

SHERMAN THEATRE TEAM – WHO TO CONTACT

All Project staff take responsibility for safeguarding of themselves and participants throughout their work. It is important to maintain a safe and secure space for everyone involved in activity. If you require guidance or are concerned about anything in sessions during the period of your employment please contact:

Safeguarding Lead - Julia Barry (Chief Executive)

Email – Julia.barry@shermantheatre.co.uk Phone – 02920 646979 / 07887 600081

Deputy Safeguarding Lead - Sally Shepherd (Head of Finance and Administration)

Email – sally.shepherd@shermantheatre.co.uk Phone – 029020 646949

POLICY STATEMENT

Sherman Theatre aims to safeguard the welfare of children, young people and vulnerable adults participating in the Arts and will ensure that its managers, staff, partner organisations, contractors and any volunteers commit to good practice which protects children, young people and vulnerable adults from harm. In so doing it will comply with current legislation and take account of best practice. In particular, the company recognises that managers, staff and volunteers all have responsibilities under the Children Act 2004, and the Children (Performances and Activities) (Wales) 2015 act.

This Policy should be read alongside the Sherman Theatre “Guidelines for Working with Young People and Vulnerable Adults” contained in the staff handbook.

The Safeguarding Lead is the Chief Executive Julia Barry, with the Head of Finance and Administration Sally Shepherd as Deputy if the CE is not available.

Scope and Focus of this Policy

This policy will relate to all activities undertaken by Sherman Theatre which involve children, young people and vulnerable adults. In practice, it will relate to activities at the home base (Sherman Theatre), in schools, community venues, theatres, outdoor sites and in particular to weekly classes and workshops, holiday activities and any intensive weekend schools or residencies. It will also relate to any activities involving Sherman Theatre staff that are run jointly with Councils or external partners and to school and college students on Work Placements.

Definition of Abuse:

As an organisation we recognise that there are many different forms of abuse from which we aim to safeguard and protect children and vulnerable adults with whom we work from, these are

- Neglect
- Child sexual abuse
- Child sexual exploitation
- Physical abuse
- Domestic abuse
- Emotional abuse
- Harmful sexual behaviour
- Bullying
- Online abuse
- FGM
- Child trafficking and modern slavery

Further information and help on recognising and protecting children and vulnerable adults from any of the above listed forms of abuse can be found on the NSPCC website

<https://learning.nspcc.org.uk/child-abuse-and-neglect/>

We believe that:

- All children regardless of age, race, gender, religion or belief, sexual orientation and disability have a right to equal protection and safeguarding
- No child or vulnerable adult should experience abuse of any form

We recognise that:

- The welfare of the child or vulnerable adult is paramount
- Working with the child, vulnerable adult, carer, parent and relevant authorities is important in promoting and protecting young people and vulnerable adult's welfare.

Use of Images in Photographs/Website

As a means of publicising the work of the Theatre in brochures and on the website the Theatre would naturally seek to use images of participants on its programmes. This must only be done within the following guidelines:

- Formal permission in writing will be obtained from parents/carers for the use of all child images.
- In the case of young people aged 16+, permission will also be sought directly from the young people themselves;
- Permission will detail specific use of any image;
- No inappropriate images will be taken;
- New permission will be sought for other use of any image
- All images and media with the use of children is monitored by the Head of Marketing & Communications and handled appropriately
- In the instance of use of mobile phones and photography equipment by young people in their private possession, it is to be made clear our policy is that such items are only to be used on allocated breaks and any images of fellow students or activity participants are to be obtained only with prior consent of the individual.

Recruitment, Selection and Contracting Procedures

Recruitment, selection and contracting procedures will be applied to all personnel, whether paid or unpaid, staff or contractor, where the post involves direct contact with children, young people and vulnerable adults.

In each and every case:

- It will be made clear to applicants that the position is exempt from provisions of the Rehabilitation of Offenders Act 1974, which means that all convictions however old must be declared. It will be stressed that this process is confidential.
- Applicants required to undertake regular work and interaction with young people and vulnerable adults will need to undergo a DBS check and complete all forms of relevant safeguarding training, prior to commencement of work.
- Applicants must provide evidence of their identity and this process will be recorded [note: 1]
- Applicants must provide details of previous experience, paid or voluntary of working with children, young people and vulnerable adults. [note: 2]
- At least two references will be sought, at least one of which will make informed comment on the applicant's experience of paid or voluntary work with children, young people and vulnerable adults.
- Applicants will be interviewed and this will be seen as an opportunity to assess the individual's experience of working with children, young people and vulnerable adults.
- All permanent paid appointments will be conditional on the successful completion of a probationary period. [More information on Probationary Periods is included in the Staff Handbook.]

