

Safeguarding Policy: Policy for the Protection of Children and Young People and Vulnerable Adults

1. Introduction

Safeguarding and promoting the welfare of children is described as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Working Together to Safeguard Children 2018

Definitions

A child is defined as a person under the age of 18.

A vulnerable adult is a person over the age of 18 years who is, or may be in need of community care services by reason of learning or physical disability, age or illness and who is, or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation by others.

2. Context

Play to the Crowd is an arts and education charity, that has three operational parts: Theatre Royal Winchester – a Grade II listed theatre, Hat Fair - an internationally renowned Outdoor Arts festival as well as Playmakers – a programme of creative learning, community and youth work. Playmakers delivers a large number of participatory performance and visual arts projects and workshops which involve tutors/artists/project leaders & volunteers working with a range of groups including children, young people and individuals with a range of disabilities, both mental and physical. Playmakers projects and workshops can take place in either a formal or informal, educational or non-educational setting. We believe that:

- The welfare of the child, young person and vulnerable adult is paramount.
- All children, young people and 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 persons connected with Play to the Crowd workshops/projects (paid and unpaid) should be clear on how to respond appropriately.

- A protective culture puts children's interests first. Children must feel confident that if they have concerns someone will listen and take them seriously.

Play to the Crowd recognises that the arts can and does have a very powerful and positive influence on children and young people. Not only does an arts environment provide opportunities for enjoyment and achievement, it also helps to develop valuable qualities such as self-esteem, leadership and teamwork.

Most children and young people happily and safely participate in arts activities. However, it is important to recognise that abuse or attempted abuse can and does occur.

'Safeguard' means prevention as well as protection. Play to the Crowd wishes to ensure that all those who use its premises have confidence in Play to the Crowd's ability to safeguard children and young people and vulnerable adults who engage in work, arts or other visitor activities on its premises.

Responsible persons engage with children and young people or vulnerable adults in work, education and community environments, for example: child performers with professional companies and in-house productions; education activities, youth theatre, work experience. Children, young people and vulnerable adults are frequently audience members. Vulnerable adults are often volunteers.

As a necessary part of its business operations Play to the Crowd also engages on number of social networking websites. Play to the Crowd recognises the potential risks to children and young people who engage in social networking. On-line activity using company equipment or in connection with company business is monitored by Play to the Crowd's ICT Contractor.

Whilst children and young people are usually accompanied by a carer, there will be occasions when a child is under Play to the Crowd's sole care, for example during youth theatre activity or workshops.

It is important that all staff and volunteers working for and with Play to the Crowd are aware of best practice in delivery of safeguarding and what to do if they have a safeguarding concern. To ensure that this occurs, this Safeguarding policy has been written and will be reviewed at least annually, sooner if there are changes in law, feedback from use of the policy or to keep in line with best practice, whichever occurs first.

Play to the Crowd recognises that it has a duty of care to safeguard all children and young people and vulnerable adults with whom personnel come into contact whilst engaging in Company business.

The purpose of this policy is to establish and set out clear lines of responsibility, communication and action in respect of any concern relating to the welfare of a child or vulnerable adult who is working or engaging with company personnel, and/or using or visiting company premises.

3. The Policy works within the following framework:

3.1 Health and Safety

- Play to the Crowd aims to plan its work so as to minimise situations where the abuse of children may occur including; preventing occasions where a single adult is in charge of a lone child; ensuring children are never left unsupervised; that they always leave performances, workshops or projects in the care of their parent/carer or other pre-designated adult; or under circumstances agreed with their parent or carer.
- Risk assessments are carried out before any performance, outreach project or workshop begins, and copies of the risk assessments are kept by the designated Play to the Crowd member in charge of the performance/project/workshop.
- Details of a contact person with legal responsibility for the child, young person or vulnerable adult should always be obtained prior to the commencement of a workshop/project.

