

## Angel Shed - Safeguarding Policy 2020/21

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## Introduction

Angel Shed Theatre Company believes every child, young person, and adult at risk should have access to a safe, creative, and inclusive environment. Where members of Angel Shed Theatre Company are children, young people, or adults at risk, it is necessary to ensure that their welfare, care and protection are actively planned for and promoted.

Angel Shed places the highest priority on safeguarding and promoting the welfare of children and young people. Angel Shed is committed to safeguarding children and young people within the context of the Children Act 1989 and 2004. This document follows guidance on what organisations providing services to children or working with children are required to have in place.

The policy and procedures have been reviewed and revised in light of learning reviews and the subsequent policy developments that have taken place. This policy takes into account the statutory guidance contained in 'Working Together to Safeguard Children' 2018 DfE (WTSC 2018), the revised London Child Protection Procedures 5<sup>th</sup> edition 2013, and 'Keeping Children Safe in Education' 2019 DfE (KCSE 2019).

Angel Shed will ensure that all children, young people, and adults at risk are treated as individuals with their progress, welfare and needs monitored and planned for on an individual basis. This policy will outline the ways in which a child's, young person's, or adult at risk's welfare and protection can be planned for through procedures that are based on knowledge of the individual's needs and inclusive development.

This policy was approved by Angel Shed's management team in December 2020 and also agreed by trustees in December 2020.

Signed by Chair of Trustees: Andrew Duncan

Dated: 16/12/2020

- The policy will be reviewed every year and the next review date is December 2021
- The Safeguarding Leads at Angel Shed are **David Mabbott** and **Natalie Sloth Richter**.
- All safeguarding concerns should, in the first instance, be reported to the Safeguarding Leads.

## Section 1: The Policy

Angel Shed places the highest priority on safeguarding and promoting the welfare of children, young people and adults at risk. The aim of the policy is to outline Angel Shed's commitment to, and awareness of, the need to safeguard and promote the welfare of children, young people and adults at risk.

### Principles

Children, young people and adults at risk have a fundamental right to be protected from harm and abuse and they and their parents/carers have a right to expect organisations and other settings to provide a safe and secure environment.

Angel Shed believes that a child, young person and adult at risk has the right to:

- be protected from neglect, abuse and exploitation
- have the opportunity to achieve their full potential
- have their needs determined in their own right and fully met
- be listened to, believed and have their views be given careful consideration
- be respected and understood in the context of their own cultural, religious and ethnic origin
- be protected against all forms of discrimination

### Definitions

**Adult:** Any person engaged in activities with Angel Shed aged 18 or over with full capacity

**Artistic Director:** Person/s engaged to lead, develop, support and deliver workshops

**Assistant Facilitator:** Trained person/s engaged to support the Members and delivery of practice

**Child or young person:** Any member or attendee of Angel Shed workshops aged 17 or under

**Adult at risk:** Any member or attendee of Angel Shed workshops aged 18 years or over who, by reason of physical or learning disability, may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

**Member:** Any member or attendee of any age or status

**Safeguarding Lead:** Persons/s appointed to have full responsibility for all safeguarding process and delivery

**Safeguarding Trustee:** Person/s appointed to advise on best practice and procedures of the safeguarding process and delivery

**Volunteer Practitioner** Trained unpaid person/s (aged 26+) engaged to support the Members and assist with delivery of practice

**Young Creative:** Trained unpaid person/s (aged 16-25) engaged to support the Members and assist with delivery of practice

**Workshops:** Delivery of drama/music/dance/arts to Members

### Accountability and Responsibilities

This policy applies to all staff, trustees, and volunteers at Angel Shed. It recognises that all levels of the organisation should take responsibility for safeguarding children, young people and adults at risk and that there should be clear lines of accountability within the organisation.

Angel Shed staff have a key role to play because of the frequent and regular contact they have with children, young people and adults at risk. Accountability for safeguarding does not lie solely with frontline staff, and managers and trustees must take responsibility for ensuring the safety of children, young people and adults at risk accessing Angel Shed.

