

Play to the Crowd

Safeguarding Policy for the Protection of Children, Young People and Vulnerable Adults

January 2022

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Introduction

Play to the Crowd is an arts and education charity in Winchester, Hampshire. Our family comprises Theatre Royal Winchester, Hat Fair and Playmakers.

Play to the Crowd has a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts. We strongly believe that everyone has the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This safeguarding policy details the legal requirements, organisational procedures and best practice adhered to by Play to the Crowd. This policy applies to all Play to the Crowd staff, including those who work on a volunteer and freelance basis as well as our Board of Trustees.

Safeguarding Principles

We believe that:

- The welfare of the child, young person and vulnerable adult is paramount;
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All persons connected with the work of Play to the Crowd - be them paid, unpaid or volunteering - should be clear on how to respond appropriately to any concerns for the welfare of any children, young people and vulnerable adults we work with;
- 'Safeguard' means prevention as well as protection;
- A protective culture puts children's interests first. Children must feel confident that if they have concerns someone will listen and take them seriously.

Play to the Crowd's Safeguarding Team

Chief Executive of Play to the Crowd
Designated Safeguarding Lead
Deputy Safeguarding Officer
Lead Trustee for Safeguarding

Deryck Newland
Andrew Loretto
Liam Gifford
Lorraine Cheshire

Legislation and Guidance

This *Safeguarding Policy for the Protection of Children, Young People and Vulnerable Adults* has been created with direct reference to the following legislation, guidance, advice and examples:

Department for Education's (DfE)

[Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children \(December 2020\)](#)

[Keeping children safe in out-of-school settings: code of practice \(December 2020\)](#)

NSPCC's

[Writing safeguarding policies and procedures \(Dec 2019\)](#)

National Youth Theatre of Great Britain's (NYT)

[Safeguarding Policy and Operational Procedures \(August 2020\)](#)

Key Definitions Used in this Policy

Child

A **child** is defined as a person under the age of 18.

Young person

In this document, a young person is used to refer to anyone between the ages of 18 and 25 years.

Vulnerable adult

There is no standard definition of vulnerable adult. For the purposes of the work of Play to the Crowd, we refer to the Mencap's definition which is: *'A vulnerable adult is someone aged 18 or above who may need community care services for reasons like mental health issues, disability, age or illness. They may not be able to take care of themselves or protect themselves from harm or exploitation.'*

Staff Roles and Responsibilities

The Designated Safeguarding Lead leads upon policy development and reporting, including:

- Reviewing and updating the organisation's safeguarding policy as necessary, always following a serious incident and at least once a year in August;
- Leading upon contact with Local Authority Social Services in the event that a child, young person or vulnerable adult is at risk of harm;
- Managing complaints about poor practice and allegations against staff/freelancer/volunteers;
- Referring relevant issues of safeguarding to the Board of Trustees for consideration;
- Collecting monitoring data on all safeguarding activities across the organisation;
- Ensuring safer recruitment procedures and promoting safeguarding across the organisation.

The Deputy Safeguarding Officer leads upon policy implementation, including:

- Acting as a "front-line" point of contact for any persons concerned about the welfare of a child, young person or vulnerable adult involved in Play to the Crowd's work;
- Updating the Designated Safeguarding Lead upon any issues raised/reported during any Play to the Crowd's work, especially during community engagement sessions;
- Modelling best practice when it comes to safeguarding with all staff/volunteers/freelancers/trustees/participants;
- Contributing to the review and update of the safeguarding policy and procedures;
- Providing guidance to staff/freelancers/volunteers/trustees/participants about any safeguarding concerns they raise;
- Keeping accurate records of concerns about children, young people and vulnerable adults and any actions taken.

The Lead Trustee for Safeguarding leads upon policy and procedure oversight, including:

- Ensuring that policy and procedures are fully implemented and followed by all staff, freelancers and volunteers;
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary;
- Reporting to Trustees upon any observations and/or findings concerning safeguarding;

All members of staff, freelancers and volunteers have a responsibility to safeguard children, young people and vulnerable adults from harm including:

- Being vigilant of the signs that may indicate a child, young person or vulnerable adult is experiencing harm or is at risk of harm;
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Lead or the Deputy Safeguarding Officer;
- When taking a disclosure from a child, young person or vulnerable adult remembering not to ask any leading questions.