3.2 Employment and Volunteering

- Staff, artists and tutors contracted to deliver, workshops and projects for children, young people or vulnerable adults, will need to have a valid Criminal Records Bureau Enhanced Disclosure Certificate (2 years). A note will be made of the certificate number for future reference.
- Volunteers will not be DBS (Disclosure and Barring Service) checked as standard, unless working on a specific project or area specific to children and young people. Volunteers assisting on wider projects such as Hat Fair should never be left in sole charge of children or young people. The recruitment and selection process for artists/tutors/project leaders and volunteers who work with children will include:
 - An interview to explore the applicant's experience of working or contact with children (the interviewer should also have sound experience of working with children).
 - Gaining at least two references from a reputable person who has recent experience of the applicant's work with children, and can comment on their general character and relationships with others.
 - Seeing an appropriate form of photo identification, such as a driving licence or passport, to ensure that the applicant is not assuming a false identity.

All the above should occur even if a person is transferring from tasks not involving contact with children to those which do involve working with children.

3.3 Contracts

The Play to the Crowd staff member, artist, tutor, project leader or volunteer should sign an application form which must include:

- their full name, current address and date of birth
- details of previous experience of working with children (if any)
- the name of two referees who have recent experience of their work with children, and can comment on their general character and relationships with others
- that the position involves contact with children and is exempt from the provisions of the Rehabilitation of Offenders Act 1974, so details of any convictions for criminal offences against children (including 'spent' convictions) must be given

- permission for a DBS (Disclosure and Barring Service) check to be carried out
- a signed commitment to prevent the abuse of children

Any person, who has been officially identified (i.e. by the police or local authority) as a potential 'risk' to children / young people / vulnerable adults, will not be allowed to work/volunteer on events where young people are involved.

3.4 Working conditions

- Adult: Child ratios are 1:8 for groups of children aged 3 to 7 years old (from National Standards for Under Eights Day Care and Childminding, DfES, 2001), and 1:12 for older children ('Keeping Arts Safe', Arts Council guidelines, April 2002).
- Children under 8 years old must be supervised at all times.

4. Lines of responsibility

The Board of Trustees are responsible for ensuring Play to the Crowd has an adequate safeguarding policy, code of conduct and any other safeguarding procedures and regularly reviewing the policy and procedures to ensure they are fit for purpose. (ref [10 actions trustee boards need to take to ensure good safeguarding governance](#))

Board Safeguarding Champion is currently Mark Byford. (Agreed 22.7.19)

The Chief Executive is responsible for identifying and nominating a work location Designated Safeguarding Lead (SL) and Deputy SL and for ensuring they receive appropriate information, guidance and training necessary for him/her to undertake his/her SL role and responsibilities.

Safeguarding Lead (SL) and Deputy SLs are responsible for advising Responsible Persons and external partners on all matters pertaining to safeguarding and protection at their work location.

Safeguarding Lead is currently Jo Wright, Playmakers Director.
Deputy Safeguarding Lead is currently Chanele Sillince, Youth and Community Co-ordinator.

SLs are responsible for arranging and/or delivering safeguarding training to Responsible Persons.

SLs will, as necessary, raise any matters or concerns relating to the practice of safeguarding Vulnerable Adults with their line manager or the Chief Executive.

A staff member's SL status will be confirmed in their Job Description or separately in writing.

If a concern about suspected abuse is reported, the SL or his/her deputy will:

- take such steps as considered necessary to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who may be at risk;

- co-ordinate appropriate actions by liaising with all relevant internal and external bodies, as required;
- refer the allegation to his/her CEO;
- refer the allegation to the Social Services Department who may notify the police;
- contact the carer(s) of the child(s), following any specific advice given by the Social Services Department;
- report the matter directly to the police where the notification is made outside office hours;
- where possible confirm the referral to the police or the social services department in writing within 24 hours of the verbal notification; and
- record full details of the allegation and the name(s) of the individual(s) to whom the matter has been referred.

If the SL is the subject of the suspicion or allegation, the Deputy SL will be contacted and is responsible for carrying out the actions set out above.

If the matter is considered to be one of poor practice, the CEO will deal with it in accordance with Play to the Crowd's Discipline Policy.

