and volunteers must only use HTT email or mobile telephone to send texts or message. If social media websites are used there must be a separate HTT identity or profile established and any such site subject to regular monitoring by a line manager or the Designated Safeguarding Officer. Such sites must be moderated to ensure the continued safe use and security of young people using the site
- Staff must never use personal email, mobile telephones or internet based social networks to communicate with children or young people
- All electronic communications from HTT to a young person must be recorded

Use of photographs or recorded images of children and young people

HTT may want to take photographs or record the activities undertaken by the young people. HTT commits to ensure that all publications and media represent participants appropriately and with due respect.

A photograph or image of a child or young person will not be published without consent. Personal information about the individual will not accompany the image. HTT receives a blanket permission to record our events through film and photography. That permission restricts the use of images or recordings for HTT and our project partners own promotional use only; e.g. brochures, programmes and website.

Individuals and organisations commissioned by us or working in partnership with us cannot use film and photography without the consent of HTT. Where possible and appropriate HTT will get explicit consent when people register for an event directly. Where a third-party books an event on behalf of a young person, HTT will get the third party to sign to say they are responsible for obtaining explicit and/or individual consent.

HTT states at events

Taking photographs by parents/carers or members of the public of any young person that is not under their care under the age of 18 years at any Hull Truck Theatre event, on or off our premises is strictly forbidden.

We understand that parents/carers want to record memorable moments in their children's lives' and we will endeavour to capture those moments on your behalf. Hull Truck Theatre will therefore take photographs of your child at the event and make them available to you. This allows for us to check that those who do not wish to be photographed have not been captured in the picture by accident. We ask you to understand that some members of the community (children and adults) may be vulnerable and the sharing of their photographs online could put them at risk of harm.

If your child is taking part in a Hull Truck Theatre event we will ask you sign a consent form which explains how the photographs will be used and shared.

HTT websites will be carefully monitored to eliminate the use of inappropriate images or improper text.

Confidentiality

Whilst HTT staff will ensure that young people's rights to privacy and confidence is respected, there may be times when this confidence needs to be breached. If a young person discloses information about him/herself or another young person, which raises safeguarding concerns about the safety of that young person or others, then these concerns will be reported to the Designated Safeguarding Officer in line with HTT reporting concerns procedure which is included in this policy. HTT will ensure that the young person is involved, consulted and kept informed about what action, if any, is to be taken and during each step of the reporting procedure.

Any personal information gathered about a young person regarding a child protection concern will be stored in a secured and confidential place. Only appropriate staff will have access to this information (eg paid staff member or volunteer involved, Designated Safeguarding Officer). It may be necessary to pass this information on to the relevant Local Authority and police. When doing so, HTT will ensure that the young person is informed and involved in making that decision whenever possible. If a young person is at risk of serious harm a referral can be made without their consent. In this situation, the Designated Safeguarding Officer should consult with another member of HTT senior management team.

HTT staff will ensure that any information gained or given will be treated with the strictest of confidence. Young people will be consulted and involved in the decision-making process whenever possible.

What constitutes child abuse

Child abuse occurs when a child or young person has suffered from, or is at significant risk of suffering from, ill-treatment or impairment of development, by any person who knowingly colludes with or fails to prevent the ill-treatment of the child or young person by not ensuring reasonable standards of care and protection.

All paid staff and volunteers should be aware that abusers are not just strangers. They can include parents, carers, family members, friends, people in positions of trust and authority, other children or young people, or anyone who has contact with children and young people.

Children and young people who are abused are often abused by an adult they know and trust.

Disabled children and young people are more vulnerable to abuse; they are more dependent on intimate care and occasionally they may be less able to tell or escape from abusive situations.

Misunderstandings and misinterpretations of different cultural and religious beliefs and practices often mean that children and young people from these communities and families may be more vulnerable to abuse going undetected and often statutory services fail to meet the needs or deliver appropriate services to the children and young people.

It is important to remember that, although many abusers are men, women also abuse, and that abusers come from all social and ethnic backgrounds, races, classes and professions.

Definitions of abuse

Four categories of abuse have been defined and are generally accepted, although it is important to remember that abuse will often fall into more than one category at any one time.

Neglect – the persistent or severe neglect and failure to meet the child’s or young person’s basic physical and or psychological needs, i.e. food, warmth, shelter, clothing, care and protection

Physical – any form of non-accidental injury or failure to protect against injury to a child or young person. This may involve hitting, shaking, poisoning, throwing, suffocating, burning and scalding. Physical harm may also be caused when a parent or carer puts on the symptoms of, or deliberately causes, ill health to a child or young person under their care.

Emotional – severe or persistent rejection or emotional ill-treatment of the child or young person which would negatively affect the emotional or behavioural development of the child or young person.