Creating a Safe Environment

Play to the Crowd works in many venues across Winchester and District in addition to our own Theatre Royal Winchester spaces. No matter where our activity with children, young people and vulnerable adults takes place, all staff, freelancers and volunteers working for and with Play to the Crowd are expected to create a safe environment by:

- maintaining 2 members of staff or freelancers in the room at all times;
- making sure rehearsal or teaching rooms are open, accessible and well lit;
- maintaining an open door policy at all times except in situations (such as final rehearsals, performances) where this would impact the work being undertake;
- when lone working by a member of staff or freelancer with a child, young person or vulnerable adult (or groups thereof) is deemed necessary due to the nature of the work (e.g. rehearsing a solo, discussing a script, etc.) then this will be undertake in an area within earshot and sight of the other member of staff or freelancer;
- having at least one member of staff or freelancer present in the room who is First Aid trained;
- having an appropriate, well-stocked First Aid kit readily available;
- having emergency contact details, medical information and accessibility requirement details for all participants available in the room (but securely stored) should they be required during the session;
- ensure all activities, resources and discussions are suitable and appropriate for all participants in the room - we achieve this by making sure this is the case for the youngest or most vulnerable person (this could be due to age or stage of development);
- avoiding physical contact where possible but ensuring it is appropriate, justifiable, agreed by the child and approached sensitively when necessary due to the nature of our performing arts activities;
- encouraging children, young people and vulnerable adults to actively share opinions and to speak out about anything that's worrying them;
- provide separate toilet facilities and changing areas in respect to age and gender of the participant (e.g. separate child and adult facilities);
- follow health and safety legislation and guidance of both Play to the Crowd and our host venues.

Safeguarding Policy Links to Other Policies

Play to the Crowd's Safeguarding Policy links to the other relevant organisation policies as follows:

Health and Safety

Play to the Crowd aims to plan its work so as to minimise situations where the abuse of children, young people or vulnerable adults may occur including:

- preventing occasions where a single adult is in charge of a lone child, young person or vulnerable adult;
- ensuring children, young people and vulnerable adults are never left unsupervised;
- that children and vulnerable adults always leave performances, workshops or projects in the care of their parent/carer or other pre-designated adult, or under circumstances agreed with their parent or carer;
- carrying out risk assessments are carried out before any performance, outreach project or workshop begins, and copies of the risk assessments are kept by the designated Play to the Crowd member in charge of the performance/project/workshop;
- securely storing details of a contact person with legal responsibility for the child, young person or vulnerable adult should always be obtained prior to the commencement of a workshop/project.

Employment and Volunteering

- Staff, artists and tutors contracted to deliver workshops and projects for children, young people or vulnerable adults will need to have a valid DBS Check;
- Volunteers will not be DBS checked as standard, unless working on a specific project or area specific to children, young people and vulnerable adults;
- Volunteers assisting on wider projects such as Hat Fair should never be left in sole charge of children, young people or vulnerable adults.

Safer Recruitment

The recruitment and selection process for artists/tutors/project leaders and volunteers who work with children, young people and vulnerable adults will include:

- an interview to explore the applicant's experience of working or contact with children (the interviewer should also have sound experience of working with children);
- acquiring at least two references from a reputable person who has recent experience of the applicant's work with children, young people and/or vulnerable adults and can comment on their general character and relationships with others;
- seeing an appropriate form of photo identification, such as a driving licence or passport, to ensure that the applicant is not assuming a false identity.

All the above should occur even if a person is transferring from tasks not involving contact with children to those which do involve working with children.

Senior Management Team (SMT) of Play to the Crowd are responsible for ensuring that all working with and for the organisation are aware of this policy and that it is implemented in accordance with the information and guidelines set out within it. SMT must also ensure that any external partners including contractors, agents, hirers or others who engage on Play to the Crowd business and/or work/come into contact with children, young people and vulnerable adults will understand and comply with this policy.

