



Safeguarding Policy

Adopted by the committee: March 2016

Most recent update: September 2023

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. This policy specifically considers Child/Adult identified as at risk, Young People and Adults 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 Child/Adult identified as at risk/young people.

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. During rehearsals and shows you will also be emailed a phone number for immediate contact.

The Safeguarding officer should then advise and continue with the procedure below. If no safeguarding officers are contactable then the member of Rowntree Players should follow the procedure below.

A Child is anyone under the age of 18

An adult at risk is defined by the care act 2014 as an adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

This document is written in accordance with
The Child/Adult identified as at risk's Act 2004
Working Together to Safeguard Child/Adult identified as at risk guidance 2018.
The Care Act 2014
Care and Support Statutory Guidance 2018

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 be 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.

Safeguarding Procedure

Expectations in different circumstances

To promote best safeguarding practice during **rehearsals** Rowntree Players commit to

- To provide a minimum of 1 enhanced DBS checked adult to supervise at rehearsals where less than 10 Child/Adult identified as at risk or adults identified as at risk are attending.
- To provide a Minimum of 2 enhanced DBS checked adults where more than 10 Child/Adult identified as at risk or adults identified as at risk are attending.
- Operate a signing in system where Child/Adult identified as at risk are signed out of rehearsals by a nominated adult. Or where the child is 12 or older the parent/caregiver has signed a form giving permission for the child to leave rehearsals alone.
- From the corridor outside, watching the Child/Adult identified as at risk go straight into the toilet and return immediately to the rehearsal room/dressing room

To promote best safeguarding practice during **shows/at the theatre** Rowntree Players commit to

- To provide the appropriate number of trained and licensed chaperones as per City of York council guidance
- To ensure all key creatives from Rowntree Players backstage have the appropriate level of DBS check
- Operate a signing in system where Child/Adult identified as at risk/adults identified as at risk are signed out of rehearsals by a responsible adult. Or where the child is 12 years or older the parent/caregiver has signed a form giving permission for the child to leave rehearsals alone.
- Ensuring no filming is done from the side of the stage (except with permission from the Director)
- The appropriate allocation of dressing rooms

To promote best safeguarding practice **at the store** Rowntree Players have decided that no Child/Adult identified as at risk under the age of 16 should attend. UNLESS for a specific event/family day which has been risk assessed appropriately.

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 DSO. This is to minimise further risk and ensure legal processes are not prejudiced.

However, 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.

Safeguarding and Covid

Rowntree players acknowledge the challenge of covid 19, we recognise that government guidance may be issued that restrict and add complexity to usual activity. When rehearsing and performing RP players will always follow Governmental guidance and advice.

Safer Recruitment

Where new volunteers, cast or crew are recruited or selected, they will have access to the safeguarding policy and other guidance via member mojo. In addition, during rehearsals you will find the any current risk assessments on the entrance table. During performances anything relevant will be on the notice board. All cast and crew will be briefed and expected to follow the agreed process.

Accompanying Guidance

1. Immediate Action to Ensure Safety

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.

Recognition of Abuse or Neglect Abuse or neglect of a Child/Adult identified as at risk is caused by inflicting harm or by failing to act to prevent harm. Child/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 may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a Child/Adult identified as at risk. Physical harm may also be caused when someone fabricates the symptoms of illness or deliberately causes ill health to a Child/Adult identified as at risk whom they are looking after. Physical abuse is any abuse that has a negative physical impact.

Emotional abuse is the persistent, emotional ill treatment of a Child/Adult identified as at risk, such as to cause severe and persistent adverse effects on the Child/Adult identified as at risk's emotional development. It may involve conveying to Child/Adult identified as at risk that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature

age or developmentally inappropriate expectations being imposed on Child/Adult identified as at risk. It may involve causing Child/Adult identified as at risk frequently to feel frightened or in danger or the exploitation or corruption of Child/Adult identified as at risk. Radicalisation is a form of emotional abuse and is the process by which a person come to support terrorism and violent extremism. Some level of emotional abuse is involved in all types of ill treatment of a Child/Adult identified as at risk, though it may occur alone.

Sexual abuse involves forcing or enticing a Child/Adult identified as at risk to take part in sexual activities, whether the Child/Adult identified as at risk is aware of what is happening. The activities may involve physical contact, for instance female genital mutilation, penetrative (e.g. rape or buggery) or non-penetrative acts. Sexual abuse may also include non-contact activities, such as involving Child/Adult identified as at risk in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging Child/Adult identified as at risk to behave in sexually inappropriate ways.

Child/Adult identified as at-risk sexual exploitation is a form of Child/Adult identified as at risk sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a Child/Adult identified as at risk into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child/Adult identified as at-risk sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Neglect is the persistent failure to meet a Child/Adult identified as at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the Child/Adult identified as at risk's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a Child/Adult identified as at risk from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a Child/Adult identified as at risk's basic emotional needs.

Domestic abuse is an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.

Domestic abuse can include, but is not limited to, the following:

- Coercive control (a pattern of intimidation, degradation, isolation and control with the use or threat of physical or sexual violence)
- Psychological and/or emotional abuse [2]
- Physical or sexual abuse
- Financial or economic abuse
- Harassment and stalking
- Online or digital abuse

Individuals within RP need to be alert to the potential abuse of Child/Adult identified as at risk.

RP should know how to recognise and act upon indicators of abuse or potential abuse involving Child/Adult 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/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.

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.

3. Consulting about your concern

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.

4. 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.

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 Officer (DSO) 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• email earlyhelp@york.gov.uk	In usual circumstances RP Designated Safeguarding Officer would contact the Multi-Agency-Safeguarding-Team. However, any 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:

