

## **Angel Shed - Safeguarding Policy 2019**

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## Introduction

Angel Shed Theatre Company believes every child and young person should have access to a safe, creative, and inclusive environment. Where members of Angel Shed Theatre Company are children or young people, 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 200. 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 and young people 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 or young person'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 February 2019 and also agreed by trustees in February 2019. This policy was then updated in November 2019 and January 2020 to reflect updates made to Keeping Children Safe in Education 2019.

Signed:

Dated:

- The policy will be reviewed every year and the next review date is November 2020
- The Safeguarding Leads at Angel Shed are **Joanne Merritt-Hall and Lorraine Grout**. All safeguarding concerns should, in the first instance, be reported to the Safeguarding Leads and, in their absence, the Deputy Safeguarding Leads, **David Mabbott and Natalie Sloth Richter**.
- Contact details are in Appendix 2

## Section 1 - The Policy

*Angel Shed places the highest priority on safeguarding and promoting the welfare of children and young people. 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.*

### 1.1 Principles

Children and young people 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 has the right to:

- be protected from neglect, abuse and exploitation and to be safe
- 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

### 1.2 Legal Framework

The policy is written in the wider context of the Children Act 1989 and 2004 also takes account of Working Together to Safeguarding Children 2018 and Keeping Children Safe in Education 2019. It places specific child protection procedures in the context of the wider safeguarding agenda.

### 1.3 Accountability and Responsibilities

This policy applies to all staff and trustees at Angel Shed. It recognises that all levels of the organisation should take responsibility for safeguarding children 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 and young people. Accountability for safeguarding children and child protection does not lie solely with frontline staff, and managers and trustees must take responsibility for ensuring the safety of children and young people 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.

### 1.4 Definitions

#### 1.41 Safeguarding

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

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

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

(Ref: Keeping Children Safe in Education, DfE, 2019)

#### 1.42 Welfare

Welfare is defined in the Children Act 1989 in terms of children's health and development, where health means physical and / or mental health. Development means physical, intellectual, emotional, social, or behavioural development.

A holistic approach to safeguarding also encompasses:

- physical and mental health and emotional wellbeing
- protection from harm and neglect
- education, training, and recreation
- making a positive contribution to society
- social and economic wellbeing

Staff need to be aware of the increased vulnerability of some groups of children, and these can include:

- disability: both physical and mental
- specific additional needs and / or special educational needs (whether or not they have a statutory education, health and care plan)
- young carers
- missing/going missing from care or home
- misusing drugs or alcohol
- returning home to their family from care

#### 1.43 Early Help

Early help is defined as the provision of support to a child / family as soon as the problem emerges and providing early help can be more effective in promoting the welfare of children than reacting later.

According to WTSC 2018, effective early help relies upon local organisations and agencies working together to:

- identify children and families who would benefit from early help
- undertake an assessment of the need for early help
- provide targeted early help services to address the assessed needs of a child and their family which focuses on activities to improve the outcomes for the child (ren)

All individuals should be alert to the potential need for early help for a child (ren) who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing / going missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child

#### 1.44 A Child in Need

A Child In Need is defined in the Children Act 1989, s17 as a child “who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services, or a child who is disabled. A Child in Need may be assessed under s17 of the Children Act 1989 by a social worker”.

#### 1.45 Significant Harm

Section 47 of the Children Act 1989 places a duty on local authorities to begin enquiries when they have reasonable cause to suspect that a child (who lives or is found in their area) is suffering or is likely to suffer significant harm. These enquiries will be initiated when there are concerns about all forms of abuse including female genital mutilation, radicalisation, and sexual or criminal exploitation. It is the responsibility of a local authority’s social care department to make the final decision as to whether this threshold has been crossed, but all services have a crucial role to play in contributing to assessments.

#### 1.46 Child Abuse

Child abuse is a term referring to situations where a child experiences ill treatment or impairment of their development. This can occur in a number of different settings, including the home. It can include both actions and omissions on the part of parents and carers; however, other close family members, friends, or people working in organisational or community settings may be involved.

Child abuse is commonly defined under the following headings:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse / Child Sexual Exploitation
- Harmful Sexual Behaviour
- Domestic Abuse
- Bullying & Cyberbullying
- Child Trafficking
- Female Genital Mutilation
- 'So-called' Honour-based Violence
- Forced marriage
- Child Criminal Exploitation
- Peer-on-peer abuse (sexting, upskirting, sexual harassment, sexual violence, physical violence, bullying, cyber-bullying)

#### 1.47 Child Protection

This term is used to describe the responsibilities and activities undertaken to prevent or stop children being abused or ill-treated.