Contracts

The Play to the Crowd staff member, artist, tutor, project leader or volunteer should sign an application form which must include:

- their full name, current address and date of birth;
- details of previous experience of working with children (if any);
- two referees who have recent experience of their work with children, young people and vulnerable adults and can comment on character and relationships with others;
- that the position involves contact with children and is exempt from the provisions of the Rehabilitation of Offenders Act 1974, so details of any convictions for criminal offences against children (including 'spent' convictions) must be given;
- permission for a DBS check to be carried out.

Any person, who has been officially identified (i.e. by the police or local authority) as a potential 'risk' to children, young people and vulnerable adults, will not be allowed to work/volunteer on events where young people are involved.

Identifying and Reporting Concerns

It is important that all staff, freelancers and volunteers working for and with Play to the Crowd, as well as those engaging with our work as participants and audiences, are aware of how to identify concerns and how to report these.

Recognising abuse

It is part of everyone's role at Play to the Crowd to do everything possible to keep children, young people and vulnerable adults safe from abuse. Most suspicions of abuse come about from observation of changes in a person's behaviour, appearance, attitude or relationship with others. Concerns could relate to witnessing actual or alleged harm of a child, young person or vulnerable adult or alternatively a child, young person or vulnerable adult we are working with may disclose abuse directly to you.

Definitions of abuse

HM Government's *Working Together to Safeguard Children* (DfE, Dec 2020) defines abuse as:

"A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children."

There are four major types of abuse:

- Physical abuse;
- Emotional abuse;
- Sexual abuse;
- Neglect.

There are other types of abuse that fit into these categories and are key areas for children, young people and vulnerable adults in the UK. These include but are not restricted to Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Extremism, contextual safeguarding, mental health, domestic abuse and homelessness (*Working Together to Safeguard Children*, DfE Dec 2020).

Further details on these indicators of abuse can be found via the link in the appendix i.

Disclosures

There might be times where safeguarding concerns are not identified by Play to the Crowd's staff, freelancers or volunteers but might be disclosed to them by a child, young person or vulnerable adult. In these situations where information is disclosed they might say or indicate that they are being abused, or disclose information regarding others in the group who might be.

When disclosures are made, Play to the Crowd's staff, freelancers or volunteers should always follow the below guidance:

During the Disclosure

1. Show you care, help them open up by
 - Giving your full attention
 - Keeping your body language open and encouraging
 - Being compassionate and understanding
 - Reassuring them their feelings are important
2. Take your time by
 - Allowing them to go at their own pace
 - Respecting pauses
 - Not interrupting
 - Knowing that it may take more than one conversation for them to share what's happened to them.
3. Show you understand by:
 - Reflecting back what they've said to check your understanding
 - Using their language to show it's their experience
 - Reassuring them they have done the right thing by telling you

Refer to this [useful poster from NSPCC](#) to help you when a disclosure is being made.

During the disclosure you should also

- Let the person disclosing do the bulk of the talking;
- Do not ask leading questions e.g. 'What did they do?';
- Do not take notes - this can distance you from the 'here and now';

Once the child, young person or vulnerable adult has finished their disclosure, **you must** inform them what you have to do next.

You should then contact the primary contact/responsible adult IF the disclosure does not concern them to request they collect the person. On arrival, inform them of what has happened (where appropriate).

After the Disclosure

- Complete a Play to the Crowd Safeguarding Incident Report Form to ensure all the required information is recorded before leaving work and report immediately as per the reporting procedures;
- Ensure to complete all sections the Play to the Crowd Safeguarding Incident Report Form;
- Be specific and factual in your reporting - DO NOT make assumptions when noting the words used by the child, young person or vulnerable adult;

Internally Reporting Concerns

It is not the responsibility of anyone working with or for Play to the Crowd to decide whether or not a child, young person or vulnerable adult is being abused or might be abused. However, there is a responsibility to act on concerns to protect children, young people and vulnerable adults in order that appropriate agencies can then make enquiries and take any necessary action to protect them.

