

Angel Shed - Safeguarding Policy 2025/26

1. Introduction
2. The Policy & Definitions
3. Roles & Responsibilities
4. Child and Adult protection awareness
5. Guidance for Workshops
6. Code of Behaviour for Staff and Volunteers
7. Managing Allegations Against Staff and Volunteers
8. Information Sharing
9. Training
10. Safer Recruitment

Appendix 1: Angel Shed Safeguarding Procedure Summary

Appendix 2: Contact Details of Key Personnel

Appendix 3: Responding to Safeguarding Concerns Flowchart

Appendix 4: Common Signs of Abuse, Neglect and Exploitation

1. Introduction

Angel Shed believes every child, young person, and adult at risk should have access to a safe, creative, and inclusive environment. Where members of Angel Shed 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' (DfE, 2023), the revised London Child Protection Procedures 7th edition 2023, and 'Keeping Children Safe in Education' (DfE, 2025).

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 November 2025 and agreed by trustees in the same month.

Signed by Chair of Trustees: Sam Lansdale

Dated: 17/11/2025

- The policy will be reviewed every year. The most recent review date was November 2025 and the next review date is November 2026
- The Safeguarding Leads at Angel Shed are **Lauren Phillips, David Mabbott, Maria Laumark, Maryam Shaharuddin, Maya Shimmin, and Yanna Avlianos.**
- All safeguarding concerns should, in the first instance, be reported to the Safeguarding Leads.

2. 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 every 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

Creative Director/Lead Facilitator: Person/s engaged to lead, develop, support and deliver workshops

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

Access Support Worker (ASW): Trained person/s engaged to support individual participants

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

Adult at risk of harm: Shortened to 'adult at risk' in this policy. 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 child, young person, or adult at risk attending Angel Shed

Senior Staff: Creative Director & Executive Director

Staff: All employed and paid personnel (including Facilitators and ASWs) who carry out a role including the delivery of our Workshops.

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: Unpaid person/s (aged 16+) including trained workshop volunteers engaged to support the Members and non-workshop volunteers such as photographers, musicians and trustees.

Workshops: Delivery of performing arts (drama/music/dance) 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. 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:

- providing help and support to meet the needs of children as soon as problems emerge;
- 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.

3. 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:

- make referrals to local authority children's social care and other external agencies as necessary, and support other staff in doing so
- liaise with statutory services with regard to the safety and wellbeing of children who attend Angel Shed
- know the names 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 Trustee to produce an annual safeguarding report
- support and advise Angel Shed Staff as required
- ensure information is gathered about appropriate training for staff and ensure training is up-to-date and regular
- monitor completed Disclosure Report Forms
- 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 Dropbox

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)
- exercise professional curiosity around signs of abuse, neglect and exploitation
- 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 annually as required by Angel Shed

4. Child and Adult Protection Awareness

Angel Shed is committed to ensuring that vulnerable people are not abused or come to significant harm 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 as a priority.

Child and adult at risk abuse awareness

Staff and volunteers will be made aware of a number of types of abuse and harmful behaviours. Angel Shed will not itemise the signs of abuse for each individual type due to this potentially obscuring less visible signs of harm, however some common signs of abuse and neglect can be found in Appendix 4.

This is not intended to be an exhaustive list but an illustrative guide as to the types of abuse and harm, which could give rise to a safeguarding concern when working with a child, young person or adult at risk.

Types of abuse and harm

- Physical abuse
- Domestic abuse, including coercive control and post-separation 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 and self-harm
- Online harms and abuse, including intimate image abuse
- Stalking and harassment, including malicious communications
- Radicalisation
- Criminal exploitation
- Sexual exploitation
- Female genital mutilation
- Child trafficking
- Child on child abuse
- Witnessing abuse/harm of others

Reporting procedures

Any member of staff or volunteer 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. Angel Shed will examine and investigate any concerns raised.

Any disclosures made need to be recorded factually and in a timely manner. 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.

A Disclosure Report Form can be found saved in the Forms folder and printed copies will be available at all Angel Shed sessions.

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.

Guidance on responding to disclosures

If a child, young person or adult at risk makes a disclosure which raises a safeguarding concern, it is important to:

- Remain calm.
- Give the individual your full attention.
- Keep your body language open and encouraging.
- Reassure them their feelings are important (e.g. 'you've shown courage today').
- Respect pauses and let them go at their own pace (don't interrupt).
- Recognise and respond to their body language.
- Reflect back what they've said to check your understanding (use their language to show it's their experience).
- If what they are telling you is unclear, or important details are missing (e.g. who, what, where and when), ask open-ended clarifying questions. Do not ask leading questions.
- Reassure the individual that they have done the right thing in sharing their experience with you.
- Explain that you will have to share the information with the safeguarding lead because it is important that adults help keep them safe.
- Explain that the safeguarding lead will talk to them and explain what they will do to keep you safe.
- Make notes (as soon as possible after the conversation).