Angel Shed is committed to ensuring that all staff have access to appropriate training. Angel Shed will ensure allegations against staff, professionally and personally, are taken seriously and investigated in the most appropriate way.

### Safeguarding

The emphasis of this policy is to ensure a holistic and child/adult-centred approach to safeguarding, recognising that protecting children and adults from harm cannot be separated from policies to improve children's lives as a whole.

Safeguarding and promoting the welfare of children and adults is defined for the purposes of this policy as:

- protecting children and adults from maltreatment;
- preventing impairment of children's and adults' health or development;
- ensuring that children and adults grow up and reside in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children and adults to have the best outcomes.

## Section 2: Roles & Responsibilities

### The Safeguarding Trustee will:

- monitor and take responsibility for ensuring the organisation is following best practice and that policies and procedures are up-to-date
- work closely with Angel Shed's Safeguarding Lead(s) on a yearly report to trustees and support them in implementing effective policies and procedures

### The Safeguarding Lead(s) at Angel Shed will:

- support staff in making referrals to local authority children's social care and other external agencies
- liaise with statutory services with regard to the safety and wellbeing of children who attend Angel Shed
- know the name of the key people in the local authority / borough where they work (i.e. the Local Authority Designated Officer (LADO) for allegations against staff)
- ensure Angel Shed's safeguarding policies are known, understood, and used appropriately
- in partnership with other key staff, be responsible for investigating allegations against staff
- work with the safeguarding lead trustee to produce an annual safeguarding report
- support and advise Angel Shed staff members as required
- ensure information is gathered about appropriate training for staff and ensure training is up-to-date and regular for line managers
- monitor Safeguarding Concern Forms which are completed
- where necessary, provide written additional information for meetings in connection with child protection
- monitor training and induction, and ensure that all staff and volunteers receive safeguarding training every year
- maintain detailed, accurate, and clear records on Charitylog

### Angel Shed staff and volunteers will:

- be familiar with Angel Shed's child protection and safeguarding policies and procedures and adhere to them at all times
- know Angel Shed's Safeguarding Lead(s)
- report any safeguarding concerns immediately to Angel Shed's Safeguarding Lead and record advice given and action taken
- check with their Angel Shed manager if they are asked to do anything unusual or out of the ordinary or which compromises or may compromise professional boundaries
- attend safeguarding training as required by Angel Shed

### **Section 3: Child and Adult protection awareness**

Angel Shed is committed to ensuring that vulnerable people are not abused and that working practices minimise the risk of abuse. Angel Shed is committed to working with the main statutory agencies – local councils, the police and NHS organisations and other local voluntary organisations to promote safer communities, to prevent harm and abuse and to deal with suspected or actual cases of abuse. Our procedures aim to make sure that the safety, needs and interests of children, young people, and adults at risk are always respected and upheld.

#### **Child and adult at risk abuse awareness**

Staff will be made aware of a number of types of abuse. Angel Shed will not itemise the signs of abuse due to this potentially being blinded by unseen signs of harm. Angel Shed will examine and investigate any concerns raised. Any concerns should be reported to the Safeguarding Lead. This is not intended to be an exhaustive list but an illustrative guide as to the types of abuse, which could give rise to a safeguarding concern when working with a child, young person or adult at risk.

#### **Types of abuse**

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect
- Online abuse
- Malicious communications
- Radicalisation
- Criminal exploitation
- Sexual exploitation
- Female genital mutilation
- Child trafficking

#### **Reporting procedures**

Any member of staff who is concerned about the welfare of a child, young person, or adult at risk, or suspects or knows of abuse, should immediately inform Angel Shed's Safeguarding Lead who will liaise with the necessary authorities.

Any disclosures made need to be recorded factually. If staff or volunteers encounter abuse or suspicious situations of concern (for example a child may tell them something, a friend may say something, or a volunteer might notice something) then you should discuss the matter with the Safeguarding Lead. The Safeguarding Lead may need to report the situation to Children's Services, the LADO and/or the police and needs a full and accurate report.