If you become aware of any allegation, suspicion or concern relating to the welfare or wellbeing of children, young people and vulnerable adults then you should:

- Immediately complete a Play to the Crowd Safeguarding Incident Report Form;
- Immediately report the concern to the Designated Safeguarding Lead or the Deputy Safeguarding Officer*;

**Where the reported concern regards either the Designated Safeguarding Lead or the Deputy Safeguarding Officer then concerns must be reported to the Chief Executive of Play to the Crowd and/or Lead Trustee for Safeguarding*

Escalating Reports

Once the Designated Safeguarding Lead or the Deputy Safeguarding Officer (or Chief Executive of Play to the Crowd and/or Lead Trustee for Safeguarding) has met with the member of staff, freelancer or volunteer reporting the concern and reviewed the Play to the Crowd Safeguarding Incident Report Form they will:

- ensure the safety of the child, young person or vulnerable adult in question and any other who may be at risk;
- coordinate appropriate actions by liaising with all relevant internal and external bodies, as required;
- refer the allegation to the Chief Executive of Play to the Crowd.

Following these steps, a decision will be reached as to whether the concern should be referred to Social Services. If it become necessary to do so, they will then:

- refer the allegation to the Social Services Department who may notify the police;
- contact the parent(s)/carer(s)/responsible adult(s) of the child/young person/vulnerable adult, following any specific advice given by the Social Services Department;
- report the matter directly to the police where the notification to Social Services is made outside office hours;
- confirm any referral to the police or the social services department in writing within 24 hours of the verbal notification;
- record full details of the allegation and the name(s) of the individual(s) to whom the matter has been referred.

All Play to the Crowd Safeguarding Incident Report Forms are to be securely stored in a restricted and protected folder by Play to the Crowd becoming available to relevant agencies such as Social Services, Hampshire County Council and Hampshire Police where absolutely necessary. These will remain with the organisation until a time where it is appropriate to safely dispose of them.

Communication With Children, Young People and Vulnerable Adults

As part of our work, there will be times where members of Play to the Crowd staff will need to communicate with children, young people and vulnerable adults via telephone, email and social media. At all times, this should be conducted in a formal manner to avoid any misunderstanding on the part of the recipient.

Telephone

Staff must not use their personal phones (mobile or home) to make or receive calls or texts from any child, young person or vulnerable adult. Play to the Crowd will have Playmakers phones available for contacting children, young people and vulnerable adults should it be necessary to do so. This mobile should be pin locked so that data is not accessible by others. Personal details are securely stored on the Playmakers account where (if provided) telephone numbers can be found. Play to the Crowd staff members who use the organisation mobile should, where possible, take the call in an open environment where the conversation can be witnessed by the other member of staff in the room.

Email

Staff must not use their personal email address to contact any child, young person or vulnerable adult. All Play to the Crowd staff have their own *name@playtothecrowd.co.uk* email address to be used for all communications including with any child, young person or vulnerable adult. Personal details are securely stored on the Playmakers account where (if provided) email addresses can be found. When an email is sent to any child, young person or vulnerable adult then the staff should carbon copy the email to one of the Designated Safeguarding Lead or Deputy Safeguarding Officer.

Social Media

Play to the Crowd recognises that many of those who engage with our work including children, young people and vulnerable adults, use social media as a primary medium of communicating with others. Staff must not use their personal social media accounts to contact any child, young person or vulnerable adult. Play to the Crowd have our own social media accounts used to promote, engage and communicate with our community and only these accounts should be used when responding to contact made directly to Play to the Crowd by members of the public including any child, young person or vulnerable adult. All Play to the Crowd social media accounts will have at least two members of staff as account moderators who will communicate with those who get in touch.

Staff members who have concerns regarding content of any telephone call, text message, email or social media message that they receive from a child, young person or vulnerable adult should consult the Designated Safeguarding Lead or Deputy Safeguarding Officer for guidance.

Use of Photography, Video and Audio Recording

Play to the Crowd takes great pride in the work we do with all those who engage with us and we are dedicated to documenting this through the capturing of photographs, filming of videos and audio recordings. We use this to share our work via our online channels, in the press and when undertaking reports to our supporters.