5. 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 volunteers 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 comply with NSPCC guidance:

- 4-8 years: one adult to six children
- 9-12 years: one adult to eight children
- 13-18 years: one adult to ten children

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

- a) Creative Director & Head of Participation
- b) Lead Facilitators
- c) Assistant Facilitators
- d) Access Support Workers
- e) Volunteers
- f) Older Members (e.g. YT2) 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 – with their views informing all aspects of planning. Angel Shed staff and volunteers 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.

Contextual Safeguarding

Staff and volunteers will be made aware that not all the risks children and young people face will happen at Angel Shed. As young people grow and develop they spend greater amounts of time outside of their family e.g. in school or college, in the local community, in their peer groups, or online. Children and young people attending Angel Shed will be affected by, and may be exposed to harm, in any one or more of these environments. This is known as extra-familial risk and harm.

Contextual safeguarding recognises that to protect children and young people staff and volunteers must think about the impact of children and young people's experiences outside of Angel Shed. Their experiences elsewhere may also influence the way they behave at Angel Shed. By understanding what is happening around a child or young person, and working together with others, we play an important role in safeguarding children and young people. The best people to understand the environments that children and young people live in, and the challenges they face, are the young people themselves. By creating a safe space, and starting conversations with them about their experiences, we will not only be able to better understand any potential risks but better help the children and young people we work with.

If concerned about a child or young person, whether about something happening within Angel Shed or outside, staff and volunteers should report this to a Safeguarding Lead, children's services, or the police, following the procedures outlined in this policy. It is important to report any worries you have - by doing so you will help build up, or add to, a picture of that child or young person's experiences.

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 volunteers 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 members 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, all members/participants are registered on entry with immediate information regarding any aspects of progress, welfare and care disseminated to relevant staff and volunteers. Registration procedures will monitor absence and lateness.

6. Code of Behaviour for Staff and Volunteers

This code of behaviour outlines the conduct that Angel Shed expects from all staff and volunteers. This includes trustees, students on work placement and anyone who is undertaking duties for Angel Shed, whether paid or unpaid. The code of behaviour is there to help us protect children and young people from abuse and harm and it has been informed by the views of children and young people. In your role at Angel Shed you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

Angel Shed is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour. This code of behaviour relates to all activities Angel Shed delivers within or away from the main premises, as well as online.

Throughout this Code of Behaviour, 'members' is used to refer to children, young people, and adults at risk attending or volunteering at Angel Shed.

Responsibility of Staff and Volunteers

You are responsible for:

- prioritising the welfare of members
- providing a safe environment for members (including ensuring equipment is used safely and for its intended purpose, and having good awareness of issues to do with safeguarding and child protection and taking action when appropriate).
- following our principles, policies and procedures (including safeguarding and whistleblowing)
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour (including, but not limited to: aggressive or abusive behaviour (such as shouting or personal insults), unwanted physical contact, offensive comments/jokes/body language, deliberate exclusion, persistent and unreasonable criticism) and reporting any breaches of the behaviour code to Lead Facilitators and Safeguarding Leads
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures (including inappropriate behaviour displayed by an adult or child and directed at anybody of any age)

Respecting Members

You should:

- listen to and respect members at all times
- value and take members' contributions seriously, actively involving them in planning activities wherever possible
- respect members' right to personal privacy as far as possible (if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity).

Diversity and Inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability, neurodiversity, and religious belief systems, and appreciate that all participants bring something valuable and different to Angel Shed
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them feel uncomfortable.

Appropriate Relationships, Behaviour, and Boundaries

Staff and volunteers are responsible for constantly establishing and maintaining appropriate and clear professional boundaries in respect to their relationships with members.