#### 1.48 Children with Special Educational Needs and Disabilities (SEND)

As outlined in KCSE 2019, Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. It is important that Angel Shed staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- being more prone to peer group isolation than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers<sup>7</sup>

#### 1.49 Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Children's social care assessments should consider such factors so it is important that schools and colleges provide as much information as possible as part of the referral process.

## Section 2 - Roles & Responsibilities

### 2.1 The Safeguarding Lead 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 on a yearly report to trustees and support them in implementing effective policies and procedures

### 2.2 The Safeguarding Lead 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 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 receive safeguarding training every year
- maintain detailed, accurate, and clear records on Charitylog

### 2.3 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 and Deputy Safeguarding Leads
- 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: Guidelines & Procedures

Angel Shed's application processes inform parents / carers and children / young people about its statutory duties to safeguard and promote the welfare of children. Where necessary, staff will share concerns with Children's Social Care and this may be done in consultation with parents unless to do so would put the child or young person at risk.

**NB: All safeguarding concerns must be discussed with Angel Shed's Safeguarding Lead in the first instance. If the Safeguarding Lead is not available, a Deputy Safeguarding Lead should be informed. All safeguarding concerns must be reported to the Safeguarding Lead or Deputy on the day the disclosure is made.**

#### 3.1 How concerns may be disclosed

There are a variety of ways in which concerns may be brought to staff's attention, these may include:

- a child saying he or she is being abused
- someone reporting that a child has told them they are being abused
- someone strongly suspecting that a child has been, or is being abused
- concerns being raised about, or allegations made against, a member of staff (including a designated child protection person), volunteer or trustee
- concerns being raised about a child's welfare where there is no specific disclosure or allegation of abuse
- someone has seen one child abusing another or if one child reports that this has happened to him / her

#### 3.2 What to do if a child or young person discloses to you?

A disclosure is the term used when a child or young person informs somebody about an abusive situation. Below are some helpful tips on managing disclosures from children:

- Listen carefully to the child
- Let them know they've done the right thing
- Tell them it's not their fault
- Say you will take them seriously
- Don't communicate with the abuser
- Explain what you'll do next
- Don't delay reporting the abuse

(NSPCC, 2018)

If what the child has said is unclear, it is acceptable to ask for clarification or to mirror back what the child has said to make sure that it has been understood correctly, using the child's own words

Your role is to listen, but to be clear with the child / young person that you cannot keep the information to yourself. It is important when you begin any work with a child or young person that you establish boundaries around confidentiality and explain clearly what information you will have to share and who you will share it with. This clarification should be repeated at the point that a child / young person indicates that they wish to make a disclosure.

If a child / young person discloses information about an abusive situation or says they want to tell you something which is a 'secret' or 'confidential':

- make it clear that if you think what they have told you means they could come to harm, you will have to inform the relevant authorities and explain the reason for this
- be absolutely clear that you cannot promise confidentiality
- if the child / young person queries confidentiality, explain Angel Shed's procedures in an appropriate way
- if the child continues with the disclosure you will need to document:
  - the date, time, and place of abuse
  - the individual(s) present
  - record accurate factual notes on what the child / young person disclosed (If possible, write down verbatim what they said as these notes may be used in court at a later date)
- use a body map where possible and if required

It is important to be as empathic and supportive of the child / young person as possible so that they feel comfortable to talk.

Do not:

- ask leading questions (if you need to ask questions for clarification ensure they are open questions)
- offer opinions
- offer solutions or give false reassurances
- promise confidentiality

If a child or a young person discloses information without warning, or indication of the nature of the information that they are going to give, you may not have a chance to remind them that you cannot keep it confidential. You must tell them as soon as possible. This may make them retract their statement. However, it is your duty to pass this information onto Angel Shed's Safeguarding Lead and they will pass it on to local authority children's services (where relevant) in order to seek guidance and agree any necessary actions.

If, after hearing the information about confidentiality, the child or young person decides not to tell you, you must respect this. However it is important to:

- reassure the child / young person that they can come back at any time to discuss the issue
- monitor the situation
- raise the issue with Angel Shed's Safeguarding Lead

Where there is reason to believe the child / young person is at risk of immediate harm, you must ensure Angel Shed's Safeguarding Lead is informed immediately and takes immediate action.

Ensure the child / young person understands what is happening. Write up your notes as quickly as possible, ensuring that they are factual and clear and provide a copy to the Safeguarding Lead. You should not discuss the disclosure with other staff unless requested to by the Safeguarding Lead.

*What happens next?*

- Any member of staff who is concerned about the welfare of a child or young person, or suspects or knows of abuse to any child or young person, must immediately inform Angel Shed's Safeguarding Lead. Information about any case will be confined to Angel Shed's Safeguarding Team, unless it is in the interests of the young person that other members of staff involved in their welfare are informed.
- The Safeguarding Lead may feel that there is cause for concern about a child or young person, but may wish to discuss the concern with children's social care or police, who will provide advice regarding how to proceed.
- Once the Safeguarding Lead is satisfied that there are clear grounds for suspicion or that there is evidence that a child or young person has been abused or is at risk of abuse, they must pass the information immediately by telephone, and in writing, to the appropriate Children's Social Care team or local police and they will advise appropriately. Referrals will be made to the Children's Social Care team for the borough in which the child / young person lives.

