

Safeguarding of Children, Young People and Vulnerable Adults
Policy

The Edenbridge Players Amateur Dramatics Society **September 2019**

Date this policy was approved by Committee: 15th January 2020

Date of next review: **January 2021**

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POLICY STATEMENT

We the **Committee of the Edenbridge Players Amateur Dramatics Society** (from here on referred to as the **Edenbridge Players**) are committed to a practice which protects children, young people and vulnerable adults from harm.

We check that all our members and volunteers accept and recognise their responsibilities to develop awareness of issues which may cause our participants harm.

We will endeavour to safeguard children, young people and vulnerable adults by –

- Adopting safeguarding guidelines through a code of behaviour for our directors, producers and volunteers.
- Planning the work of the organisation so as to minimise opportunities for vulnerable people to suffer harm whilst using the organisation's services.
- Sharing information about concerns with agencies who need to know, and involving parents, relatives and children appropriately.
- Providing effective management for our personnel and volunteers responsible for our productions through supervision, support and training
- We are committed to owning this policy at all levels within our organisation and to ensure that we shall review our policy and good practice at regular intervals.

Statement of Intent

It is the policy of the **Edenbridge Players** to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm.

This society is committed to creating a safe environment in which young people and adults can feel comfortable and secure while attending any of the **Edenbridge Players'** activities which take place in the **WI Hall Edenbridge, the Scout Hut Edenbridge, Guide Hut, Oxted, British Legion, Edenbridge** or in any **other venue**.

Our team should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the **Edenbridge Players**.

Procedural Guidelines for all Edenbridge Players members.

Code of conduct and behaviour

- Members and volunteers should be committed to treating all children, young people and adults with respect and dignity, fairly and without prejudice
- Vulnerable adults are supported and supervised in accordance with their individual levels of need
- We always listen to what a person is saying
- We value each person and recognise the unique contribution each individual can make

BY EXAMPLE

- Members and volunteers at any of the venues should endeavour to provide an example of how we would wish others to treat us.
- Using appropriate language when working with each other, children, young adults, vulnerable adults, audience and other visitors and challenging any inappropriate, offensive or discriminatory language or behaviour used by a young person, adult, or by an adult working with young people.
- Respect the individual's right to privacy and dignity.

ONE TO ONE CONTACT

The Edenbridge Players will comply with procedures in accordance with KCC policies on "Children in Entertainment" for children up to the end of June in Year 11.

This may include:

- Applying for a performance licence for children **or** requesting an exemption for the performances.
- Providing a licensed chaperone
- Applying for a "Body Of Persons Approval"

The appropriate measures will be discussed by the committee and director of the play prior to rehearsals commencing. The number and age of children involved will be taken into consideration when deciding which measures to put in place.

In all cases:

Children will be provided with separate dressing areas and are accompanied backstage and front of house.

On signing out, they are handed to a named parent or carer.

We might be inspected to ensure good practice.

:

Our members and/or volunteers should never:

- spend excessive amounts of time alone with children, young adult or vulnerable adults, away from others
- In the unlikely event of having to meet with an individual child or young person or vulnerable adult make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

PHYSICAL CONTACT

Members or volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child, young person or adult that they can do for themselves. If such an incident arises, for example, where a young person or vulnerable adult has limited mobility, **the chaperone** should deal with such an incident **or the named contact**
- Allow, or engage in, inappropriate touching of any kind

GENERAL

Our members and/or volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to a child or young person or adult, even in fun

RELATIONSHIPS

Our production teams and the theatre teams who are involved in relationships with other members of the team should ensure that their personal relationships do not affect their role within the **Edenbridge Players** or the work of the **Edenbridge Players**.

MEMBERS' RESPONSIBILITIES

- Members and volunteers need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary. (Working Together to safeguard children, HM Government (2013))
- These procedures have been designed to ensure the welfare and protection of any child or adult who joins a production provided by the **Edenbridge Players**. It is recognised that abuse can be a difficult subject for members or volunteers to deal with. The producers of **Edenbridge Players** events are committed to the belief that the protection of vulnerable children and adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all participants of **Edenbridge Players events** including crew, theatre team

and theatre volunteers act appropriately in response to any concern around adult abuse.

Recognising the signs and symptoms of abuse

- **The Edenbridge Players** are committed to ensuring that all personnel are aware of signs and symptoms of abuse. **The Edenbridge Players** will ensure that the Designated Named Person, theatre team and volunteers are aware of training possibilities around Safeguarding Children and Adults.
- Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.
- "Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000)

Abuse includes (for children or adults):

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation, domestic abuse
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs

In addition, adult safeguarding also identifies the following extra categories:

- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment
- Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Designated Named Person for safeguarding:

- **The Edenbridge Players** has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person for Safeguarding within the **Edenbridge Players** is:-

Julia Bennett

home: 01732 867450 mob: +44 7880 903275 email:cjbennett7542@gmail.com

SHARING INFORMATION ABOUT CHILDREN, YOUNG PEOPLE OR ADULTS

Good communication is essential in any organisation. For the **Edenbridge Players** every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the committee to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children, young people and vulnerable adults have a right to information, especially any information that could make life better and safer for them. The **Edenbridge Players** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, the **Edenbridge Players'** members and volunteers will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

We publicly state our commitment to safeguarding by:

- * Publishing the named Designated Officer and how they can be contacted
- * Publishing and making available a full copy of our Safeguarding Policy.