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure that, whenever possible, there is more than one adult present during activities with members (if a situation arises where you are alone with a member, or a member asks to speak to you privately, ensure that you are in an appropriate environment - within sight or can be heard by other adults)

- only provide personal care in an emergency and make sure there is more than one adult present (if a member requires personal care staff will discuss a plan with parents/carers in advance of attendance - volunteers will never be expected to provide personal care)
- work together with other staff and volunteers, sharing experience and responsibility, whilst encouraging as much independence in individual members as possible
- inform a Safeguarding Lead if you have an existing social or family relationship with a member
- wear appropriate clothing at all times

You must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- use a mobile phone during sessions
- develop inappropriate relationships with members
- make inappropriate promises to members
- engage in abusive or harmful behaviour of any kind (including any form of inappropriate physical contact with a member)
- let members have your personal contact details (mobile number, email or postal address) or have contact with them on social media (Inform Angel Shed if you are approached by a current or former member online)
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- meet up with any member or parent/carer outside of Angel Shed (inform Angel Shed if this happens by coincidence)

Physical Contact and Safe Touch

Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in. 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 should take responsibility for monitoring one another in the area of physical contact and, if necessary, advised in this area by staff. 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 anyone at Angel Shed without consent. All children and young people's application forms include a photograph, filming, and online exposure permission request. Recordings, videos or photographs should only be taken by staff unless volunteers/members are directed by staff to do so in specific circumstances.

Upholding this Code of Behaviour

You should always follow this code of behaviour and never rely on your reputation or that of Angel Shed to protect you.

If you have behaved inappropriately, you will be subject to Angel Shed's disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Angel Shed. If deemed serious enough we would have to make a report to statutory agencies such as the police and/or the local authority.

If you become aware of any breaches of this code, you must report them to your line manager or a Safeguarding Lead. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

7. Managing Allegations Against Staff and Volunteers

Angel Shed staff and volunteers who come into contact with children, young people, or adults at risk 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 and volunteers

All allegations of abuse must be reported to the Safeguarding Lead and immediately referred to the Local Authority Designated Officer (LADO). 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 Safeguarding Lead at Angel Shed.

The LADO should be alerted to all cases in which it is alleged that any person 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 they 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.

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

If the child, young person or adult at risk's safety is deemed to be at immediate risk, the police may need to be informed before the LADO alongside other appropriate actions being taken.

Whistleblowing Procedure

If any staff, volunteer or trustee has concerns about another member of staff, volunteer or trustee 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, volunteer or trustee should be reported immediately to the LADO. This applies to allegations both in and outside the workplace – at Angel Shed and elsewhere.

If a staff, volunteer or trustee's concerns are about a Safeguarding Lead, they should share this with the Safeguarding Trustee or Chair of Trustees instead. They can also contact the LADO directly. Contact details for both can be found in Appendix 2.

Angel Shed will take steps to fully support anyone who in good faith reports their concerns that a colleague is or may be abusing a child, young person, 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.

The NSPCC Whistleblowing Advice Line offers free advice and support to those with concerns about how child protection issues are being handled in their own or another organisation. The line can be contacted by anyone who is concerned that Angel Shed, or another organisation, doesn't have clear safeguarding procedures to follow, doesn't act on or deal properly with concerns, or may cover up concerns. This applies to incidents that happened in the past, are happening now, or may happen in the future.

Contact the Whistleblowing Advice Line by calling 0800 028 0285 or emailing help@nspcc.org.uk.

8. 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. Sharing information with professionals who need to know ensures that problems are identified early and action is taken when children are thought to be at risk of abuse.

9. Training

All staff, volunteers and trustees, regardless of their roles, will receive appropriate safeguarding 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 safeguarding leads will receive advanced safeguarding training, refreshed every two years.

10. Safer Recruitment

All recruitment at Angel Shed will adhere to safer recruitment practices and staff should be trained in this process.

All adverts for roles will include a statement about Angel Shed's commitment to keeping children, young people and adults at risk safe.

Involving children and young people in the recruitment process for any role can help us ensure we are selecting the right person. This must be planned in advance so that children's welfare is prioritised and everyone gets the most out of the experience.

All staff, trustees, and volunteers must submit an application form or CV and cover letter (or video / equivalent), attend an interview, and provide contact details for two referees which must be received and vetted before any position can begin.

An Enhanced Disclosure and Barring Service (DBS) check must be carried out for all Angel Shed staff, trustees, and volunteers and will be updated on a three yearly basis or on a 'live' basis for those registered with the DBS update service. 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.

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 and have their progress reviewed on a regular basis. Staff are supervised by the board of trustees and are 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 Disclosure Report Form (printed copies available at all sessions).
- 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 Safeguarding Lead will update records on Dropbox 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 Safeguarding Lead must also update records on Dropbox with any directions / guidance given to volunteers/those reporting the concern.
- The case should be reviewed weekly for 'live' concerns and half-termly for historic concerns, and updates recorded on Dropbox.