If, for any reason, the staff member or volunteer who has disclosed their suspicions of abuse believes that their concerns about a child, young person, or adult at risk are not being taken seriously then they have a duty to report the abuse to the necessary authorities themselves.

## Section 4: Guidance for Workshops

### Ratios

Angel Shed will ensure that there are very good staff/volunteer to child/young person ratios in workshops, rehearsals and performances involving children, young people, and adults at risk. Staff and Volunteer Practitioners will offer a range of direct and indirect support experiences to ensure that children and young people are able to both progress steadily to manage their own inclusion with as much independence as possible while also being as safe as possible. These ratios will always exceed the legal 1 adult to 10 children/young people ratio for comparable leisure activities.

During workshops and rehearsals, children and young people will be supported by the following Angel Shed staff and volunteers:

- a) Artistic Director
- b) Assistant Facilitators (Theatre, Dance, or Music)
- c) Volunteer Practitioners (including Young Creatives)
- d) Older members providing support for younger members (Children's Theatre)

### Liaison with Parents / Carers

In all areas regarding the welfare, care and provision for their child/young person or adult, parents/carers will be encouraged to contribute information orally, in writing, via the company application form, and subsequent opportunities to update information, in order to assist planning. Parents/carers will be made aware of the accessibility of relevant staff for consultation before and after sessions and at other times during the week.

### Liaison with Children / Young People / Adults at risk

Children, young people, and adults at risk will always be consulted about the provision for their inclusive progress, welfare and care within Angel Shed Theatre Company – with their views informing all aspects of planning. Angel Shed staff and volunteer practitioners are very much aware of the need to use as many opportunities as possible to talk to children, young people, and adults at risk about their progress, welfare, and care and to understand their daily life experiences. Angel Shed will never promise to keep a secret or to guarantee confidentiality for a child, young person, or adult at risk and will explain that there may be times when information will be passed on to other agencies if it is for the purpose of keeping the child, young person, or adult at risk safe.

### Dissemination of Information

Angel Shed will ensure that information about the inclusive progress, welfare and care of individual children, young people, and adults at risk which can inform planning and provision, is appropriately disseminated to staff and volunteer practitioners who are helping to manage the individual child's, young person's or adult at risk's progress. Meeting structures are put in place to ensure information from parents/carers, children and young people, and staff is disseminated and acted upon while remaining confidential. All child protection information is held confidentially and is shared with staff on a strictly 'need to know' basis.

### Peer to Peer Inclusive Support

It is crucial that children and young people are encouraged to see the inclusion of their peers in activities as a natural, instinctive, and positive process. To do this, children and young people should not see inclusion as adult-led, rather they should see the process of inclusion as child and young person-led and capable of being taken on by their own peer group. Children and young people need to see older children, young people and adults at risk modelling inclusive support and helping them to manage the inclusive, creative support of their own peer group. In these situations, trained staff will clearly manage the process so that children, young people, and adults at risk taking on these support roles are supervised and boundaries made clear.

Angel Shed staff will provide ongoing training for older children, young people and adults at risk involved in supporting younger membership groups. They will be made aware of Angel Shed's Safeguarding policy and procedures and their own responsibilities within this framework. In addition, their work will be monitored and supervised at all times.

### Registration Procedures

Angel Shed will ensure that in workshops, rehearsals and performances, children, young people and adults at risk are registered on entry with immediate information regarding any aspects of progress, welfare and care disseminated to relevant staff and volunteer practitioners. Registration procedures will monitor absence and lateness.

## **Section 5: Code of Behaviour for Staff and Volunteers**

### **Appropriate Boundaries**

All staff members and volunteers are responsible for establishing and maintaining appropriate and clear professional boundaries in respect to their relationships with children, young people and adults at risk at all times. No staff member or volunteer should build a 'special' relationship with any one child or young person or group of children or young people and or adult(s) at risk. No member of staff or volunteer may give a child, young person or adult at risk their personal information.

As far as possible, staff members and volunteers must try not to find themselves in a position where they are alone with a child, young person or adult at risk; this includes the offer of a lift to a child or young person in their own vehicle. If no one has arrived to collect a child, young person, or adult at risk then their parent/carer must be contacted.