The Leadership team are responsible for ensuring that all Responsible Persons at their work location are aware of this policy and that it is implemented in accordance with the information and guidelines set out within it. The leadership team must also ensure that any external partners including contractors, agents, hirers or others with whom their work location Responsible Persons engage on company business, and with whom children and young people will come into contact, understand and comply with this policy.

Responsible Persons are responsible for reporting any concerns to their designated SL.

Chaperones are responsible for the safety and welfare of the children and young people to whom they have been assigned and for fulfilling the conditions of their Chaperone License and/or the Body of Persons Exemption Notice.

External child protection agencies and organisations are responsible for determining whether or not abuse has taken place.

5. Defining abuse

The following definitions have been adapted from the Department for Children and young people, Schools and Families (2010) Working Together to Children guidance.

- **Abuse** is the maltreatment of a child. Abuse or neglect may take the form of inflicting harm or failing to act to prevent harm. Children and young people may be abused within a family unit, in an institutional or community setting by a person or persons known to them or, more rarely, by a stranger, or strangers. The abuser may be an adult or a child who is, for example, a family member, friend, an instructor or a person in a position of trust. There is growing evidence to suggest that peer abuse is an increasing concern for young people.
- **Neglect** occurs where an adult fails to meet a child's basic physical and/or psychological needs, the result of which is likely to seriously impair his or her health

and/or development. Neglect might also be defined as a refusal to give love, affection or attention.

- **Physical Abuse** occurs if an individual physically hurts or injures another individual by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to him/her.
- **Sexual Abuse** occurs when an individual is used to satisfy another individual's own sexual needs. This may include full sexual intercourse or fondling. Showing children and young people pornographic material is also a form of sexual abuse.
- **Emotional Abuse** is the persistent emotional ill treatment or bullying of a child which results in a severe and persistent adverse effect on his or her emotional development. It may, for example, involve conveying to the child that he or she is worthless, unloved, and inadequate or valued only insofar as he/she meets the needs of another person. It may feature inappropriate age or development expectations being imposed on the victim and might cause the victim to feel frightened or in danger by being constantly shouted at, threatened or taunted which may result in a display of nervousness or withdrawal. Emotional abuse is also applicable in cases where a carer is abused in front of the child, young person or vulnerable adult.
- **Cyber Abuse** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers and tablets as well as communication tools such as social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails; rumours sent by email or posted on social networking sites; and embarrassing pictures, videos, websites, or fake profiles.
- **Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity.

6. Recognising Abuse

The following situations are examples of possible indicators that a child may be suffering abuse. A child or vulnerable adult may present more than one of these indicators.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if the injury is situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of a child.
- Unexplained changes in behaviour, for example becoming very quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- A distrust of adults, particularly those with whom a close relationship would normally be expected.
- Appears to have difficulty making friends.

- Is prevented from socialising with other children and young people.
- Displays wide variations in eating patterns, including overeating and/or loss of appetite.
- Becomes increasingly dirty or unkempt.
- Overuses, or is reluctant to use electronic devices and/or social media portals.

If a child:

- is accidentally hurt;
- appears distressed;
- appears to be sexually aroused by another person's actions; or
- misunderstands or misinterprets something; then

the matter must be reported immediately as set out below and the details must be recorded on a Safeguarding Incident Report Form (attached to this policy).

7. Responding to disclosures, suspicions and allegations

False allegations of abuse do occur, but they are rare. Disclosures, suspicions and allegations should always be taken seriously and acted upon, especially:

- when the allegation is about a staff member or volunteer;
- when the disclosure happens during an activity or project;
- when a child discloses to a staff member or volunteer; and
- when possible abuse is observed during an activity or project.

7.1 Who needs to be informed?

In most circumstances, the following individuals must be informed of the concern:

- the work location SL;
- the carer of the child who is alleged to have been abused;
- the Local Authority Social Services Department and/or the police where a child may be at risk of significant harm;
- the individual making the allegation;
- the alleged abuser; and
- (if applicable) the carer of a child who is the alleged abuser.