Sexual – the actual, or likely, sexual exploitation of the child or young person by any person, whether or not that child or young person is aware of what is happening. This would include physical contact (penetrative or non-penetrative) and non-physical contact (looking at pornographic materials, watching sexual activities, or encouraging children/young people to behave in sexually inappropriate ways).

Other specific sources of harm

Staff/volunteers also need to be aware of other specific sources of harm which may include Female Genital Mutilation (FGM), Radicalisation and Child Sexual Exploitation (CSE). For a more comprehensive list of specific sources of harm, please refer to the practice guidance in the Hull Safeguarding Children Board Guidelines and Procedures (<http://hullscb.proceduresonline.com/index.htm>).

It is also recognised that there are other sources of stress for children and young people and their families, for example social exclusion, domestic violence, mental illness or drug and alcohol misuse.

HTT recommends the approach taken by the Learning and Skills Improvement Service in framing their thinking within the 5Rs i.e. **Recognise, Respond, Report, Record and Refer**.

How to recognise abuse

The following is a guide to help paid staff and volunteers to become more alert to and aware of the signs of possible abuse. These lists are not definitive. Please bear in mind that there may also be other factors within the family that may be the reason for sudden changes in behaviour, for example death, the birth of a new sibling, etc.

Recognising possible abuse is a complex and complicated procedure. It is not your responsibility to decide whether a young person has been abused or is at significant risk. Investigation of child abuse is a specialised professional task which should only be undertaken by the designated agencies, i.e. the Local Authority Children’s Services, police, Local Safeguarding Children’s Board or the NSPCC. However, you do have a responsibility to act on any concerns and report them in accordance with the reporting procedure.

The one thing a staff member must not do is NOTHING!

Neglect – this can be a difficult form of abuse to recognise and yet it can have some of the most lasting and damaging effects

The physical signs and changes in behaviour that may indicate neglect may include:

- Constantly hungry, perhaps stealing food from others
- Constantly dirty or in an unkempt, unwashed state
- Inappropriately dressed for the weather conditions
- A loss of weight or being constantly underweight
- Being tired all the time
- Failure to attend medical appointments or not requesting them
- Mentioning being left alone or unsupervised

Physical abuse – It is quite normal for children and young people to get cuts and bruises as part of their daily life. However, some children and young people will have bruising or cuts that could only have been caused non-accidentally.

Important indicators are where on the body the bruises or injuries occur, whether any explanation given, or the lack of explanation, fits the injury and also whether there was a delay in seeking medical treatment when treatment may be quite necessary.

The physical signs and changes in behaviour that may indicate physical abuse may include:

- Injuries on any part of the body that cannot be explained
- Bruises which reflect hand marks or fingertips from slapping or pinching
- Cigarette burns, bite marks, broken bones, scalds
- A fear of approaching parents for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when touched or approached
- Depression, withdrawn behaviour
- Running away from home
- Reluctance to get changed

Emotional abuse – again this is can be very difficult to identify; often those who appear well cared for may be emotionally abused by being put down or belittled.

Also, some children and young people may be receiving little or no love, affection and/or attention from their parents or carers. Those not allowed to mix and play with others may also be experiencing emotional abuse.

The physical signs and changes in behaviour that may indicate emotional abuse may include:

- A failure to thrive or grow
- Sudden speech disorders
- Delayed development, either physically or emotionally
- Exhibiting neurotic behaviour such as hair twisting or rocking
- Reluctance to have their parents or carers contacted or approached regarding their behaviour
- Exhibiting a lack of confidence or the need for approval or attention
- Fear of making mistakes

- Exhibiting self-harming behaviour

Sexual abuse – adults who exploit their power and use children or young people to gratify their own sexual needs abuse both girls and boys of all ages, cultures and abilities, including babies, toddlers and young people. More often than not, the child's or young person's behaviour will cause you to become concerned; however, there are physical signs that highlight concerns. In all cases, children and young people who talk about sexual abuse do so because they want it to stop. Therefore, it is vitally important that they are listened to and taken seriously.

The physical signs and changes in behaviour that may indicate sexual abuse may include:

- Stomach pains, discomfort when walking or sitting down
- Bruising or injuries to parts of the body that are not normally seen
- Pregnancy and sexually transmitted infections
- Sudden or unexplained changes in behaviour and/or mood i.e. becoming aggressive or withdrawn
- Nervousness or fear of being left with specific persons or groups
- Acting in a sexually inappropriate way with peers and or adults
- Sexual knowledge, drawings and language that are beyond the child or young person's age or developmental level
- Running away
- Self-harm and mutilation, suicide attempts
- Eating disorders such as bulimia or anorexia
- Indicating that they have secrets that cannot be told to anyone
- Bedwetting
- Substance abuse (drug and alcohol)

NB These are some typical signs and indicators for each type of abuse, but all could indicate a different type of abuse or another concern. Staff will be trained in recognising abuse.