If a child, young person or adult at risk joins Angel Shed and there is an existing social or family relationship with a member of staff, the member of staff must inform the Safeguarding Lead of this.

### **Physical Contact and Safe Touch Policy**

It is recognised that a level of physical contact exists as a natural part of Angel Shed's sessions. The level of physical contact is determined by the context of the artistic work which includes drama and movement work. In all other contexts, touch should be related to a child's, young person's or adult at risk's needs.

Physical contact or activity with children and young people must be that which is appropriate and never open to interpretation. Staff members should take responsibility for monitoring one another in the area of physical contact. Volunteer Practitioners should be monitored and, if necessary, advised in this area by the staff members. All children's, young people's, and adults at risk's application forms include signed consent by parents/carers with regard to safe touch being used during activities.

### **Photography**

No recordings, videoing or photographs should be taken of any Volunteer Practitioner, member, or parent/carer without consent. All children and young people's application forms include a photograph, filming, and online exposure permission request.

## **Section 6: Managing Allegations Against Staff**

Angel Shed staff who come into contact with service-users are expected to uphold a high standard of professional boundaries in all of their work, and a high level of transparency with regard to any issues that may be of concern e.g. upholding boundaries. Wherever staff may have contact with known members outside of their work role, they should discuss the situation with the Safeguarding Lead in order to agree appropriate steps around protecting the reputation of Angel Shed.

### **Allegations against staff**

These procedures should be used in respect of all cases where it is alleged that a person who works with children, young person or adult at risk has:

- behaved in a way that may have or has harmed a child, young person or adult at risk
- committed a criminal offence against or related to a child, young person or adult at risk
- behaved towards a child or children, adult at risk in a way that indicates he or she may pose a risk of harm

It is in everyone's interest to resolve cases as quickly as possible and to be consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, and complexity of the allegation.

All allegations of abuse must be immediately be referred to the Local Authority Designated Officer (LADO) by the 'case manager'. The LADO will then consult directly with the police and Children's Social Care to determine the next course of action as well as agree on what actions will need to be taken by the 'case manager'.

In the event staff receive an allegation against someone from another organisation, this should also be reported following the same procedure.

NB: There may be some situations where the police would need to be informed before the LADO if the child's safety is deemed to be at immediate risk. If there is immediate risk, appropriate actions may need to be taken.

### **Whistleblowing Procedure**

If any staff member or volunteer has concerns about another staff member or volunteer it is their duty to share this with the safeguarding lead as a matter of urgency. It is important that any concerns for the welfare of a child, young person, or adult at risk arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately. The Local Authority Designated Officer (LADO) should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child, young person, or adult at risk, possibly committed a criminal offence against, or related to, child, young person, or adult at risk, behaved towards a child, young person, or adult at risk in a way that indicates s/he is unsuitable to work with children/adults at risk. This applies to allegations both in and outside the workplace.

Angel Shed will take steps to fully support anyone who in good faith reports his or her concerns that a colleague is or may be abusing a child or adult at risk. NB. The whistleblower is a witness, not a complainant. The allegations of abuse against a member of staff or volunteer will be fully recorded and reported appropriately. Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents and members of staff.



## **Section 7: Information Sharing**

Information sharing is essential for effective safeguarding and promoting the welfare of children, young people and adults at risk.

The General Data Protection Regulations and Data Protection Act 2018 place a greater duty on organisations to be open and honest in relation to the use of people's data; however, the acts "do not prevent, or limit, the sharing of information to keep children and young people safe".

Where possible, staff should gain consent from children and families before sharing and storing information; however, you may continue to share information without consent if you believe an individual's safety is at risk.

## **Section 8: Training**

All staff, volunteers and trustees, regardless of their roles, will receive appropriate training. All staff and trustees must also have read the Angel Shed Safeguarding Policy and related documents. Angel Shed staff and volunteers will receive dedicated safeguarding input delivered by Angel Shed as part of their induction training, and refresher training every year. Angel Shed senior management staff (Artistic Director(s) and Executive Director) will receive local authority/equivalent advanced safeguarding training.