Every effort must be made to maintain confidentiality for all concerned. Information must be handled and shared only on a need to know basis and in accordance with Data Protection and GDPR guidelines. Evidence and information collected and shared must be factual and cannot be based on prejudice or bias.

7.2 Referral and Investigation

It is not the responsibility of those implementing this policy to decide whether or not a child or vulnerable adult is being, or has been abused.

Local Authority Social Services Departments have a statutory duty to ensure the welfare of children and young people and to investigate any matters reported to them.

Where possible, a referral to social services will be made in liaison with the carer of the child because certain indicators, such as being withdrawn, may occur as a result of, for example, bereavement. Such circumstances will become apparent and be explained through consultation with the carer.

Conversely, there are times when consulting with the carer of a child is not advisable, for example if the consultation process is likely to place the child at even greater risk because the carer may be the abuser, or is unlikely to react to the disclosure in an appropriate manner. In such circumstances the Responsible Person who has received the disclosure should seek further guidance from their SL or deputy SL.

All information and actions pertaining to the disclosure must be recorded on a Safeguarding Incident Form (attached to this policy).

Play to the Crowd will fully support and protect anyone who, in good faith reports a concern that an individual is or may be abusing a child.

7.3 Internal enquiries and suspension

If an allegation of abuse is made against a staff member, the CEO will decide whether the staff member should be temporarily suspended from duty, pending further investigation into the matter. Such a decision and any subsequent actions will be implemented in accordance with guidelines set out in Play to the Crowd's Discipline Policy.

The welfare of the Child will remain of paramount importance through any internal enquiry and investigation.

8. Useful Contacts

Hampshire County Council

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Hampshire Children Services

Monday to Friday, 8.30am to 5pm, phone 0300 555 1384

At all other times, contact the out-of-hours service, phone 0300 555 1373

Other Local Authority contacts

Isle of Wight Children's Services: 01983 814 545

Portsmouth Children's Services: 0845 671 0271

Southampton Children's Services: 02380 833 336

In an emergency contact the police on 999

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), you can contact the Hampshire Local Area Designated Officer (LADO) on 01962 876364. Speak to your SL in the first instance.

National Society for the Prevention of Cruelty to Children (NSPCC)

Tel: 0808 800 5000

Childline Tel: 0800 1111

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Appendix 1

Safeguarding Children, Young Persons and Vulnerable Adults - Best Practice

1. Relationships with children and young people

During the course of their work, some Responsible Persons will develop work and/or educational relationships with children and young people, for example as a youth workshop leader, in a performance-related capacity or as a facilitator of work experience. Such contact can lead to a “*relationship of trust*” which is defined by the Children’s Act 1989 as “*a relationship that exists between an adult and a young person aged 18 years or under, where the adult has power or influence over that young person due to the nature of their role within the organisation.*”

Such power must never be abused in any way by a Responsible Person. All Responsible Persons engaging in work or an activity on behalf of Play to the Crowd must recognise their responsibility towards the health, safety and wellbeing of the child(s) they are working with. The following must be taken into account and adhered to:

- Young people between 16 and 18 years of age may legally consent to some types of sexual activity; however, the law still classifies them as a child. A young person’s age does not necessarily reflect their maturity or emotional development and they remain vulnerable to abuse.
- It is an offence for a person aged 18 or over to have sexual intercourse or engage in any other sexual activity with a person under 18 years of age, if the older person is in a position of trust in relation to the younger person. Play to the Crowd chooses to extend this rule to include any young person up to 21 years of age who is participating in a company-facilitated youth project. It is company policy that Youth Project Facilitators must not conduct intimate relationships with any young person who is under 21 years of age and with whom they engage in respect of youth projects.
- Play to the Crowd does not allow Responsible Persons to socialise outside of work with any child under the age of 18 with whom he/she engages in a work, performance or educational capacity on behalf of Play to the Crowd. This includes contact through social networking which is unrelated to the work, performance or educational activity.
- Particular care must be taken if a young person is also employed with Play to the Crowd as a Responsible Person, or becomes employed subsequent to their involvement in a company youth project or activity. The child must be made aware that in their role as an employee they are in a position of trust and that their own relationships with other children and young people may need to change so as not to breach that trust. This will be made clear to during the Young Person’s New Starter Induction process.