**NB: In the unusual event of an urgent, possibly life threatening situation in which staff are unable to contact the people specified in the referral procedures, an emergency referral must be made to the Police**

### 3.3 Recording of Concerns

Recording is a crucial part of professional accountability. Concerns about children and young people should be recorded on Angel Shed's Safeguarding Concern Form and passed to the Safeguarding Lead.

- All records should be legible, signed and dated.
- The Safeguarding Lead is responsible for collating and recording information about each case and for collecting reports and notes as appropriate.
- The Safeguarding Lead should not collect statements from the child / young person but should ask the member of staff who initially received the disclosure from the young person to record what was said and by whom.

- The records will document every aspect of the case as it develops including grounds for initial concern, descriptions of injuries to the child / young person (if appropriate) or any worrying behaviour, records of what the young person has said, notes of any decisions reached, details of telephone calls, copies of referral forms and any information of outcomes.
- Access to records will be confined to Angel Shed's Safeguarding Team and will be kept in a safe and secure place.

#### *Summary of what to do if you have a concern about a child / young person?*

- *Always report your concerns immediately to the Safeguarding Lead, and complete a Safeguarding Concern form as soon as possible.*
- *Make notes as soon as possible after concerns have arisen, providing a complete record of key information and evidence of risk. This record may be used as evidence at a later date.*
- *Any copies of notes should be stored in line with Data Protection legislation. Records of all interventions, actions and referrals should be saved within the relevant case file on CharityLog.*
- *Angel Shed's Safeguarding Lead will decide if any action needs to be taken which is not a referral to Children's Social Care (e.g. to another agency for support)*

#### 3.4 Emergency Action

There may be circumstances that warrant Angel Shed staff taking emergency action to safeguard a child.

If a member of staff believes that a child or young person is at immediate risk of significant harm and they are unable to contact the Safeguarding Lead, emergency action must be taken to ensure that the child is safe. This may mean:

- Contacting Children's Social Care (CSC) or the Emergency Duty Team if the situation takes place outside of normal working hours
- Contacting the police if it is not possible to contact Children's Social Care.

Any such action must be recorded and the Safeguarding Lead must be informed as soon as possible and an Safeguarding Concern Form completed immediately.

The need for confidentiality should never prevent any action which is necessary for the protection of a child or young person.

#### 3.5 Procedural Reviews

Angel Shed's Safeguarding Team will meet termly to review the effectiveness of the above processes and will discuss the following questions:

- How well are concerns managed by staff?
- Were Angel Shed's Safeguarding Policy and Procedures followed appropriately?
- Did Angel Shed Theatre Company collaborate with external agencies and how effective and co-operative were the other agencies in working with Angel Shed?
- Was the right balance maintained between confidentiality and 'need to know' in order to ensure that staff are able to work effectively to safeguard children and young people?
- How did Angel Shed Theatre Company manage the relationship with the child / young person and their family (if appropriate)?
- Are changes needed in the procedures?

#### 3.6 Disclosure of Past Abuse

Children, young people and adults of any age may disclose to staff that they were sexually abused as children. If the individual is over the age of 18 and does not want further action to be taken, their wishes should be respected but it should be explained that others could still be at risk. An individual may not wish any action to be taken because they no longer have contact with the alleged perpetrator. However, it must be explained to them, where appropriate, that Angel Shed's Safeguarding procedures must be followed in order to:

- Access support for the child / young person / adult
- Ensure that other members of the child / young person / adult's family are safeguarded

- Safeguarding children and young people in the community from someone who may continue to pose a risk.

## **Section 4: Guidance for Workshops**

### **4.1 Ratios**

Angel Shed will ensure that there are very good staff / volunteer to child / young person ratios in workshops, rehearsals and performances involving children and young people under the age of 16. Staff and Volunteer Arts 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 members of Angel Shed staff:

- a) Artistic Director
- b) Lead Artistic Practitioner
- c) Volunteer Inclusive Theatre Practitioners
- d) Youth Theatre members providing support for Children's Theatre.

### **4.2 Liaison with Parents / Carers**

In all areas regarding the welfare, care and provision for their child or young person, 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.

Angel Shed staff and volunteer arts practitioners will work together when providing for the personal care needs of individual children and young people – sharing experience and responsibility and encouraging their independence.

