



Safeguarding Policy

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Ratified	Committee
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Related Policies	GDPR Policy Risk Assessments Safety Planning 2025
This document is written in accordance with	The Children Act 2004 Working Together to Safeguard Child/Adult identified as at risk guidance 2023 The Care Act 2014 Care and Support Statutory Guidance 2018
Designated Safeguarding Lead	Email: safeguarding@rowntreeplayers.co.uk

Document Change Log

This document will be reviewed every 24 months or as changes in the legislation dictates.

Version No	Date	Document Change
2	September 2023	Working together guidance updated
3	September 2025	First page added Document change log added Definitions added to the categories of abuse changed to links to support information. Child leaving rehearsals 14 years and over. Changed structure of Types of abuse, adding important links rather than full paragraphs in the policy Made a little more user friendly.

4	September 2025`	After consultation with committee. DBS section for Backstage crew was amended slightly. Safety planning had extra sections added.
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Introduction

This document is the Safeguarding Policy for Rowntree Players which will be followed by all members of the group, including volunteers, cast and crew members.

Rowntree Players is committed to safeguarding everyone and have the appropriate fully trained Designated Safeguarding Lead in place, including deputies. This policy specifically considers children, young people and adults identified as at risk. The purpose of this policy is to make sure that the actions of anyone in the context of the work carried out by Rowntree Players is transparent and safeguards and promotes the welfare of all children, young people and adults identified as at risk.

If anyone is concerned about the conduct of any member of Rowntree Players, this should be raised in the first instance at safeguarding@rowntreeplayers.co.uk.

A Child is anyone under the age of 18

An adult at risk is defined by the care act 2014 as:

- 1) an adult at risk of abuse or neglect is defined as someone who has needs for care and support.
- 2) who is experiencing, or at risk of, abuse or neglect.
- 3) as a result of their care needs - is unable to protect themselves.

Principles upon which the Safeguarding Policy is based.

- The welfare of a Child/Adult identified as at risk or adult identified as being at at risk will always paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of Child/Adult identified as at risk, young people, adults at risk and their families will be respected and listened to.
- Those people in positions of responsibility within Rowntree Players will work in accordance with the interests of Child/Adult identified as at risk, young people and adults at risk and follow the policy outlined below.
- Those people in positions of responsibility within Rowntree Players will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

Recognise

RP should know how to recognise and act upon indicators of abuse or potential abuse involving children, young people and adults identified as at risk. There is an expected responsibility for all members of RP to respond to any suspected or actual abuse of a child, young person and adult identified as at risk, in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you must not discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse is suspected

- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected
- where contacting parents/carers would place a Child/Adult identified as at risk, yourself or others at immediate risk.

Types of Abuse

Individuals within RP need to be alert to the potential abuse of children, young people and adults identified as at risk.

Recognition of Abuse or Neglect Abuse or neglect of a child, young person or adult identified as at risk is caused by inflicting harm or by failing to act to prevent harm. A child, young person or adult identified as at risk may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

- **Physical abuse** - The use of physical force that causes harm or injury to another person. It can also include wrongly administered medication, force feeding, withholding food and drink and failure to provide physical care or aids to living.

What is physical abuse? (Ann Craft Trust)

- **Emotional abuse** - Behaviour that harms an individual's mental health and well-being, often through manipulation, threats, or humiliation. It also includes radicalisation, Isolating and abandonment.

What is emotional abuse? (Relate)

- **Sexual violence and abuse** - Any form of non-consensual sexual activity or exploitation. It also includes online grooming and video camera activity

What is sexual violence?(Rape Crisis)

Sexual Offences (Crime and Prosecution Services)

- **Domestic abuse** - Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are (or who have been) intimate partners or family members, regardless of gender or sexuality. It also includes so called "honour" based violence, female genital mutilation and forced marriage

What is domestic abuse? (Refuge)

How to get help? (Home Office 2023)

- **Neglect and acts of omission/self-neglect** - The failure to provide necessary care, assistance, or supervision to someone, resulting in harm.

What is neglect and acts of omission? (Social Care Institute for Excellence)

What is Self-Neglect? (Social Care Institute for Excellence)

- **Financial** - Controlling or limiting a person's access to financial resources to exert power or control.

What is economic abuse? (Surviving Economic Abuse)

- **Discriminatory** - being refused access to services, experiencing a hostile environment, or being excluded inappropriately because of someone's race, gender, disability and other protected characteristics

Equality Act 2010 (Government Equalities Office 2013)

Protected Characteristics (Equality and Human Rights Commission)

What is hate crime? (Report It)

- **Modern slavery** - when an individual is exploited by others, for personal, financial, or commercial gain. Whether tricked, coerced, or forced, they lose their freedom. This includes but is not limited to human trafficking, forced labour and debt bondage.

What is modern slavery? (National Crime Agency)

National Referral Mechanism (Home Office)

- **Organisational/Institutional** - neglect and poor care practice within an institution or specific care setting

What is Organisational or Institutional Abuse? (Social Care Institute for Excellence)

- **Exploitation** - exploitation refers to the use of a child/adult for someone else's advantage, gratification or profit, often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the person's physical or mental health, education, moral or social-emotional development.... It covers situations of manipulation, misuse, abuse, victimisation, oppression or ill-treatment

What is Exploitation? (Preventing Exploitation Toolkit)

Abuse can take many forms, and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts.

Trauma-Informed Approach

Rowntree Players works from a trauma-informed perspective, sensitive to gender, age, culture, and other protected characteristics, to prevent harm and re-traumatisation.



