

RSC
SAFEGUARDING
CHILDREN
POLICY AND PROCEDURES

FEBRUARY 2018

CONTENTS

1	RSC's Purpose and Aims	2
2	Creating a safe environment in which to work with children and young people	2
3	Roles and responsibilities for safeguarding within RSC	4
4	Recruiting and Supporting Staff	6
5	The safeguarding code of conduct	7
6	Confidentiality and Information Sharing	12
7	Identifying and responding to concerns about a child	13
8	Recording the Information – Keep it clear and simple	17
9	Managing safeguarding allegations against staff and volunteers	18
10	Escalation process – what to do if safeguarding concerns are not being appropriately acted upon	21
11	Working with other organisations or on non-RSC premises	22
12	Managing bullying behaviour	24
13	Unaccompanied & lost / missing children during performances or using other RSC premises	25
14	Images/film in publications and the media	26
15	Children in Performance, auditions and rehearsal	30
Appendix 1	Membership of the RSC Safeguarding Committee	36
Appendix 2	Your Safeguarding Contacts	38
Appendix 3	RSC Physical Contact Guidance	39
Appendix 4	Definitions of child abuse and neglect	43
Appendix 5	Possible Indicators of child abuse and neglect	45
Appendix 6	A Quick Guide to Reporting Procedures	49
Appendix 7	Logging a concern about a child's safety and welfare	50
Appendix 8	Written Confirmation following a Child Protection Referral being made	52
Appendix 9	Allegations of harm arising from underage sexual activity	53
Appendix 10	Concern or allegation about member of staff/volunteer/contractor flowchart	54
Appendix 11	Children in performance reporting concerns flowchart	55
Appendix 12	Concern about Chaperone Reporting flowchart	56
Appendix 13	Photography, Film & Interview Permission Form	57
Appendix 14	Information Sharing Principles	59

GUIDE TO ESSENTIAL READING OF THIS POLICY AND PROCEDURE

The RSC safeguarding policy and procedure, by necessity, covers a broad spectrum of issues to do with promoting children's welfare and protecting them from harm. Your line managers/RSC contact will be able to explain which sections and related Appendices are essential for you to read, understand and put into practice.

1 RSC's Purpose and Aims

- 1.1 The RSC's purpose is to: Create the finest experience of Shakespeare in performance, shared with the widest audience in Stratford-upon-Avon, London, across the UK and around the world.
- 1.2 Of our five aims, one is specifically focused on children and young people:
- 1.3 "Make first encounters with Shakespeare vivid, accessible and enjoyable for young people, to encourage a lifelong relationship with Shakespeare and live theatre". Given this, it is essential that we observe our duty of care towards children and young people which requires us to have a safeguarding policy, procedures and safer working practices.

2 Creating a safe environment in which to work with children and young people

This section provides an introduction and overview of RSC's safeguarding policy.

- 2.1 Children and young people have contact with the RSC in many different ways. For example, they may perform with us, attend our events and workshops, log onto our website and complete work experience with us. Whenever children and young people come into contact with us we want them to be safe from harm. We recognise that the RSC is not a child protection agency; however, we are committed to working in a child-centred way where the children we work with are valued and respected as individuals, and their views and concerns are listened to. All staff and volunteers should:

**treat children with respect
offer encouragement and praise
listen to and take account of children's views
take concerns about their welfare seriously**

- 2.2 The RSC upholds the principle that the welfare of children is paramount and that all children, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse.
- 2.3 The word 'child' or 'children and young people' is used to refer to anyone under the age of 18, as defined by the Children Act 1989. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his/her status or entitlements to services or protection.

2.4 Safeguarding and promoting children and young people's welfare is defined as :

- p**rotecting children from maltreatment
- p**reventing impairment of children's health or development
- e**nsuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- t**aking action to enable all children to have the best outcomes.