2. Behaviours

Occasionally children and young people may exhibit inappropriate behaviour. Such behaviour must be dealt with quickly as its display may be an indicator of an issue or problem which is affecting the child.

Unacceptable behaviour must be challenged at the earliest opportunity and in the most appropriate manner. A sanctions or reprimand which is in any way humiliating, or which make the child look or feel foolish in front of others is not acceptable, whether it comes from a Responsible Person or another child.

Play to the Crowd's SL or members of the Engagement team (Playmakers team) or Head Chaperones can advise how best to challenge unacceptable or inappropriate behaviour.

To protect themselves from false allegations, all Responsible Persons are expected to demonstrate exemplary behaviour and good practice in all their dealings with Children and young people by adhering to the following guidelines:

- Always work in an open environment, avoiding private or unobserved situations.
- Encourage open and honest discussion and collaboration. Do not encourage keeping a secret.
- Treat all children and young people equally and with dignity and respect.
- Always place the welfare of each child first and of higher importance than winning or achieving goals.
- Maintain a safe and appropriate distance from performers. For example, with the exception of Chaperones, it is not appropriate to share a dressing room with a child.
- Build healthy, balanced relationships which is based on mutual trust and which empowers children and young people to share in the decision-making process.
- With the exception of licensed Chaperones, Responsible Persons must not enter a child's dressing/changing room or invite him or her into their office.
- Be an excellent role model by not smoking or drinking alcohol in the company of children and young people.
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Recognise and understand the develop needs and learning capacity of children and young people.
- Seek written parental or carer consent to act 'in loco parentis' if it is necessary to give permission for the administration of emergency first aid and/or other emergency medical treatment.
- Ask for information from the carer about any prescribed medicines being taken by a child and/or any injuries they have sustained prior to their participation or engagement in a company performance or activity.
- Ensure records are kept of any injury that occurs and/or any treatment which is administered by a Responsible Person during a performance or activity, along with information related to an injury or concern that existed prior to the performance or activity.
- Wherever possible, involve carers in safeguarding children and young people on company premises, for example in dressing rooms. Although not a legal requirement, try to ensure supervision of children and young people is undertaken by two people.

3. Physical Contact

Physical contact between Responsible Persons and children and young people should only be undertaken when the aim is to:

- develop skills or techniques;
- treat an injury or respond to distress;
- prevent an injury; and/or
- meet the requirements of a particular activity.

Physical contact must meet the needs of the child and not the needs of the Responsible Person and must be fully explained to the child.

With the exception of an emergency situation, physical contact must not take place in secret or out of sight of others and must not involve touching the genitals, buttocks or breasts of a child.

3.1 Practices to avoid

Do not:

- engage in rough, physical or sexually provocative games, including horseplay;
- share a closed room or cubicle with a child;
- allow or engage in any form of inappropriate touching;
- allow, unchallenged, the use of inappropriate language;
- make sexually suggestive comments, even in fun;
- purposefully reduce a child to tears;
- allow an allegation made by a child or vulnerable adult to go unchallenged, unrecorded and/or not acted upon.

Except in an emergency situation, do not:

- spend time alone with a child;
- invite a child into your home where they will be alone with you; and do not
- offer or provide a lift in your car if you will be alone with the child.

If there is a genuine need to be responsive to a child's reactions it may sometimes be necessary for a Responsible Person to do something of a personal nature for a child. Such actions must only be carried out with the full understanding and consent of the carer. If a child is fully dependent, the action must be explained to him or her where possible giving choices, for example if it is necessary to put on or remove outer clothing, and the child needs to be lifted or physically assisted to undertake that task.