Respond

The appropriate response is vital. No disclosure about possible abuse or neglect should ever be ignored. In order to determine the most appropriate response, ascertain what you are dealing with. See also section below If a child or young person confides in you, you must do the following:

Reporting concerns, suspicions and allegations

Whistle blowing - revelation of wrongdoing, abuse or unethical behaviour by paid staff or volunteer that pushes boundaries beyond acceptable limits within an organisation to those in positions of authority. This should happen where someone feels there has been a breach of the Paid Staff and Volunteers' Code of Conduct, other policies and procedures or other behaviour.

What to do if you have a concern, suspect or have a disclosure about abuse

Report any safeguarding concerns to the staff member's or volunteer's line manager and the Designated Safeguarding Officer or their Deputy as soon as possible. If the concern is regarding one of these people then it should be raised with the Chair of the board. Once you have reported concerns about abuse to the Designated Safeguarding Officer the responsibility for taking action lies with them. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

Any concern being reported will be taken seriously. HTT will support children, young people, paid staff and volunteers in raising any concern or suspicions which will continue whilst concerns are being investigated. Their identity will be kept anonymous wherever possible. HTT will think carefully about what confidential information it shares and what support should be given by whom.

HTT recognises that it is important to create an environment where paid staff and volunteers trust each other and the organisation and can honestly discuss things in confidence which concern them.

Where an allegation has been made about a member of paid staff or a volunteer they will receive support throughout the process and thereafter as necessary, as agreed with their line manager.

It is hoped that relatively minor concerns will be resolved via a discussion or with further training, but if it is a major incident it is recognized that it could result in a criminal investigation and or a disciplinary or misconduct investigation and action. All procedures will adhere to HTT's disciplinary policy, support mechanisms put in place must not jeopardise any investigation or put young people at risk which may result in a paid staff member or volunteer being suspended from duty until all investigation has been completed.

Dealing with allegations against staff or volunteers

Any member of staff or volunteer who has concerns about the behaviour or conduct of another individual working with in the group or organisation will report the nature of the allegation to HTT's DSO immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further.

If serious HT's DSO will report the matter to the Local Authority Designated Officer (LADO).
Tel 790933

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

An allegation is defined as where:

It is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

If a child or young person confides in you, you must do the following:

- Stay calm and approachable. Do not let your shock show
- Listen very carefully to what is being said using empathetic listening skills without interrupting
- Explain at an appropriate time as early as possible that the information being given by the child or young person will need to be shared and passed on to others –but stress only to those who need to know. Do not in any circumstances promise to keep it a secret
- Make it clear that you are taking the child or young person seriously and acknowledge how difficult this must be. Reassure them that they have done the right thing
- Allow the child or young person to speak at their own pace
- Reassure the child or young person that they are doing the right thing in telling you
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details, that is the job of the experts. Keep your questions open
- Let the child or young person know what will happen next, who you will report the information to, what will happen once it's been reported
- Record all the details of what was said immediately after on the HTT
- Incident/Disclosure Form - CONFIDENTIAL. Use the child or young person's exact wording – do not try to interpret any of the information yourself unless necessary and if you do, identify which part is your interpretation.
- Record details such as names mentioned, dates, times, who the information went to and what action was taken next. Don't forget to sign and date the form. Share this information with the designated person and/or line manager as soon as practical.
- Act immediately – do not delay

Action to be taken by the Designated Safeguarding Officer

- Act immediately – do not delay
- Consider whether the child or young person is in immediate danger. If they are, contact the police, Local Authority, Local Safeguarding Children's Board or parents or carers (if appropriate)
- If the child/young person is not in immediate danger and you are with the young person, listen to what they want to share with you about the incident. Do not ask leading or interrogating questions, just questions for clarification only
- If allegations have been made about a member of staff or a volunteer, report the matter to someone higher within the organisation. The organisation's disciplinary procedure should be followed
- Contact your local services team and discuss any future action with them, e.g. if an allegation against a member of staff or a volunteer contact the Local Safeguarding Children's Board Local Authority Designated Officer, if regarding a young person contact Children's Services and if regarding a vulnerable adult contact Adult Services, etc.

- Agree with the Local Safeguarding Children's Board team ongoing support for the child or young person. When considering and taking any action, the child or young person's welfare must be paramount.

Information for Local Safeguarding Children's Board or the Police about suspected abuse

To ensure that this information is as helpful as possible, a clear, accurate and detailed record should always be made at the time of the disclosure/concern (or within 24 hours) on the HTT Incident/Disclosure Form - CONFIDENTIAL. This should include details of the young person's:

- Name, age, date of birth, home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also, any indirect signs, such as unusual or distinctive behaviour
- Details of witnesses to the incidents
- The young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- If the parents have been contacted and if so what has been said?
- If anyone else has been consulted? If so record details
- If the young person was not the person who reported the incident, has the young person been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details

Where possible telephone referral to the Police or appropriate Local Authority Services should be confirmed in writing within 48 hours and the name of the contact who took the referral should be recorded. Referral is the responsibility of the Designated Safeguarding Officer. The Designated Safeguarding Officer should include on the HTT Incident/Disclosure Form – CONFIDENTIAL Form what action they have taken and any feedback as a result of the referral.