## **Section 9: Safer Recruitment**

All recruitment at Angel Shed will adhere to Safer Recruitment practices and staff should be trained in this process. A DBS check is carried out for all Angel Shed staff and volunteers and will be updated on a three yearly basis or on a 'live' basis for those registered with the DBS update service.

Safer recruitment at Angel Shed includes an Enhanced Disclosure and Barring Service (DBS) check with barred list and prohibition checks for all staff, volunteers, and trustees. Angel Shed utilises the DBS Update Service which allows portability of a certificate across employers. Angel Shed will gain the relevant consent and undertake the proper checks if a new member of staff is on the update service.

All staff and volunteer arts practitioners must complete a detailed application form, attend an interview and provide contact details for two referees which must be received and vetted before any employment can begin.

Angel Shed will use professional judgement and experience to decide if volunteers or external staff who are not engaging in regulated activity will require an Enhanced DBS Check. Regardless of whether an Enhanced DBS is required for a volunteer, Angel Shed will ensure that an appropriate risk assessment is completed and reviewed regularly. Volunteers are supervised by staff members and have their progress reviewed on a regular basis. Staff members are supervised by the management committee members and are again, subject to regular reviews.

## Appendix 1: Angel Shed Safeguarding Procedure Summary

### Immediate Actions

Where Angel Shed have potential evidence of child, young person, or adult at risk abuse (e.g. through a disclosure by a child, young person, or adult) observation of abusive behaviour, or information-sharing by colleagues), staff must take the following actions on the same day:

- Raise concerns with Angel Shed's Safeguarding Lead.
- Complete a Safeguarding Concern Form.
- The Angel Shed Safeguarding Lead will then decide about how to proceed with the concern raised and whether reporting the concern to external agencies is required e.g. Children's Social Care / Police. The Angel Shed Safeguarding Lead will take any immediate action required by the time the child leaves the session.
- Angel Shed managers will update CharityLog with concern raised and document all advice received and actions taken. The background for the escalation of an existing case and what actions have been taken must be noted in the case recording history. If it is a new case, any relevant background information must also be recorded in the case history.
- Angel Shed managers must also update CharityLog with any management directions / guidance given to practitioners.
- The case should be reviewed regularly and updates recorded on CharityLog.

### Internal Angel Shed Reporting

Angel Shed has an internal safeguarding reporting system which enables us to retain an overview of the number of safeguarding cases on which we are working. This internal reporting is required whenever Angel Shed staff are involved in the following cases:

- Cases formally reported to Angel Shed's Safeguarding Lead
- Cases where a referral is made to a local authority
- Cases where children are subject to a Child Protection (CP) or Child in Need (CIN) Plan

### Recording

Angel Shed staff are expected to maintain accurate and complete records of all casework on Charitylog. Angel Shed staff, where reasonably possible, should record more than one emergency contact number for each pupil or student with whom they are working.

## Appendix 2: Contact Details of Key Personnel

The **Lead Safeguarding Trustee** for Angel Shed is **Sarah Kitteridge**, whose contact details are:

**Email:** [sarah@angelshedtheatre.org.uk](mailto:sarah@angelshedtheatre.org.uk)

The **Safeguarding Leads** for Angel Shed are **Natalie Sloth Richter** and **David Mabbott** whose contact details are:

**Tel No:** 07910 822 412

**Email:** [natalie@angelshedtheatre.org.uk](mailto:natalie@angelshedtheatre.org.uk) / [david@angelshedtheatre.org.uk](mailto:david@angelshedtheatre.org.uk)

### Relevant Islington External Agencies

Children's Services Contact Team - (Monday to Friday 9am-5pm) - 020 7527 7400  
Emergency Duty Team (5pm to 9am, Weekends and Bank Holidays) - 020 7226 0992  
Tim Djavit - Local Authority Designated Officer (LADO) - 020 7527 8102  
Police Referrals - **999**

**NB: For other local authorities, please refer to their children's services website where all contact details can be found.**