Safer Recruitment of Volunteers

Where new volunteers are recruited or selected:

- they will have access to the safeguarding policy and other guidance via member mojo and RP website.
- Complete a DBS check suitable for their role

Role	Responsibilities	Is there any situation that may find them alone with children whilst undertaking the role - if so, what?	Level of DBS
Creative Team	Directing Choreography Musical Direction	No - Additional DBS/chaperone would be present at every rehearsal	Basic
Costume	Organising Costume Measuring cast Helping fit costumes	No - Chaperone would always be present	Basic
Backstage team	Set design, build and operation in the theatre	No - Chaperone would always be present	Basic for regular backstage crew. Any crew called in last minute will be covered by safeguarding systems in place.
Safeguarding team	Overseeing the safeguarding for a production	Yes	Enhanced
Committee	Various roles: Secretary Marketing Finance	If attending rehearsals, the relevant procedures would be in place to support safeguarding.	N/A

- Rowntree Players will share any current risk assessments through the central google drive for the production team to access.
- All cast and crew will be briefed and expected to follow the agreed process.

Safeguarding Procedures

Section 1: Safety Planning Rehearsals, Theatre and Store

Section 2: Immediate Action

Section 3: Responding

Section 4: Consultation/Referring

Section 5: Reporting and Recording

Section 6: Confidentiality

Section 1: Safety Planning Rehearsals, Theatre and Store

Rowntree players have safety planning in place for all aspects of the company, please click here to read the measures that are in place to protect our members.

Section 2: Immediate Action

Immediate action may be necessary at any stage

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999)
- If a Child/Adult identified as at risk is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a Child/Adult identified as at risk immediately if protection is necessary, via Police Protection Order.

Section 3: Responding

What to do if Child/Adult identified as at risk talk to you about abuse or neglect

It is recognised that a Child/Adult identified as at risk may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations, you must:

- Listen carefully to the Child/Adult identified as at risk. DO NOT directly question the Child/Adult identified as at risk.
- Give the Child/Adult identified as at-risk time and attention.
- Allow the Child/Adult identified as at risk to give a spontaneous account; do not stop a Child/Adult identified as at risk who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the Child/Adult identified as at risk's physical appearance as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the Child/Adult identified as at risk's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the Child/Adult identified as at risk that:
you are glad they have told you.
they have not done anything wrong.
what you are going to do next.
- Explain that you will need to get help to keep the Child/Adult identified as at risk safe.

- Do NOT ask the Child/Adult identified as at risk to repeat his or her account of events to anyone.

Section 4: Consultation/Referral

Consultation

The purpose of consultation is to discuss your concerns in relation to a Child/Adult identified as at risk and decide what action is necessary.

You may become concerned about a Child/Adult identified as at risk who has not spoken to you, because of your observations of, or information about that Child/Adult identified as at risk.

It is good practice to ask a Child/Adult identified as at risk why they are upset or how a cut or bruise was caused or respond to a Child/Adult identified as at risk wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a Child/Adult identified as at risk, you must share your concerns. Initially you should talk to one of the people designated as responsible for Safeguarding within Rowntree Players.

Contact information for the Safeguarding Team is Rowntree Players safeguarding@rowntreplayers.co.uk. Alternatively, you could discuss your concerns directly with York Local Authority Safeguarding Team **01904 551900**

You should consult externally with City York Council in the following circumstances:

- when you remain unsure after internal consultation as to whether Safeguarding concerns exist
- when there is disagreement as to whether Safeguarding concerns exist
- when you are unable to consult promptly or at all with your designated internal contact for Safeguarding
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Child/Adult identified as at-risk Services or the Police should progress.

Making a referral

A referral involves giving Child/Adult identified as at-risk Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases, the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers should be informed if a referral is being made except in the circumstances outlined above.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Child/Adult identified as at-risk Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child/adult identified as at risk or their family, you should make a telephone referral directly to the police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the Child/Adult identified as at risk, you should make a telephone referral to your York Child/Adult identified as at-risk Service.

Information required

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of Child/Adult identified as at risk and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the Child/Adult identified as at risk/family eg: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the Child/Adult identified as at risk may need urgent action to make them safe.
- Your view of what appears to be the needs of the Child/Adult identified as at risk and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Section 5: Recording/Reporting

Action to be taken following the referral

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Child/Adult identified as at-risk Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Contact Details	Reason for Contact
RP designated Safeguarding Lead: (DSL) safeguarding@rowntreeplayers.co.uk	Any concerns or queries about RP safeguarding processes or a child or adult at risk.
Police 999	Emergency –imminent potential harm.
<ul style="list-style-type: none"> ● York Local Authority Safeguarding Team - 01904 551900 	In usual circumstances RP Designated Safeguarding Lead would contact the Multi-Agency-Safeguarding-Team. However, any

• email earlyhelp@york.gov.uk	person should feel able to contact MASH directly if they have safeguarding concerns. MASH Early Help Team to make an early help referral or access advice
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Section 6: Confidentiality

Rowntree Players should ensure:

- that any records made in relation to a referral should be kept confidentially and in a secure place.
- Information in relation to Safeguarding concerns should be shared on a “need to know” basis.
- If information is shared with a member of Rowntree Players, the individual will be responsible for ensuring they maintain confidentiality as requested by the DSL. This is to minimise further risk and ensure legal processes are not prejudiced.
- The sharing of information is vital to Safeguarding and, therefore, the issue of confidentiality is secondary to a Child/Adult identified as at risk’s need for protection.