The Hull Safeguarding Children Board Contact and Referral Form

All telephone referrals made by professionals should be followed, within 48 hours by a written referral giving specific and detailed information.

A template Contact and Referral Form has been developed for this purpose.

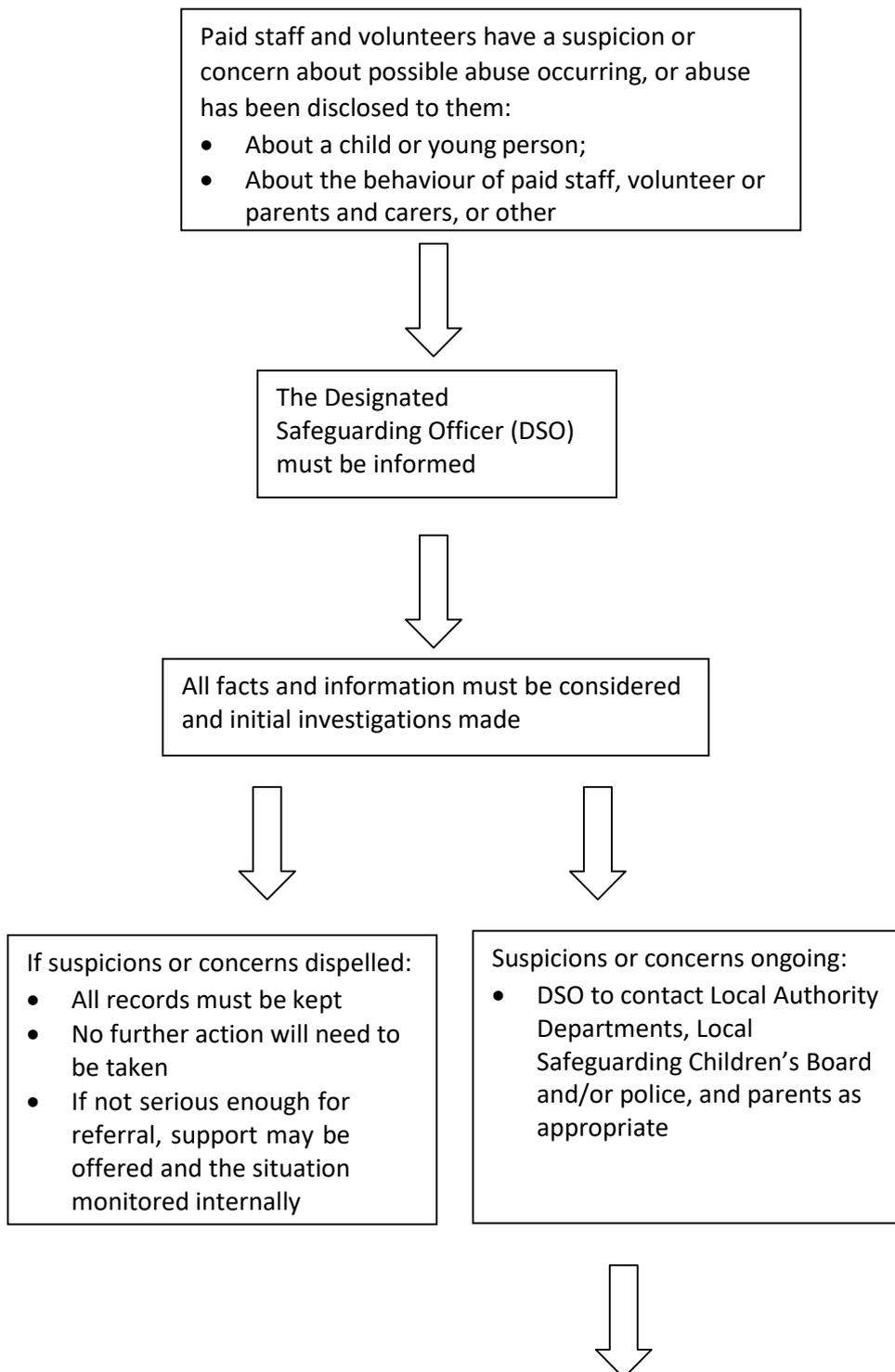
If you have secure email the form should be sent to The Access and Assessment Team accesspodgc@hullcc.gcsx.gov.uk

If you do not have a secure email system it should be faxed to 01482 444145.