### **4.3 Liaison with Children / Young People**

Children and young people 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 arts practitioners are very much aware of the need to use as many opportunities as possible to talk to children and young people 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 or young person 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 or young person safe.

### **4.4 Dissemination of Information**

Angel Shed will ensure that information about the inclusive progress, welfare and care of individual children and young people which can inform planning and provision, is appropriately disseminated to staff and volunteer arts practitioners who are helping to manage the individual child or young person'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.

### **4.5 Older Children / Young People Training in the Inclusive Support of Younger Children / Young People**

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 and young people 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 and young people taking on these support roles are supervised and boundaries made clear.

Where older children and young people are training in the inclusive support of younger children, Angel Shed staff and volunteers will provide ongoing monitoring and training for the older children and young people. Comprehensive monitoring of both older and younger children and young people will ensure that the inclusive process is well supported and that children and young people are safe at all times.

Members of the Youth Theatre involved in work or training supporting children and young people under the age of 16 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.

In all such inclusive training situations involving older and younger children and young people, the Angel Shed staff and volunteer arts practitioners will ultimately be responsible for the inclusive progress, welfare, care and safeguarding of **all** children and young people.

#### 4.6 Registration Procedures

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

- Where an individual member needs support to manage their behaviour, this will be done in an inclusive manner with staff and volunteer arts practitioners working together and liaising with parents / carers to encourage the child and young person to manage their behaviour with as much independence as possible, whilst ensuring their creative contributions can be acknowledged.
- Angel Shed will ensure that a safe and suitable environment is provided for all of its members, staff, and volunteers. A Health and Safety Policy is in place and is implemented to ensure that risk assessments are carried out and the project premises are safe and secure. In accordance with our Health and Safety Policy, Angel Shed also ensures that there are trained First Aiders on hand during sessions.

#### 4.7 Aggressive Behaviour

Where a child or young person is acting aggressively towards or knowingly discriminating against another child or young person, they will be counselled with a view to discovering the causes of such behaviour and ultimately changing the behaviour. Where such behaviour persists, parents / carers would be consulted and the child or young person's future in Angel Shed would be discussed. In such situations, counselling and support for those on the receiving end of aggression or discrimination would be given the highest priority. For further details, please refer to Angel Shed's Health and Safety Policy.

#### 4.8 Use of Reasonable Force/Restraint

The Department for Education's document "Use of Reasonable Force in Schools" (DfE, 2014) and KCSE 2019 provides non-statutory advice for schools on the use of restraint or reasonable force to protect children's safety. The Angel Shed Policy Handbook section 3.4 outlines the implications of the advice for Angel Shed staff and outlines expectations on them in relation to restraint and reasonable force.

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

### **5.1 Appropriate Boundaries**

All staff members and voluntary practitioners are responsible for establishing and maintaining appropriate and clear professional boundaries in respect to their relationships with children and young people at all times. No staff member or voluntary practitioner should build a 'special' relationship with any one child or young person or group of children or young people. No member of staff or voluntary practitioner may give a child or young person personal information, nor give them their email address, telephone numbers, or social networking details.

As far as possible, staff members and voluntary practitioners must try not to find themselves in a position where they are alone with a child or young person. Where a child or young person asks to speak to a member of staff privately, the conversation should take place in an environment that is appropriate e.g. in a room with a window in the door.

No member of staff or voluntary practitioner should offer a lift to a child or young person in their own vehicle. If no one has arrived to collect a child or young person, then their parent / carer must be contacted.

No volunteer or staff member should meet up with any member / parent / carer for social reasons outside of Angel Shed. You should inform Angel Shed if this does happen by coincidence. Under no circumstances should you go to members / parent / carer's home. If a child or young person 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.

No staff member or volunteer can 'befriend' any child or youth theatre member on any social media networks (Please see social media policy for more detail). If any staff or volunteer is approached to befriend a member of Angel Shed or previous member of Angel Shed, they must not accept this request and inform Angel Shed immediately.

No member of staff will share any personal information with a child or young person, including email / social network addresses, telephone numbers, or address. Any contact with a child or young person using email for Angel Shed purposes will be conducted in a professional capacity using the Angel Shed email system - this is security protected and monitored for appropriate use.

### **5.2 Physical Contact**

Touch should be related to a child or young person's needs and not the worker's. Touch should be avoided where at all possible, but, where professionally necessary, it should be demonstrably appropriate. A child or young person may spontaneously hug a member of staff and should not be 'rejected', but this should not be actively encouraged and should always be dealt with appropriately by the adult.

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. Voluntary practitioners should be monitored and, if necessary, advised in this area by the staff members.

### **5.2 Photography**

No recordings, videoing or photographs should be taken of any practitioner, members or parent / carer. Angel Shed needs to be informed if this happens. All children and young people's application forms include a photograph, filming, and online exposure permission request.