Other Bodies

A copy of this Safeguarding Policy will be made available to any other appropriate body upon request.

SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES

REPORTING CONCERNS

The Designated Officer is responsible for receiving and dealing with child protection or vulnerable adult concerns and liaising with statutory agencies.

It is not the responsibility of members and volunteers to investigate or to try to decide whether abuse has occurred and under no circumstances should a member or volunteer attempt to deal with the situation alone. It is their responsibility to pass on concerns to the Designated Officer.

All concerns must be reported to the Designated Officer who can decide on the appropriate level of action with partner agencies and ensure that a written record of what you have witnessed is made.

If members or volunteers are unable to contact the Designated Officer they should report their concerns to the chairman without delay.

When alerted to concerns about a child or vulnerable adult the Designated Officer should:

- Ensure that the child or vulnerable adult is in no immediate danger and that any medical or police assistance required has been sought;
- Consider whether the concern is a safeguarding issue or not. This may involve some clarification of information provided but being careful not to investigate.
- If the concern is not considered a safeguarding issue and it is decided that there should be no referral made to a statutory authority, a record should be made of the concern; details kept on file; including any action taken; the reasons for not referring; and the situation monitored on an ongoing basis.
- Consult with statutory agencies where there is any doubt or uncertainty. If the concerns are in relation to a child this consultation should be with the local children's social care contact team. If the concerns are in relation to a vulnerable adult consultation should be via the Adult Protection team at Kent County Council.
- Where a discussion has taken place with Social Care and it is decided that a referral should not be made, this should be recorded and the situation monitored as above. The decision to monitor should also be recorded. This is important in case further concerns are raised which, when taken together, indicate that the child or vulnerable adult is being harmed and protective action is required.
- A formal referral will be made if after discussion Social Care considers the concern to be a safeguarding issue. The contact should be made by telephone in the first instance, but should be confirmed in writing under confidential cover within two working days using the Referral proforma.

Allegations against members or volunteers

- If an allegation is made by a young person or vulnerable adult, family member, friend or co-worker all details will be fully recorded by the Designated Officer who will without delay consult with and take advice from the local council
- Agree the next course of action, ensuring it is in line with any investigation being undertaken by the Police or Social Care.
- Take protective measures, which may include suspending the member or volunteer or moving them to alternative duties for the period of the investigation.

DESIGNATED PERSONS and CONTACT DETAILS

The following is the Designated Safeguarding Leader for the society:

Name : **Julia Bennett**

She holds an up to date enhanced KCC DBS certificate and undergoes regular safeguarding training as part of her role as a leader in Girlguiding .

Tel: **01732 867450** Mob: **+44 7880 903275** email: cjbennett7542@gmail.com.

Deputy Safeguarding Officers

Rosie Newman-Bekkelund: 07927 574728

Liz King: 07721 472977

The Designated Person will inform the relevant outside organisation of the incident.

SOCIAL CARE

Social Services Adults Central Duty Team 03000 41 61 61

Children and Young People Central Duty Team
03000 41 11 11

Out of Hours after 5pm (Covers both Children and Adults)
03000 41 91 91

LADO (Local Authority Designated Officer) for allegations relating to staff/volunteers and relating to children and young people
03000 41 08 88

Police **Emergency - 999**
Tel: 101 - 24 hours for advice

NSPCC Help line Tel: 0800 800 500 – 24 hours, Freephone

Child Line (NI) Tel: 0800 1111 - Freephone

All safeguarding records, information and confidential notes should be kept in separate files.

Only the Designated Persons will have access to these files.

Keep all rough notes that you may have taken, especially when someone has disclosed

DISCLOSURE

- Never guarantee absolute confidentiality, as Child Protection and Safeguarding will always have precedence over any other issues.
- Listen to the child or adult, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what they say seriously.
- Allow the child or adult to speak without interruption,
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the individual's words or explanations – do not translate into your own words, in case you have misconstrued what the child/adult was trying to say.

Contact the **Edenbridge Players Designated Person** for advice / guidance. The Designated Persons may then discuss the concern / suspicion with the relevant organisation, and agree the appropriate response.

If the Designated Persons are not available, or it is inappropriate to approach them, the person with the concern should make direct contact with the relevant organisations themselves and record any discussions or actions taken within 24 hours.

FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

The **Edenbridge Players** operate supervision procedures that ensure highest priority is given to issues relating to safeguarding.

Appendix 1: Edenbridge Players' Notification Form

This form is to be used to report all suspicions or allegations of abuse or a serious incident and is to be sent to the Council's nominated Child Protection Officer as soon as possible. (Use additional pages if necessary).

1. Your name and designation and the name and designation of anyone else who has been involved in collecting information
2. The date, time and place that you were advised of the Incident <u>or</u> when you became suspicious of abuse.
3. The names, addresses and telephone contact details of any witnesses to the incident.
4. The name and address and telephone contact details of the person making the allegation.
5. The name, address and (if known) the telephone number of the alleged victim of the incident
6. Brief account given of the incident including if any abuse has occurred.

7. If applicable, describe any injuries which have been observed (e.g. cuts, bruises, burns etc. and where on the body they were observed).
8. If the incident relates to neglect, please describe the conditions that are in place that have led to the need to take safeguarding action , e.g. state of the home, clothing or the child or vulnerable adult