Follow this link to view the Contact and Referral Form

http://hullscb.proceduresonline.com/chapters/docs_library.html#core_procedures

Process for reporting child protection concerns



Statutory bodies will make an initial assessment:

- Child protection investigations will begin
- Assessment of need will be made.
- Feedback should be given to the referrer
i.e. DSO

Appendix 1

Seven Golden Rules of Information Sharing

[Information Sharing - Advice for Practitioners Providing Safeguarding Services to Children, Young People and Carers \(Department for Education March 2015\)](#) has been produced to support practitioners in the decisions they take when sharing information to reduce the risk of harm to children and young people.

Below are the 7 golden rules of information sharing that this guidance recommends.

- 1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.*
- 2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.*
- 3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
- 4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*
- 5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*
- 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).*
- 7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose*

Appendix 2

Considerations when Contacting another Agency/Service

1) Effective Communication between Agencies

Effective communication requires a culture of listening to and engaging in, dialogue within and across agencies. It is essential that all communication is as accurate and complete as possible and clearly recorded.

Accuracy is key; without it effective decisions cannot be made. Equally, inaccurate accounts can lead to children remaining unsafe, or to the possibility of wrongful actions being taken that affect children and adults

Before contacting another agency, think about why you are doing it, is it to:

- **Share Information**

To share information is the term used to describe the situation where practitioners use their professional judgement and experience on a case by case basis to decide whether and what personal information to share with other practitioners in order to meet the needs of a child or young person.

Decisions to request and share information must be considered in terms of whether they are necessary and proportionate.

- **Signpost to Another Service**

The definition to signpost is to indicate direction towards. It is an informal process whereby a professional or a family is shown in the direction of a service.

If someone is signposted to a service it is because accessing the service may enhance the family's quality of life, but there would be no increased risk to the child or young person should the service not be accessed.

No agency is responsible for the monitoring or recording of signposting.

- **Seek Advice and Guidance**

Seeking advice and guidance at any time, making a general query or perhaps consulting with a specialist colleague within your own organisation (or from another agency) may enhance the work that you are doing with a child, young person or family at any stage. It could be that you want further information about services available or that you want some specialist advice or perhaps need to consult about a particular issue or query for instance to ask if making a referral is appropriate.

The name of the child and family should be anonymised at this stage unless agreement to share the information has already been obtained.

It is vital that you record that you have sought information and advice in your own records. The agency you are contacting may not record this information, particularly if the case is not open or active with them. It should be agreed between agencies in this situation as to who records what information.

At the end of the conversation both parties must be clear about the next course of action.

- **Facilitate Access to a Service**

If you think that a family may benefit from a service then directing, signposting or facilitating is appropriate. For example, a family approaches your service and asks for some advice about leisure activities in the local area. You give them the information and directions to the nearest open access leisure centre.

- **Refer a Child or Family**

If you think that by not accessing a particular service, a child's situation could deteriorate then a referral is appropriate. However, a referral is only the start of the process. You as the referrer have a responsibility to monitor that the service has been taken up and the child's situation has improved.

Sometimes you may need to draw on other support services, for example when an intervention has not achieved the desired outcomes and the child/young person requires more specialist or sustained support.

A specific gap in services to meet a need or any level of concern warrants follow up and monitoring to ensure there is no risk to children.

At the end of the conversation both parties must be clear about the outcome and the next course of action.

2) Professional Differences

Where there are any professional differences about a particular decision, course of action or lack of action you should consult with a Senior Manager within your own organisation about next steps. [Resolving Interagency Disagreements Guidance](#)

3) Recording

Well-kept records about work with a child and his or her family provide an essential underpinning to good professional practice. Records should be clear, accessible and comprehensive, with judgements made and decisions and interventions carefully recorded. Where decisions have been taken jointly across agencies, or endorsed by a manager, this should be made clear.

You should record your decision and the reasons for it, whether or not you decide to share information. If the decision is to share, you should record what information was shared and with whom.

You should work within your agency's arrangements for recording information and within any local information sharing procedures in place. These arrangements and procedures must be in accordance with the Data Protection Act 1998.

Appendix 3

Hull Truck Theatre Paid Staff and Volunteers' Code of Conduct Working With Children and Vulnerable Adults

Statement

Hull Truck Theatre (HTT) believes that all members of paid staff and volunteers should have a clear understanding of their responsibilities. The following Code of Conduct clearly outlines what behaviour is expected of paid staff and volunteers whilst undertaking duties for HTT.

Dissemination

This policy is communicated to all paid staff and volunteers as part of their induction and assessed as part of supervision meetings. It is made freely available to all HTT users via our website.

Definition

HTT paid staff and volunteers – This includes all full and part time paid staff as well as volunteers which includes freelance contracted staff and Trustees.

Review date

This Paid Staff and Volunteers Code of Conduct will be monitored and reviewed every 2 years by the Director of Engagement and Learning and the Executive Director to ensure that the operation of this procedure is satisfactory. This document was created in March 2016 and reviewed in March 2018. Next review date is March 2020.