This code of behaviour relates to any activity Angel Shed delivers within or away from the main premises. If an activity takes place outside of Angel Shed's usual session times or premises, staff will instruct volunteers of any guidelines or parameters on the supervision of its participants. This may vary for each individual outing or experience.

## Section 6: Managing Allegations Against Staff

### 6.1 People who abuse children

Angel Shed recognises that whilst those who abuse children may be relatives or friends of the family, some meet children in other contexts and some of these may gain access to children in schools as teachers or support staff or through their voluntary involvement in school activities. Angel Shed works to ensure a culture that supports staff and children to feel confident about reporting concerns.

### 6.12 Abuse of Trust

Angel Shed recognises the need for staff to maintain appropriate boundaries in all of their work with children and young people.

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 service-users 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.

The Sexual Offences Act 2003 states that, subject to a number of limited definitions, it would be a criminal offence for a person in a position of trust to engage in any sexual activity with a person aged under 18 with whom they have a relationship of trust, irrespective of the age of consent, even if the basis for their relationship is consensual.

A relationship of trust exists where a member of staff or volunteer is in a position of power or influence over a member by virtue of the work or nature of the activity being undertaken.

Intimate or sexual relationships between staff and Angel Shed service-users will be regarded as a grave breach of trust and will be dealt with through Angel Shed disciplinary procedures.

### 6.13 Allegations against staff

These procedures should be used in respect of all cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children in connection with the person's employment or voluntary activity

If the concern is not connected to the person's employment or work activity, these procedures may also apply:

- where concerns arise about the person's behaviour towards a child or young person, the concern should be raised with the Safeguarding Lead / Deputy
- Angel Shed has a duty of care to their employees and will ensure that effective support is provided to anyone facing an allegation and will provide the employee with a named contact if suspended
- It is essential that allegations of abuse are dealt with quickly and fairly ensuring effective protection for the child or young person as well as support to the person subject to the allegation

### *Summary of the process*

**NB: There are detailed guidelines on the management of allegations of abuse against teachers and other staff in KCSE 2019 and the following outline is based on these**

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.

For the purposes of this process, the 'case manager' will be the Safeguarding Lead / Deputy at Angel Shed.

ADDRESS: Angel Shed Theatre Company, CANDI (City & Islington College), 444 Camden Road, Islington, London, N7 0SP

PHONE: 0207 700 8689

EMAIL: [info@angelshedtheatre.org.uk](mailto:info@angelshedtheatre.org.uk)

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by Children's Social Care about whether a child is in need of protection or in need of services; and
- consideration by Angel Shed of action in respect of the employee

*Initial Considerations:*

Any allegation or concern which arises should be reported immediately to the 'case manager'. Where staff receive an allegation against someone from another organisation, this should be reported directly to the 'case manager' and relevant LADO.

All allegations of abuse should 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'.

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 e.g. urgent involvement of police; removal of member of staff; securing evidence; urgent medical attention, etc.

In less serious cases, police and CSC may not need to be involved but the LADO can provide an objective view by someone who is independent of the organisation. In some, more complex cases, or where it is unclear how the case should be taken forward, the LADO may call a consultation meeting with the employer, and occasionally, other professionals, to review the information and decide how best to proceed.

The 'case manager' should inform the accused person about the allegation as soon as possible after consulting with the LADO; however, the 'case manager' should not do this before agreeing with the LADO and other external agencies what information can be disclosed to the accused.

After the initial sharing of information, the evaluation may be that no further action will be taken. This judgment should be recorded by the 'case manager' and LADO and a decision made on what action should follow both with the individual and those who made the allegation.

The LADO will consult, as appropriate, with a Children's Social Care Manager and / or the Police Designated Officer to consider:

- if a CSC or a police response may be appropriate and if a strategy meeting and / or an evaluation meeting needs to be held;
- if the allegation should be managed solely by the employer, with the proviso that, if further information comes to light suggesting a child protection response or criminal response may be necessary, then a further consultation will take place.

The 'case manager' in conjunction with the LADO and senior management must consider carefully whether the circumstances of the case warrant the person being suspended from contact with children and young people in the workplace until the allegation is resolved. Suspension should not be the default position; an individual should only be suspended if there is no reasonable alternative, and where suspension is used it is as a neutral act.

The 'case manager' will need to consider advising parents of an incident involving their child. This might be straight away, for example, if the child has been injured whilst in the organisation's care and requires medical treatment, or this may need to wait until initial consultation has taken place with the agencies involved to determine what can be disclosed and by whom.

*No further action:*

Where the LADO agrees that no further action is to be taken regarding the individual facing the allegation, the decision and justification should be recorded by both the 'case manager' and the LADO and agreement reached as

to what information should be put in writing to the individual concerned and by whom. The 'case manager' should then consider with the LADO any action in respect of those who made the initial allegation and consider what information should be shared with the child and their parents / carers and by whom.