To keep those children, young people and vulnerable adults we work with safe we will:

- always request consent from a child, young person and vulnerable adult and (where appropriate) their parents or carers before taking and using any photo, video or audio recording;
- always explaining what photos, videos or audio recordings will be used for, how they will be stored and what potential risks are associated;
- make it clear that consent can be withdrawn at any time;
- make it clear that although consent can be withdrawn for the taking of photos, videos and audio recordings, it may not be possible to delete images that have already been shared or published;
- making sure all children, young people and vulnerable adults and (where appropriate) their parents or carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- when undertaken by Play to the Crowd staff or freelancers, only take photos, videos and audio recordings on Play to the Crowd equipment.

Much of the photography, video capturing and audio recordings of our work requires the expertise of professional freelancers. When they are asked to work on those events where children, young people and vulnerable adults are involved we will:

- provide the freelancer with a clear brief about appropriate content and behaviour;
- provide the freelancer with appropriate information regarding consent given by participants;
- ensure the freelancer wears identification at all times;
- inform participants and (where appropriate) parents and career that the

freelancer will be at the event and in what capacity;

- ensure the freelancer is supervised by a member of Play to the Crowd staff at all times.

Child Performance Licensing

Play to the Crowd is committed to providing children, young people and vulnerable adults experiences which delight and unite our community as well as opportunities to perform to the public. When we programme these opportunities we must ensure that the welfare and safety of the children involved is at the forefront of our planning in accordance with the following legislation:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10, & No. 2384

Requiring and Obtaining a License

As the work of Play to the Crowd primarily takes place within the Hampshire County Council local authority and children who live within it, it is our responsibility to establish contact with their Child Employment Team to obtain instructions as to whether a license is required.

For the purposes of children in entertainment in Hampshire, a child is a person of compulsory school age until the last Friday in June in the school year in which they reach the age of sixteen years.

Further information on the child performance licensing procedures and options from Hampshire County Council can be found here:

[Child Employment and Children in Entertainment | Children and Families](#)

When performances take place outside of Hampshire, Play to the Crowd will establish contact with the Child Employment Team at the relevant local authority to obtain instructions as to whether a license is required.

Chaperones

All licensed children need to be chaperoned in law while taking part in a performance if they won't be supervised by their parent, school teacher or home tutor. All chaperones need to

be approved by their local council - whether they are paid or unpaid. When chaperones are required, the ratio is 1 chaperone to 12 children.

There is no requirement for an LA to approve chaperones for productions that have been given a Body of Persons Approval (BOPA).

Appendix

i) Indicators of Abuse

[Definitions and signs of child abuse: Guidance for professionals who work with children on how to recognise the signs of child abuse \(NSPCC July 2020\)](#)

A comprehensive and informative factsheet from NSPCC which sets out the different types of abuse and describes potential indicators that a someone is being abused.

ii) Play to the Crowd Safeguarding Incident Report Form

Play to the Crowd Safeguarding Incident Report Form

Thank you for taking the time to complete this form. Please do remember:

- Include as much information as possible
- Be specific with your response
- Do not include your opinion - everything included should be what was said by the child/young person/vulnerable adult who disclosed to you
- Immediately send this report to the Designated Safeguarding Lead or the Deputy Safeguarding Officer*;

**Where the reported concern regards either the Designated Safeguarding Lead or the Deputy Safeguarding Officer then concerns must be reported to the CEO and Artistic Director of Play to the Crowd and/or Lead Trustee for Safeguarding*

Name of Child/Young Person/Vulnerable Adult		Date of birth	
Name and position of person completing form (please print)		Date of incident	
Incident / concern (who what where when)*			

Any other relevant information (witnesses, immediate action taken)*			
Signature:		Date	
Action taken (including reasons for decisions) and Outcomes* (NB – this section is only to be completed by DSO and/or DSL)			
Signature of DSO		Date	
Signature of DSL		Date	

*Continue on a separate sheet if necessary