It is expected that all paid staff and volunteers will:

- Carry out their work in a responsible way with due regard for the safety of themselves and any other parties – including the use of risk assessments (please see Health and Safety Policy)
- Act in accordance with relevant policies and procedures of HTT, ensuring the work, values, principles and mission of HTT and Excellent and Inclusive Youth Theatre is positively represented
- Maintain appropriate professional behaviour, language and dress
- When undertaking a project with a new set of people including young people, set out what is expected e.g. ground rules agreement to include expected behaviour etc. and what happens if the agreement is breached
- Treat everyone equally, with respect and dignity e.g. appropriate use of language (please refer to Diversity and Equality Policy and Procedure)
- Respect and be sensitive to individual beliefs, faiths and religions e.g. promote a variety of views, be objective and careful about sharing own views (please refer to Diversity and Equality Policy and Procedure)
- Act as an excellent role model e.g. behaving as you would want others to do so
- Show understanding and sensitivity when dealing with emotional issues

- Maintain confidentiality as per procedures
- Respect a person's right to privacy e.g. obtaining photographic consent
- Keep to scheduled time and length of meetings
- Commit to further training and keeping up to date as relevant to their area of responsibility
- Establish supportive, positive environments e.g. giving enthusiastic and constructive feedback (rather than negative criticism) and praise for effort as well as achievement
- Work collaboratively and consult as appropriate
- Ensure clear and agreed communication with all parties involved Maintain a positive attitude
- Be willing to reflect on their own performance e.g. through supervisions/appraisal mechanisms
- Be willing to have their own practice monitored and evaluated
- Declare any conflict of interest e.g. if you are related to a board or staff member and don't accept individual gifts above 'normal hospitality' e.g. it is fine to accept a cup of tea and a biscuit, but not money for your own personal gain. If you do accept a gift through a work situation it must be declared
- Ask questions, rather than making assumptions
- Remember that others may misinterpret your behaviour and actions regardless of how well intentioned they may be

HTT is fully committed to safeguarding the welfare of all children and young people.

HTT believes that all members of its paid staff and volunteers have a clear understanding of the responsibilities and powers their positions of trust carry. In addition to the above code of conduct the below clearly outlines what is acceptable behaviour and what is not and how to behave appropriately when working with young people and as such ensuring that the 'position of trust' is not abused. This not only protects those in the positions of trust, but also safeguards those being cared for.

Failure to comply with the Code may be deemed a disciplinary matter.

Paid staff and volunteers should always:

- Work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication)
- Put the welfare of children and young people first
- Strive to build balanced relationships based on mutual trust which empowers children and young people to share in the decision making process
- Take seriously any allegations, suspicions or concerns about abuse that a young person makes (including those made against staff) and report them following appropriate procedures (please see page 14 of the Safeguarding and Child Protection Policy and Procedure regarding if a child or young person confides in you what you must do)
- Provide an opportunity and environment for young people to talk to paid staff and volunteers about any concerns they may have

- Provide an environment e.g. establishing ground rules/group agreements that encourages young people and adults to feel comfortable and confident in challenging bullying and any attitudes or behaviours that may be discriminatory in any way (e.g. racial, sexual or homophobic, or in relation to disability or refugee or asylum status, etc.)
- Declare any previous relationships/personal connections to Line Manager

Paid staff and volunteers should never:

- Engage in or permit or accept abusive and discriminatory behaviour or peer-led activities (e.g. initiation ceremonies, bullying, taunting or behaviour that frightens, embarrasses or demoralises or reduces to tears as a form of control)
- Engage in inappropriate behaviour or contact (e.g. physical, verbal or sexual, including horseplay)
- Allow or encourage others to engage in inappropriate behaviour and contact
- Use inappropriate or demeaning language
- Engage in sexual relationships with young people or personal friendships including outside of the workplace
- Make sexually suggestive comments to anyone
- Give or lend personal money to young people Invite young people to individual homes
- Give lifts in your own car, unless prior arrangements have been made with all relevant parties and consent given by parents, carers and line managers and that there is appropriate business insurance on the vehicle.
- Share a dressing room or a bedroom with a young person
- Show favouritism to anyone
- Jump to conclusions without checking facts
- Use alcohol, drugs or other substances prior to or when working or buy it for or supply it to young people
- Deliberately put them self or others in compromising or potentially dangerous situations or situations which could be misinterpreted by young people or others, e.g. when supporting or comforting a young person under distress, make sure it is an open environment whilst also balancing their right to privacy
- Promote your religious or political ideas or beliefs Allow allegations to go unrecorded or not acted upon
- Give out personal contact details including mobile telephone numbers and email addresses or become friends on social networking sites or gather personal contact details of young people for their own use

If anyone is unclear on how to achieve the code of conduct points, they must discuss it with their Line Manager.

Some activities such as games may involve physical contact amongst participants, paid staff and volunteers. If it is necessary, this is fine as long as it is carried out appropriately and in an open environment and all parties are consulted and their consent is gained. People must be given the choice to not participate in an activity, should they not wish to.

