



Safeguarding Children and Vulnerable Adults Policy

The Joseph Rowntree Theatre Limited recognises its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Acts, the Criminal Justice and Court Services Act 2000 and The Children (Performances and Activities) (England) Regulations 2014.

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

Safeguarding refers to the protection of children, young people and vulnerable adults from abuse or neglect. Abuse is a form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children or vulnerable adults may be abused by an adult or adults, or another child or children.

The charity is committed to practice which protects all children and vulnerable adults from harm. All members of the charity accept and recognise their responsibilities to develop awareness of the issues which cause children and vulnerable adults harm.

The charity believes that:

- The welfare of the child/vulnerable adult is paramount.
- Children and vulnerable adults should be valued, listened to and respected.
- All children/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All volunteers and employees of the charity should be clear on how to respond appropriately.

The charity does not undertake any regulated activities but recognises that many organisations that use the theatre are involved in regulated activities.

The charity will ensure that:

- All our users adopt and have in place suitable measures for managing any risks to children and vulnerable adults using the theatre.
- Each hirer will be requested to provide a copy of their safeguarding policy & procedure annually.
- The hirer has appointed a person who is responsible for safeguarding for the production.
- Everyone will be treated equally and with respect and dignity.
- The duty of care to children and vulnerable adults will always be put first.
- Bullying will not be accepted or condoned.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep informed of changes in legislation and policies for the protection of children and vulnerable adults.
- It will undertake relevant development and training.

The charity has safeguarding procedures which accompany this policy. This policy should also be read in conjunction with the charity's Health & Safety Policy.

A child is defined as anyone up to the age of 18 years. Please bear in mind, however, that the regulations relating to children in theatrical performances apply up to the age of 16, so young people between the ages of 16 and 18 will need to be treated differently from children under 16.

The charity has a dedicated Safeguarding Lead, who is in charge of ensuring that the safeguarding policy and procedures are adhered to. That person's name is Dan Shrimpton and he can be contacted by email dan@jrtheatre.co.uk

This policy will be regularly monitored by the trustees of the charity and will be subject to annual review.

Date: February 2023

Hirer Information

Suspicion of abuse

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

- If a child/vulnerable adult is in immediate danger, then you must ring the Police (and/or ambulance service) on 999. This is the only action you should take without needing to speak to the person with responsibility for safeguarding.
- If you see or suspect abuse of a child/vulnerable adult while in the theatre, please make this known to the person with responsibility for safeguarding. If you suspect that the person with responsibility for safeguarding is the source of the problem, you should make your concerns known to the Duty Manager.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against a volunteer or a member of the hiring group then that person must leave the theatre immediately subject to the following:
 - [if the individual is a member of the hirer] After consultation between the person in charge of safeguarding for the charity and the hirer reach the decision that it needs to happen.
 - [if the individual is a volunteer of the charity] After a discussion between the volunteer concerned and the charity's dedicated person for safeguarding.

Disclosure of abuse

If a child/vulnerable adult confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.

- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for safeguarding, either the hirer's or the charity's. Make it clear to the child/vulnerable adult that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child/vulnerable adult that 'they did the right thing' in telling someone.
- Tell the child/vulnerable adult what you are going to do next.
- Speak immediately to the person with responsibility for safeguarding. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

- If a complaint is made against a volunteer of the charity, they have the right to be informed of the allegation as soon as possible.
- No matter how you may feel about the accusation, both the alleged abuser and the child/vulnerable adult who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

Licensed Activity

- Child performance legislation sets out when a licence is required for a production. If the hirer remains unclear as to whether a child needs a licence, they should ask the child's home local authority.

Chaperones

- Chaperones must be provided by the hirer where children or vulnerable adults are taking part in the production.
- The maximum number of people in the chaperone's care shall not exceed 12. For children under the age of 10 this reduced to a maximum of 10 children being in the chaperone's care.
- At least two chaperones will be present in each dressing room when children are present.
- Chaperones must be present for the welcome safety briefing given by the theatre stage manager at the start of the hire.
- Under the Dangerous Performances Act, no child of compulsory school age [year 11 last Friday in June] is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting.
- During performances, chaperones will be responsible for the children and should be the point of contact should a volunteer need to discuss an issue with a child's actions or behaviour.
- Chaperones should be aware of the safety arrangements and first aid procedures in the theatre, and will ensure that children/vulnerable adults in their care do not place themselves and others in danger.

February 2023

Key Contacts

To report concerns to children's services, contact the Children's Advice and Assessment Service on (01904) 551900 selecting option 5 or email MASH@york.gov.uk.

Outside office hours, at weekends and on public holidays contact the emergency duty team on 01609 780780

<http://www.saferchildrenyork.org.uk/>