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 or where children are looked after by the local authority.

Recording

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

Appendix 2: Contact Details of Key Personnel

The **Safeguarding Trustee** for Angel Shed is **Sophie Buckle**, who can be contacted via: info@angelshedtheatre.org.uk or safeguarding@angelshedtheatre.org.uk

The principal **Safeguarding Lead** for Angel Shed is **Lauren Phillips** (Creative Director & Head of Participation) who can be contacted at: lauren@angelshedtheatre.org.uk

Other safeguarding leads (David Mabbott, Maria Laumark, Maryam Shaharuddin, Maya Shimmin, Yanna Avlianos) can be contacted via: info@angelshedtheatre.org.uk

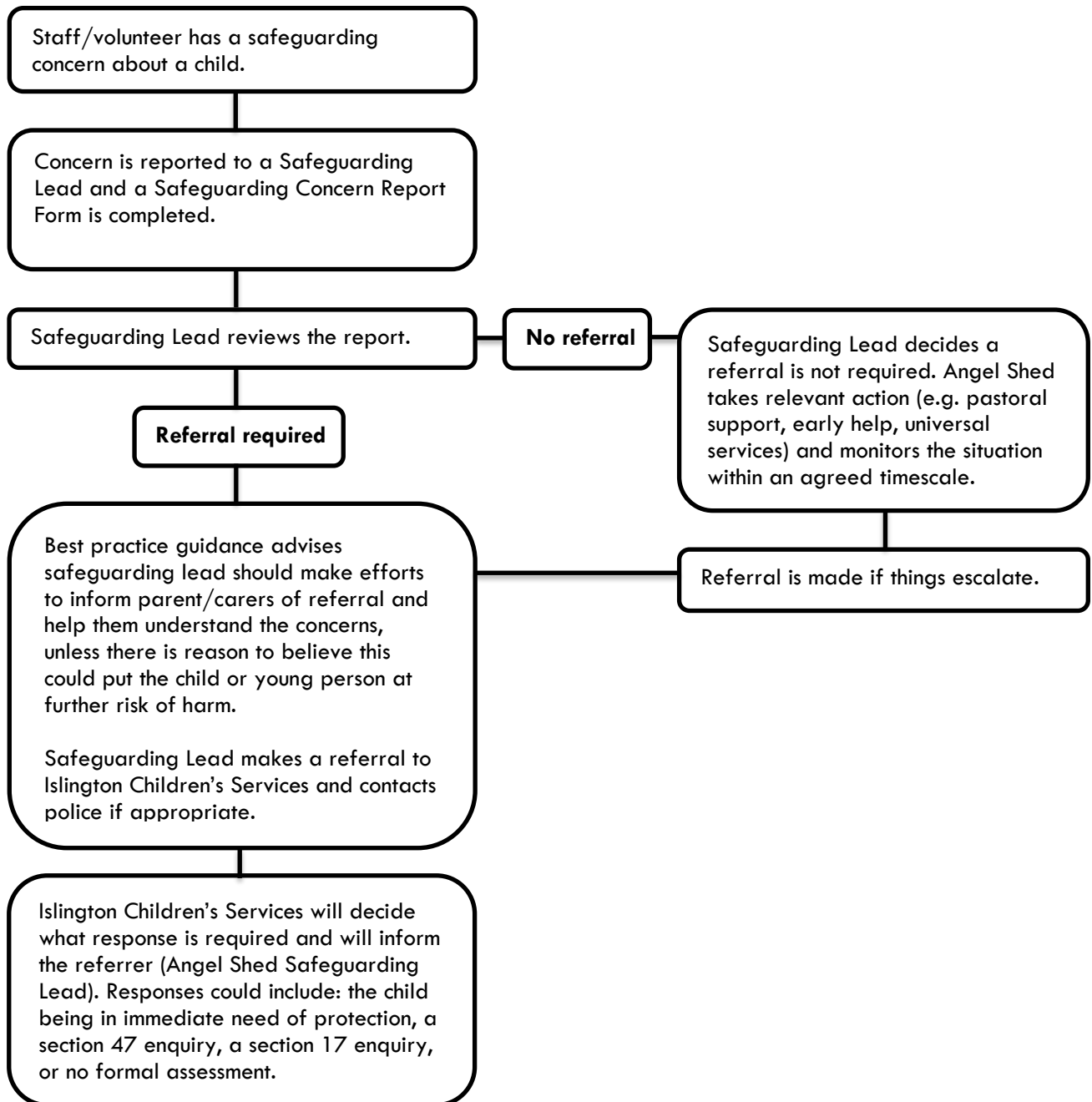
All the above Angel Shed contacts can be contacted via the Angel Shed mobile on: **07910 822 412**.