HTT will not tolerate peer abuse, bullying, discrimination, violence, aggression, abusive behaviour and language from paid staff or volunteers or within a working session e.g. with young people. In the event of inappropriate behaviour, the complaints procedure and disciplinary and grievance procedure will be followed. Examples of Gross Misconduct are as follows: theft of HTT's property and misuse of the company's funds, malicious damage to HTT's property, fraud and dishonesty, incapacity for work due to being under the influence of alcohol or non-prescribed drugs, supplying non-prescribed drugs, physical assault and fighting, gross negligence, absence without cause, sexual assault, harassment or misconduct, serious breach of safe working practices, misuse of IT equipment, abusive behavior including sexist, racist and other oppressive behavior. (NB. The above list is not exhaustive).

The following policies and procedures support this policy –

- Recruitment and Selection Policy
- Disciplinary and Grievance Procedure
- Safeguarding and Child Protection Policy
- Complaints Procedure

Appendix 4

Recruitment and roles to be DBS checked

The Theatres Administrator is responsible for administering and recording DBS checks, in line with Data Protection and other requirements. Any concerns regarding a DBS check will be referred to the main DSO in the first instance then the Executive Director. Applicants should be reassured that any information will be treated in confidence and will not be used against them unfairly.

The Rehabilitation of Offenders Act (1974) made any convictions ‘spent’ after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a ‘spent’ conviction. However, under this act all applicants for positions which give them “substantial, unsupervised access on a sustained or regular basis” to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

Some roles require regular work with young and vulnerable people. Employees in these roles must have a satisfactory enhanced DBS check on the commencement of their employment. When applying for a DBS, Employees will be asked to register on DBS updating Service <https://www.gov.uk/dbs-update-service> with an annual updated check then being requested each year. All offers of employment for these roles are conditional on the DBS check, and any change in the DBS check during employment may lead to a capability review and if necessary, termination of employment through our disciplinary procedure.

These roles are:

- Director of Engagement and Learning
- Associate Director (Artist Dev and Youth Theatre)
- Engagement and Learning Facilitator
- Engagement and Learning Intern
- Freelance Youth Theatre Practitioners
- Engagement and Learning volunteers
- Engagement and Learning Freelance Outreach Practitioners
- Community Dialogues Project Manager
- Community Dialogues Freelance Practitioners
- Artistic Director
- Executive Director
- Anyone acting as DSO must have an enhanced DBS check.

Other employees may be asked to provide an enhanced DBS check if they are to be working on a project or production involving young people. If the employee is unable to provide a satisfactory check then they may need to undertake alternative duties or other measure may be put in place to safeguard both young people and employees. These roles may include (but are not limited to):

- Producer
- Resident Directors
- Assistant Directors
- Company Stage Manager
- Deputy Stage Manager
- Assistant Stage Manager
- Head of Wardrobe
- Wardrobe Supervisor
- Head of Production and Technical
- Technicians

For work experience placements, where students may undertake short placements working with a wide range of staff, Hull Truck Theatre does not require all employees to have a DBS. Instead, the Theatres Administrator will do a full risk assessment considering any disclosures previously made.

Appendix 5

Youth Theatre at Beverley Road House Procedures

Access to Beverley Road

There will be a dedicated Youth Theatre Beverley Road key that will be held at Box Office. This will need to be picked up by the leader or assistant of the first session being lead at Beverley Road each day and dropped off to Box Office at the end of the final Youth Theatre session if possible. If this is not possible (as the building is closed) alternative arrangements will be made. A second key will be held by the Associate Director (Artist Development and Youth Theatre) for general access to the space.

The Youth Theatre team will ensure that the building is securely locked after the final Youth Theatre session if they are the last people in the space. A signing in book will be used so that the Youth Theatre team are aware of anyone staying in the accommodation so that the alarm is not enabled.

The toilets on the first floor will be for the exclusive use of Youth Theatre members while Youth Theatre sessions are in progress. This will be made clear in the general Beverley Road induction and displayed clearly via signage.

Youth Theatre members will not have access to the accommodation or costume store at Beverley Road. Access to the Green Room space will be strictly supervised (and only when appropriate) and the Youth Theatre members will not have access to any cupboards, fridges etc.

Arrivals

A Youth Theatre Assistant will be on duty from 15 minutes before the start of the session. They will be based at the main entrance and will let the members in and mark their attendance on the register. The members will then go up to the rehearsal space and wait there until the session begins.

Members will be reminded there is no way to gain admittance to the building until 15 minutes before the start time of their session.

Departures

Most members of the 14 – 16 and 16+ groups have consent to leave Youth Theatre unaccompanied by an adult. However, for those that don't we will expect them to be collected at Beverley Road.