¹ Bank details on signature of Contract and completion of Employee details form.

² Details will be taken from application forms and from previous employers (not necessarily the applicants' referees).

Health and Safety

All managers, staff, volunteers and contractors must be aware of the company's Health and Safety Policy and issues affecting the operation of performances, classes, workshops and other activities. [All current policies are contained in the Staff Handbook.]

A generic risk assessment for Youth Theatre activities has been developed and is kept under review [last reviewed: April 2019] based on the delivery of classes, workshops and performances by experienced and qualified professional tutors both at the home base and other venues. [see "Guidelines for Working with Young People and Vulnerable Adults" in the Staff Handbook.]

Any additional local risk factors, any outdoor activity or additional sessions involving a different format will be assessed separately. [note 3]. There will be shared responsibility between the company, staff, volunteers and contractors to maintain effective communication on Health and Safety issues, so that any additional risks which may arise can be assessed.

Members of staff should be clear, at all times, who is responsible for children, young people and vulnerable adults on the home base premises particularly when the responsibility for a group is shared between workers in different departments. [note 4]

Members of staff must encourage safe and authorised use of different areas on the premises and should lead by example. Unsafe or inappropriate use of rooms or equipment will not be tolerated.

Illegal drugs and /or alcohol must not be brought onto the premises [please see the staff handbook "Alcohol and Drugs Policy" for further detail, which is in line with the licensing objectives: Protecting Children from Harm. A policy all bar staff are required to be trained and briefed on].

Smoking is not tolerated anywhere within the premises or within a meter of any external doors and windows.

Prescribed drugs should be hidden out of sight and reach. [note 5]

Procedures to ensure Children, Young People and Vulnerable Adults are protected from harm

- Members of the company and tutors who deal with children, young people and vulnerable adults should have an understanding of the issues of assault and abuse as they relate to children, young people and vulnerable adults, and of the need to implement measures to avoid any such instances occurring within its projects or programmes (including but without limitation Dealing with Challenging Behaviour).
- Due to the relatively informal nature of the relationship between tutors/actors and children it is possible that an abused child may confide or 'let slip' some important information concerning their welfare. Do not agree to keep the issue secret and ensure they are clear you will need to report what they have said to your Safeguarding Lead at Sherman Theatre.

³ By the appropriate SMT.

⁴ Youth Theatre: Youth Theatre Leader and Creative Engagement Manager. Christmas shows: Chaperone.

⁵ Please see the Alcohol and drugs Policy in the **Staff Handbook**.

- If something a child tells you leads you to suspect they are being abused you are obliged to report it to the Safeguarding Lead (see 3.17 What to do if you think a child or vulnerable adult is at risk procedure).
- If a member of the company or a tutor finds themselves or the children in a threatening situation they should immediately inform the Safeguarding Lead or Safeguarding Deputy. If neither are available, and the situation is such that you have concerns about the immediate safety of a young person, then follow the steps in the 3.17 “what to do if you think a child or vulnerable adult is at risk procedure” – ringing 101 for Police as a last resort.

Training

All staff who work with or who have a responsibility for overseeing work with children, young people and vulnerable adults will be offered guidance on the implementation of this policy through the induction system. Training is offered to all relevant staff via the online resource at Child Protection Company (<http://www.childprotectioncompany.com>) Questions relating to this policy can be directed to the Safeguarding Lead.

This policy will be reviewed and monitored by the Trustees according to the Schedule of Delegated Authority.

Appendices or attachments to the child protection policy

Digital Safeguarding Policy
Guidelines for Working with Young People and Vulnerable Adults
What To Do If You Think A Child Is At Risk
Staff Handbook

Contact details

Safeguarding Lead
Julia Barry
Email/Phone – Julia.barry@shermantheatre.co.uk / 02920 646979 / 07887 600081

Safeguarding Deputy
Sally Shepherd
Email/Phone – sally.shepherd@shermantheatre.co.uk / 029020 646949

Further relevant contact details can be found here:

<http://www.childreninwales.org.uk/resources/safeguarding/>

We are committed to reviewing our policy annually. The policy was last reviewed on 12 June 2023

Signed ...J. Barry.....

Next review date: June 2024
Date updated: 12/06/2023