Relevant Islington External Agencies

Children's Services Contact Team (CSCT) - 020 7527 7400
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.

Appendix 3: Responding to Safeguarding Concerns Flowchart



Appendix 4: Common Signs of Abuse, Neglect and Exploitation

This is not an exhaustive list as there are a number of indicators of abuse. The following is consistent with both children and adults.

Poor personal hygiene or scruffy/messy appearance

Consistently wearing dirty, scruffy, or otherwise unsuitable clothing is one of the most common indicators that an individual is being neglected. This can mean anything from clothing that has holes in, to clothes that don't fit. Another indicator is if an individual is consistently unhygienic. Smelling badly, having rashes or other skin conditions that might indicate poor hygiene, and having consistently unwashed or matted hair could all be signs of neglect. An individual who is persistently hungry is another indicator of neglect.

Bruising, scratches, marks, cuts, or burns in non-accidental injury sites

A non-accidental injury site is an area of the body that would not normally be affected by an accidental injury, such as the tops of the arms or the neck. It's common to fall off a bike and graze a knee for example, but if you notice bruising around the tops of an individual's arms and they can't give a reasonable explanation for why they have such marks, this could be a cause for concern. You should be especially concerned if an individual has gone to lengths to avoid any marks, bruises, cuts, burns, or scratches from being noticed, or if their explanation does not seem consistent with the injury.

Anxiety or extreme shyness around certain individuals

Some people are naturally shy and display symptoms of anxiety around strangers. However, you should pay close attention to any uncharacteristic displays of anxiety or shyness - particularly around someone they know, or someone they have previously had a normal relationship with. Signs of anxiety might include choosing not to speak or not being able to speak, acting restless, or showing extreme apprehension to be around certain individuals.

Aggression

It isn't normal for people to act aggressively without good reason, especially not in public places or if such behaviour is uncharacteristic of them. Unexplainable or unnecessary outbursts of aggression, whether this involves shouting and screaming or violence and rage, should be treated as a cause for concern.

Sudden, unexplainable changes in attitude or behaviour

We all get different mood swings within reason, but if you notice sudden, unexplainable changes in a person's behaviour and they do not want to give a reason why, or if they refuse to acknowledge any change in their attitude, this could point to a cause for concern. This might involve a child who is normally quiet and well-behaved suddenly becoming loud, disobedient, and attention-seeking, or vice versa. In addition, if a child becomes defensive about online relationships and activities and/or displays anxiety/distress/aggression being apart from their phone/other devices, this can be an indicator of grooming.

Having a knowledge of inappropriate topics

While it isn't uncommon for children to know about sex and inappropriate adult topics, it is unusual for them to have an in-depth knowledge of such topics. This is especially the case if it seems as though the child is talking from personal or eye-witness experience. Likewise, even for adults, there are some topics that are inappropriate, so if an individual starts to display an in-depth knowledge in support of radical or extremist views and beliefs, this could also be a sign of a safeguarding concern.

Overtly sexual behaviour

In adults and children of all ages, it is not appropriate to display overtly sexual behaviour. This is especially true if individuals are trying to coerce other people into joining in with their behaviours, not appearing to realise the issue with their behaviour, or refusing to stop when they are asked to.

Insecurities and choosing to cover up the body or certain parts of the body

Many of us have insecurities about certain parts of our bodies, but some individuals might not feel comfortable exposing any part of their body or might have issues with a certain feature of their body, due to low self-esteem from emotional abuse, or insecurity stemming from physical or sexual abuse. Similarly, hiding one area of the body consistently could be an attempt to conceal any injuries or scars related to abuse that an individual does not want anyone to ask questions about.

Having a poor relationship with family members / peers

Family and peer relationships can sometimes be strained for a variety of reasons, but you should pay close attention to those who have consistently bad relationships with their family members / peers. Take note of individuals who always have a negative outlook on otherwise normal situations and continually place blame on one member of their family / a peer or group of peers. Relationships can be tenuous things, but if you suspect the issue runs deeper than a single bad argument, this could be a sign of an abusive relationship.

Depression and withdrawal, not enjoying activities

We all get low moods sometimes, but it is not common for individuals to be depressed without a reason. If an individual seems consistently depressed and withdrawn, or if they stop enjoying activities they used to, or are persistently absent from education this could indicate a number of different safeguarding concerns, and abuse should never be ruled out as one of these issues.