Young people's information (including medical forms)

Copies will be made of all Youth Theatre member's consent and medical forms and stored in a locked container at Beverley Road. All Youth Theatre leaders will have access to this container and the key shall be held with the Beverley Road house key. The Associate Director (Artist Development and Youth Theatre) and Director of Engagement and Learning shall check this container periodically to ensure all information is being stored correctly.

Communication

There will be a dedicated Youth Theatre mobile phone at the Beverley Road space. This will allow two-way communication between Beverley Road and Hull Truck Theatre and also ensure that there is a way for the Youth Theatre team to contact parents in the event of emergencies. On nights when the theatre is open any emergencies will be reported to the FOH Duty Manager.

Youth Theatre members and parents / guardians will be given the mobile number so they can get in touch during the sessions. It will be made clear the mobile will only be turned on during the Youth Theatre sessions and all general enquiries and information should still come to the Associate Director (Artist Development and Youth Theatre) via e-mail or their Hull Truck Theatre phone number. The Youth Theatre Assistant shall take responsibility for answering calls etc during the session.

Useful information:

YT Mobile Phone Number: 07522239182

Bev Road door code: 2221

Appendix 6

HTT Incident/Disclosure Form

Confidential

All allegations, complaints or suspicions of abuse should be recorded as close as possible at the time of the incident. Details of incidents should be recorded in as much detail and as accurately as possible. Any disclosures of abuse being made by children and young people should be a reflection of what was actually said. Do not try and interpret any of the information, but if this is necessary identify which parts are your interpretation. Just record what was said/witnessed.

1. Date and time of incident or disclosure:
2. Are you reporting your own concerns or those reported by somebody else?
3. Are you reporting a disclosure or an incident?

Disclosure Incident

4. Name, age, date of birth, ethnicity or religion, any disabilities, visible bruising, injuries or indirect signs such as unusual behaviour of person(s) involved:

5. Names of parents or carers, address and telephone numbers of person(s) involved:

6. Names, ages, telephone numbers and addresses of any witnesses:

7. Name, role and contact details of person completing form:

8. Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the young person or child – is it fact, opinion or hearsay?).

9. What action was taken (if no action was taken explain why) inc action taken by Designated Safeguarding Officer (DSO):

10. Who did you (DSO) report the incident to (names and contact details): In-house -

Outside agencies –

Parents or carers –

11. Are any other young people potentially at risk?

12. Any other relevant information including feedback as a result of the referral:

Signed:

Date:

Time:

This form should be kept in a secure and safe place, in compliance with HTT's guidelines on confidentiality.

APPENDIX 7

Hull Truck Theatre – Safeguarding Participants during online Zoom workshops

Zoom Workshops Appendix – 2nd November 2020

The following appendix sets out the responsibilities of staff, volunteers and participants when taking part in online drama/theatre workshops via Zoom.

Before all Zoom sessions participants will be advised of the following rules:

- When logging in, never use your full name, first names will do. We won't let you enter the session, if we don't recognise your name from our register.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Please think carefully about your space/background and ensure that it is suitable for others to see.
- Ensure that you are set-up, ready and comfortable before the start of session.
- Refer to a group leader directly if you feel worried about anything.
- Do not record or take photos of anything without the others consent.

During all Zoom sessions, Hull Truck Theatre staff will ensure that:

- Two DBS checked adults will be present for the duration of every session; these will be designated as the session host and co-host.
- Each session will be password protected and the waiting room function will be switched on so that the host can monitor who is joining.
- The host will only allow people entry to the session if they recognise their name.
- The host will disable the chat function that enables members to chat between each other. However, participants will be able to post messages publicly and message the host.
- The host will be the only user able to share their screen and audio.
- During the sessions there may be moments where it is appropriate to record for either public sharing for the group to re-watch. The group leader will always explain this to participants before starting to record, seek consent and indicate when the record has finished. Video's will be deleted once they have served their purpose.
- Hull Truck Theatre's Creative Learning staff will only use the Creative Learning Zoom Account linked to the Engagement email address for online workshops.
- At the start of each live chat with young people, Hull Truck Theatre staff will establish a code of conduct / group contract for the session.

At the start of each session Hull Truck Theatre staff will establish a code of conduct for working online that will include:

- Reminding young people that:
 - This is not a private space and not to do/share anything online that they would not do if the group were together
 - It is easy to misinterpret things online so be kind.

- Introducing the platform technology to the group, explaining that everyone will have their microphones on mute when they are not speaking. Any 'raise your hand' / response features will also be introduced.
- Reminding participants that they must not record or take photos of anything during the session
- Reminding participants that any chat function is disabled and there will be no private chat between group members.
- Young people and parents/responsible adults will be advised about the process for reporting online abuse via CEOP (Child Exploitation and Online Protection), part of the national Crime Agency <https://www.ceop.police.uk/safety-centre/>

If sharing work that was generated online Hull Truck staff will ensure that:

- The participant(s) we are sharing have given permission for videos/photography.
- The content we create will not reveal anything that might disclose the participant's home address/street.