4. Reactions

If a Responsible Person learns of an allegation or abuse concerning a child, or receives information relating to an allegation from a child, he/she should:

- react calmly so as not to frighten them;
- tell the informant that they are not to blame and that they are right to share the information;

- take the disclosure seriously, recognising any difficulties inherent in interpreting what is said by a child if they have a speech disability and/or differences in language;
- keep questions to a minimum whilst at the same time ensuring there is a clear understanding of the information being disclosed;
- reassure the child by explaining that the information will be passed on to keep them safe;
- do not promise to maintain confidentiality – you cannot keep this a secret
- record what has been said, heard and/or seen as soon as possible on a Safeguarding Incident Report Form. Information should be recorded in the child's own words wherever possible, avoiding interpretation or personal opinion unless the circumstances warrant it.

The person receiving the disclosure should not:

- panic;
- allow their shock or distaste to show;
- probe for more information than is offered;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser; and/or
- make promises or agree to keep secrets.

In the event of a complaint, the following information must be recorded:

- Name of child
- Parent's/carer's details
- The child's address
- Relevant phone numbers
- What is said to have happened or was seen
- When it occurred
- Who else was there
- What was said by those involved
- Whether there is any actual evidence, e.g., bruises, bleeding, changed behaviour
- Who has been told about it
- Who was concerned
- Was the child able to say what happened
- Whether the parents have been advised

Any complaints of suspected or actual child abuse, or of children being put at risk, must be taken seriously and acted upon immediately.

The following guidelines explain what action to take if a child discloses details of abuse to a Play to the Crowd staff member, artist, tutor, project leader or volunteer (paid or un-paid):

If someone discloses to you:

- Remain calm and in control but don't delay acting.
- Listen carefully to what is said. Allow the person to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.

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- Don't promise to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the 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, young person or vulnerable adult that 'they did the right thing' in telling someone.
- Tell the child, young person or child what you are going to do next.
- Speak immediately to the person (if in a school/educational setting, youth or care setting) who has designated responsibility for protection of children, young people or vulnerable adults, or to the Play to the Crowd staff member / project leader responsible for the project/performance in question if the incident occurs at a Play to the Crowd run workshop/project. It is that person's responsibility to liaise with the Safeguarding Lead and relevant authorities, usually social services.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's/young person's/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, who you gave the information to. Make sure you sign and date your record.
- Social services will liaise with the relevant departments on a 'need-to-know' basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

Remember: If a complaint or allegation is made against a Play to the Crowd staff member, artist, tutor or volunteer he or she will be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the Play to the Crowd staff member responsible for leading the project. No matter how you feel about the accusation, both the alleged abuser and the person 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.

5. Images and Data

- Images and information that are produced as a result of participatory arts projects will be handled sensitively in terms of Public Relations, publicity and archive material, and take into account current legislation such as the Data Protection Act (1998) and GDPR. Signed permission must be obtained from a child's/young person/vulnerable adult's parent or carer before images of that child/young person can be used in any publicity material or displayed.
- When giving information and advice to other organisations embarking on projects involving children/young people/vulnerable adults, Play to the Crowd will be mindful of issues relating to safeguarding.

6. Review

Play to the Crowd aims to acquire relevant information on current and emerging legislation and issues, and relate it to the organisation's activities as appropriate. Relevant information regarding safeguarding legislation, guidelines and the Play to the Crowd Staff Safeguarding Policy will be brought to the attention of all staff members, artists, tutors, project leaders and volunteers who work with children.

The Safeguarding Policy will be reviewed and revised annually by the CEO, Safeguarding Leads, HR and the Board of Trustees.

Definitions and Useful Information

Convictions, spent

A person convicted of all but the most serious criminal offences and who receives a sentence of no more than two and a half years in prison, benefits from the Rehabilitation of Offenders Act (ROA) 1974 if they are not convicted again during a specified 'rehabilitation' period. Generally, the more severe a penalty is the longer the rehabilitation period. Once a rehabilitation period has ended and no further offending has taken place, a conviction is 'spent'. With a 'spent' conviction, the person does not have usually to reveal or admit the conviction, including when applying for a job. However, when recruiting for a position of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not, particularly to protect children and other vulnerable groups. (Rehabilitation of Offenders Act 1974).