Where the allegation does not require a formal process, appropriate action should be initiated within three working days.

#### *Disciplinary / Internal Investigation:*

The outcome of any process must be reported to the 'case manager' and the LADO who should consider what information should be shared with the child and their parents / carers and by whom.

#### *Action on Conclusion of a Case:*

Where investigations are concluded, the 'case manager' should convene a review discussion / meeting to share relevant information, categorise the allegation if there is sufficient information, and agree any further action to be taken.

Where an internal / disciplinary process is concluded, the LADO should be informed of the outcome and should reach agreement with relevant professionals as to the category of the allegation.

The following definitions should be used when determining the outcome of allegation investigations:

Substantiated – there is sufficient evidence to prove the allegation

Malicious – there is sufficient evidence to disprove the allegation and there has been deliberate act to deceive

False – there is sufficient evidence to disprove the allegation

Unsubstantiated – there is sufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

Unfounded – to reflect cases where there is no evidence or proper basis which supports the allegation being made

For all allegations a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, a note of any action taken and the decisions reached should be kept on the confidential personnel file of the individual concerned and a copy of this should be provided to the individual.

If the allegation is substantiated and the person is dismissed, or the person resigns, the 'case manager' and Angel Shed should decide whether a referral to the Disclosure and Barring Service (DBS) for consideration of inclusion on the barred lists, and / or to a Professional Regulatory Body is required.

#### *Action In Respect of Unfounded or Malicious Allegations*

For those cases where it is immediately clear that the allegation is unfounded or malicious then it is expected that they should be resolved within one week.

If an allegation is determined to be unfounded or malicious, the LADO should discuss the matter with CSC to determine whether the child concerned is in need of services, or may have been abused by someone else.

#### *Supporting Those Involved*

The Individual - Angel Shed has a duty of care to their employees and support to the individual is vital to fulfilling this duty. Individuals should be informed the allegations and a likely course of action, unless there is an objection by CSC or the police. The employee should also be given access to welfare counselling or medical advice where appropriate. The 'case manager' should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case,

Parents / Carers – Angel Shed should inform the parents / carers of the child involved about the allegation as soon as possible; however, if a strategy discussion is needed, the case manager should not do so until agreement has been reached with the police / CSC about what information can be shared. In cases where a child may have suffered significant harm, CSC and the police should consider what support the children or children involved may need.

#### *Record Keeping*

Details of allegations that are found to have been malicious should be removed from personnel records. For all other allegations, a clear and comprehensive summary of the report and all follow ups and resolution should be recorded.

#### *References*

For cases in which the allegation was proven to be false, unsubstantiated or malicious, these should not be included in employer references.

#### *Learning Lessons*

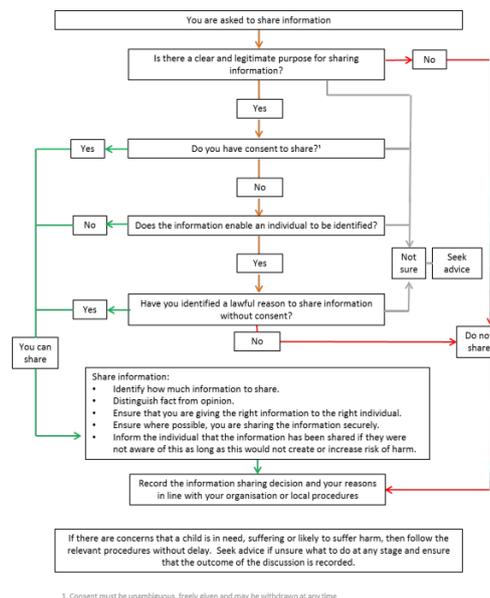
At the conclusion of a case, the 'case manager' should consider whether there are any improvements to be made or lessons to be learned. This should include, where appropriate, consideration of Angel Shed's procedures or practice to help prevent similar events in the future, including issues arising from the decision to suspend the member of staff, the duration of the suspension, and whether or not suspension was justified.

## Section 7: Information Sharing

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe. In some situations, sharing information can be the difference between life and death.

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. The flowchart below is taken from Information Sharing: Advice for Practitioners (2018), DfE:



7.1 Information-sharing is an essential element of Angel Shed’s support for children and young people, enabling us to improve outcomes and protect children from harm. The need for good information-sharing among agencies must be balanced against the need for us to maintain a trusted relationship with the children and young people we support. Where information-sharing among agencies is demonstrably necessary in order to protect the safety of a child, this takes precedence over client confidentiality.

7.2 Angel Shed always aims to work in partnership with children and families, and to avoid breaches of trust. Staff must be open and honest with service-users about the limits of confidentiality that we can offer at the outset of any working relationship. Staff should highlight that, at a minimum, we will share information on a need-to-know basis with schools or local authorities where children may be at risk of harm.