Convictions, unspent

A conviction is described as unspent if the rehabilitation period associated with it has not yet lapsed. A rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed.

Counter signatory

Person within a registered body whose role includes: countersigning applications and receiving the Disclosures; and the control of the use of, access to and security of Disclosures.

Disclosure and Barring Service

An agency of the Home Office which, through its Disclosure service, helps organisations recruit more safely. It provides a regulated 'one stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education and Skills (DfES). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults.

DBS Check, Standard

Standard Disclosure is the minimum level of Disclosure recommended for anyone with direct contact with children. This level of Disclosure is considered appropriate only if it can be guaranteed that the individual will not have unsupervised access to children or vulnerable adults.

A Standard Disclosure check provides information on both criminal records (spent and unspent convictions) and the List 99 and Protection of Children Act lists (which provide names of individuals banned from working with children).

DBS Check, Enhanced

Enhanced Disclosure is for people who are in situations where they have intensive short or long-term access to children, young people or vulnerable adults and, as a result of this access it would be relatively easy for them to commit abuse. It includes the information provided by Standard Disclosure as well as any investigations currently underway and may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

Disclosure – of alleged abuse

In the context of safeguarding the term describes an event in which a child, young person or vulnerable adult confides information about abuse or neglect.

In loco parentis

Refers to the person legally responsible for a child in the absence of the child's parent(s) or regular carer.

List 99

Is a confidential, Department for Education and Skills (DfES) list of adults who are either banned from working with children or young people or have had restrictions placed upon their employment.

National Care Standards Commission

Is an independent body set up under the Care Standards Act 2000, to regulate social care and private and voluntary health care services throughout England. It registers and inspects facilities including daycare provision.

Ofsted

The Office for Standards in Education (Ofsted) is a non-ministerial government agency department whose main aim is to help improve the quality and standards of education and childcare through independent inspection and regulation. Ofsted assumed responsibility under the Care Standards Act 2000 for the regulation and registration of all 'early years' childcare and education. This includes inspecting some 100,000 childminders and 40,000 daycare establishments.

Registered bodies

These terms are part of the Disclosure process.

- **Closed registered bodies**

Closed registered bodies only process checks on the people they employ. For instance, a day care centre or a hospital might be a closed registered body.

- **Umbrella registered bodies**

Sometimes called 'open' registered bodies – perform similar functions to registered bodies by countersigning applications on behalf of organisations which do not wish to take on the responsibility of registration in their own right. They can ask umbrella registered bodies to carry out the service. For instance, Folk South West and the Arts Marketing Association have become umbrella registered bodies.

Social services departments

The local authority social services department should be contacted when there is concern about possible abuse of a child, young person or vulnerable adult. It is the responsibility of social services, working if necessary with other services such as the police, to determine if abuse has taken place.

Sole charge

Means having unsupervised contact with children, young people or vulnerable adults.

Vulnerable adult

There is no standard definition. The Arts Council's working definition is: 'Vulnerable adults are people who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation'.

Young person

In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17, may not think of themselves as 'children'.

Positions within the Play to the Crowd

Deryck Newland
CEO
Chief Executive Officer

Jo Wright, Playmakers Director
SL
Safe Guarding Lead

Chanele Sillince, Youth & Community Officer
DSL
Deputy Safeguarding Lead

References:

Protection of Children Act 1999 Published by The Stationery Office Ltd.

Working Together to Safeguard Children *A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children* (Department of Health, Home Office and Department for Education and Employment) Published by The Stationery Office Ltd.

Safe from Harm *A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales* Researched and written by David R. Smith Published by the Home Office, London 1993

Keeping Arts Safe *Protection of Children, Young People and Vulnerable Adults Involved in Arts Activities*. Published and Written by Arts Council England in collaboration with the NSPCC April 2003 Downloadable from artscouncil.org.uk.

Incorporating

**THEATRE
ROYAL
WINCHESTER**



PLAYMAKERS

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