7.3 Sharing information without consent should always be a proportionate response, based on the need to safeguard children and families. Staff should keep a clear record of the decision to share information, including managerial guidance, the reasons for this decision, and details of what information has been shared and with whom.

7.4 As outlined in KCSE 2019, staff, where reasonably possible, should record more than one emergency contact number for child and young person with whom they are working.

7.5 To support good judgement in these matters, staff should refer to the DfE’s guidance [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers:](#)

## Section 8: Training

8.1 All staff, regardless of their roles, and lead trustees with responsibility for safeguarding will receive appropriate training. This will include:

- Safeguarding training
- Prevent & Channel
- FGM
- CSE
- Forced Marriage Awareness
- Identifying Abuse

All staff and trustees must also have read the Angel Shed Safeguarding Policy and related documents.

8.2 Angel Shed volunteers will receive:

- a dedicated safeguarding input delivered by Angel Shed within their induction training
- refresher training every two years

8.3 Angel Shed staff will receive:

- Safeguarding input in the context of induction training as outlined above
- Local authority / Angel Shed Safeguarding refresher training every two years
- Previous training and experience will be taken into account
- Safer Recruitment Training

8.4 The lead trustee will:

- be offered the opportunity to access senior manager training

## Section 9: Safer Recruitment

All recruitment at Angel Shed will adhere to Safer Recruitment practices and staff should be trained in this process. This includes obtaining all the appropriate pre-employment checks as outlined in KCSE 2019 and Safeguarding Children and Safer Recruitment 2007.

**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.

As part of their induction, all staff and volunteers are given copies of Angel Shed's Safeguarding Policy and Health and Safety Policy. All staff must read these policies and agree to adhere to them at all times. Staff and volunteers must also undergo relevant training and be kept abreast of changing issues in the field of safeguarding.

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.

All DBS information will be kept on a single central record, as outlined in KCSE 2019, in a secure and suitable electronic format.

***\*\*A full definition of 'regulated activity' can be found in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012***

## Section 10 - Adults At Risk

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 adults at risk are always respected and upheld. This includes upholding human rights. All staff and volunteers, in whatever setting and role, are the frontline in preventing harm or abuse occurring and empowering the person at risk to take action where concerns arise.

### 10.1 Definitions

An 'adult at risk' is someone who is 18 years or over who may be in need of community care due to a mental health problem, learning disability, physical disability, age or illness. As a result, they may find it difficult to protect themselves from abuse.

What is abuse?

There are many different types of abuse, including:

- Physical – this is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'.
- Sexual – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to.
- Emotional and psychological – this is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity.
- Institutional – institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. Such abuse violates the person's dignity, resulting in lack of respect for their human rights.
- Discrimination – discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunities to some groups or individuals.
- Financial and material – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It includes theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits.

### 10.2 Action to be taken if you suspect a vulnerable adult is suffering from abuse

If an adult experiencing abuse or neglect speaks to you about this, assure them that you are taking them seriously. Listen carefully to what they are saying, stay calm and get a clear and factual picture of the concern. Be honest and avoid making assurances that you may not be able to keep, for example, complete confidentiality. Be clear and say that you need to report the abuse.

All staff (professionals and volunteers) of any service involved with adults at risk should inform the Safeguarding Lead / Deputy if they are concerned that an adult has been abused or may be at risk of harm. If you hear about an incident of abuse from a third party (this is when someone else tells you about what they have heard or seen happen to a vulnerable adult at risk), encourage them to report it themselves or help them to report the facts of what they know.

What to do if you suspect abuse

- deal with immediate needs and ensure the person is, as far as possible, central to the decision making process
- report the abuse to the Angel Shed Safeguarding Lead / Deputy
- if a crime has, or may have been committed, contact the police to discuss or report it
- complete a Safeguarding Concern Form

### 10.3 Personnel and Training

The lead member of staff for ensuring the implementation of the Safeguarding Policy is Dominic Hedges. They will maintain an overview of safeguarding concerns, take a lead on liaising with other agencies, and keep informed about local developments in safeguarding. They will ensure that all staff and volunteers at Angel Shed have access to relevant training and support.

#### 10.4 Referrals & Record Keeping

Any member of staff who is concerned about the welfare of a vulnerable adult or suspects or knows of abuse should immediately inform Angel Shed's Safeguarding Lead who will liaise with the necessary authorities. If, for any reason, the staff member who has disclosed their suspicions of abuse believes that their concerns about a vulnerable adult are not being taken seriously then they have a duty to report the abuse to the necessary authorities themselves (see below).

However, if a serious crime has taken place or there is a need for an immediate police response to protect the adult at risk, consider dialling 999.

Referrals to Adult Social Services will be taken from anyone who has a concern that an adult is at risk. Details from the referrer about the allegation of abuse will be needed so it is helpful to have the facts of the circumstances ready to hand.

The referral may be passed to the local safeguarding adults team who will seek to:

- clarify the circumstances of the alleged abuse or neglect:
- take any immediate steps to protect the adult at risk, if needed
- decide if the safeguarding adult procedures are the required and appropriate response to the situation
- work in partnership with other agencies, like the police or health services, where necessary.

The allocated worker may call a multi-agency strategy meeting where details of the investigation and responsibilities will be agreed. Protecting adults at risk is the responsibility of all the agencies working together and they will all follow the 'Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse.' (<http://www.scie.org.uk/publications/reports/report39.asp>)

## **Appendix 1 - Angel Shed Safeguarding Procedure Summary**

### **Immediate Actions**

Where Angel Shed have potential evidence of child abuse (e.g. through a disclosure by a child or young person, 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 / Deputy
- Complete a Safeguarding Concern Form
- The Angel Shed Safeguarding Lead / Deputy will then make a decision 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.
- 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

### **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. As outlined in KCSE 2019, 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 trustee** for Angel Shed is Daniel Jarrett, whose contact details are:

Tel: 07576 910483

Email: [dghjarrett@gmail.com](mailto:dghjarrett@gmail.com)

The **Safeguarding Leads** for Angel Shed are Joanne Merritt-Hall and Lorraine Grout whose contact details are:

Tel: 0207 700 8689 / 07910 822 412

Email: [joanne@angelshedtheatre.org.uk](mailto:joanne@angelshedtheatre.org.uk) / [Lorraine@angelshedtheatre.org.uk](mailto:Lorraine@angelshedtheatre.org.uk)

The **Deputy Safeguarding Leads** are David Mabbott and Natalie Sloth, whose contact details are:

Tel No: 0207 700 8689 / 07910 822 412

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

Laura Eden - Local Authority Designated Officer (LADO) - 020 7527 8102

Police Referrals - Child Abuse Investigation Team (CAIT) - 020 8733 6495 or 020 8733 6500

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

### Appendix 3: Definitions of Abuse & Potential Indicators

Definitions of Abuse	Potential Indicators
<p><b>Physical abuse</b> may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.</p>	<ul style="list-style-type: none"> <li>● Bruising</li> <li>● Bite marks</li> <li>● Cigarette burns</li> <li>● Broken bones</li> <li>● Scalds</li> <li>● Changes in behaviour including fear of parents or other, or running away from home.</li> </ul>
<p><b>Emotional abuse</b> is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, and may involve:</p> <ul style="list-style-type: none"> <li>● Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person</li> <li>● Imposing developmentally inappropriate expectations</li> <li>● Exploitation or corruption of children</li> <li>● Seeing or hearing the ill treatment of another (for example witnessing domestic violence)</li> <li>● Serious bullying</li> </ul> <p>Some level of emotional abuse is involved in all types of ill treatment of children, though emotional abuse may occur alone</p>	<ul style="list-style-type: none"> <li>● Failure to thrive or grow</li> <li>● Sudden speech disorders</li> <li>● Developmental delay</li> <li>● Neurotic behaviour i.e. sulking, hair twisting</li> <li>● Inability to play</li> <li>● Fear of making mistakes</li> <li>● Self harm</li> <li>● Fear of parent being approached re their behaviour</li> </ul>
<p><b>Sexual abuse</b> involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative (i.e. vaginal or anal rape or oral sex) and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.</p>	<ul style="list-style-type: none"> <li>● Pain or itching in the genital /anal areas</li> <li>● Bruising or bleeding near genital/anal area</li> <li>● Sexually transmitted infections</li> <li>● Vaginal discharge or infection</li> <li>● Stomach pains</li> <li>● Discomfort when walking or sitting down</li> <li>● Pregnancy</li> <li>● Bedwetting</li> <li>● Sexual drawings or language</li> </ul>
<p><b>Neglect</b> involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.</p>	<ul style="list-style-type: none"> <li>● Constant hunger, sometimes stealing food from other children</li> <li>● Not seeking or attending medical assistance</li> <li>● Having few friends</li> <li>● Mentioning being left alone</li> </ul>

#### **Appendix 4: Further Information (Compulsory Reading)**

Keeping Children Safe in Education 2019, Annex A contains information on specific safeguarding issues including Preventing Radicalisation, Children Missing from Education, Upskirting, and Child Criminal Exploitation.

It is compulsory for all Angel Shed staff to read the information contained in Annex A as part of this Safeguarding Policy and to confirm when read with their line-manager.

A link to Keeping Children Safe in Education 2019, Annex A can be found [here](#)