Child protection is the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

2.5 The RSC's safeguarding procedures are intended to:

- Offer safeguards to the children with whom we work, and to our members of staff, volunteers (including trustees), chaperones, tutors and freelancers; and
- Help to maintain professionalism and high standards of practice.

2.6 The RSC recognises that any policy and procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:

- r**ecruiting staff and all those that work on our behalf, either paid or in a volunteer capacity, safely, ensuring all necessary steps are taken and checks are made, in line with our recruitment and vetting procedures as outlined in our recruitment and selection policy which can be accessed through the HR department or the RSC intranet.
- t**raining and supervising all staff (including freelancers and volunteers) to adopt best practice to safeguard and protect children against abuse, and themselves against allegations being made against them
- p**roviding a code of conduct for all
- e**nsuring staff and volunteers are made aware of the Safeguarding Policy at induction
- e**nsuring all RSC's workshops, events and activities are planned and organised with child welfare safety as a priority
- s**toring children and young people's contact information, images, records and correspondence securely
- e**nsuring that all our partners and contractors adhere to best practice in safeguarding children and young people
- t**aking all suspicions and/or allegations of abuse or risk to children seriously, and responding to these swiftly and appropriately through the provision of child protection procedures
- s**haring information about concerns with those relevant agencies which have a legal duty to act, and involving parents/carers and children where appropriate
- p**roviding support to staff and volunteers, if and where appropriate, to children when situations and allegations are disclosed
- s**ignposting to other agencies who can help concerned children and young people, parents/carers or professionals when we are unable to help and the matter is not one that requires a child protection referral.

- 2.7** In addition to this policy and procedure there are other relevant RSC policies and procedures that have aspects which relate to safeguarding children and should be read in conjunction with this document as relevant to your role and responsibilities. These are:

Vetting guidance in the Recruitment and Selection Policy
 Disciplinary and Grievance Policy
 RSC Nursery Safeguarding Policy and Procedures
 Event Planning and Safeguarding Children at Workshops and Public Events
 Guidance
 Social Media Guidelines and Policy – August 2017
 Code of Conduct
 Speaking Up Policy
 First Aid Arrangement (found in the Health and Safety Policy)
 Work Placements and Work Experience Arrangement (found in the Health and Safety Policy)

- 2.8** Breaches of the safeguarding policy and procedure will be taken seriously and may require disciplinary procedures to be applied and/or a referral to the police or children’s social care.

- 2.9** The RSC safeguarding policy and procedures were first adopted in June 2010.

It is to be reviewed on an annual basis unless there is a change in legislation or guidance or an incident that warrants them being reviewed sooner.

Version Control

APPROVAL DATE	NEXT REVIEW DATE	RESPONSIBLE PERSON	AUTHOR
June 2010	June 2012	Director of HR	NSPCC
March 2012	March 2014	Director of HR	RSC
August 2017	August 2019	Director of HR	RSC
November 2017	August 2019	Director of HR	RSC

3 Roles and responsibilities for safeguarding within RSC

Although all staff, volunteers and contractors have a responsibility for safeguarding, there are a number of specific roles within the RSC which exist to support, advise and refer any concerns to the authorities should this be necessary.

3.1 The Senior Safeguarding Adviser will:

- p**romote the importance of safeguarding across the organisation
- m**anage complaints about poor practice of either staff or volunteers
- m**anage allegations or concerns about abuse against RSC staff
- m**ake decisions about appointing someone who has a criminal record in conjunction with the appropriate senior manager
- e**nsure that the RSC meets the requirements of its insurers regarding its safeguarding responsibilities
- r**efer issues of safeguarding to the Safeguarding Committee for consideration
- e**valuate the effectiveness of safeguarding within the organisation
- c**ollect monitoring data on all safeguarding concerns raised, their management and outcome in order to check compliance and note any lessons learnt
- r**eview the safeguarding policy and procedures on an annual basis and update it every two years

3.2 The Safeguarding Advisers (x5) will

- a**ct as the first or second point of contact for staff or volunteers concerned about the safety and welfare of a child
- b**e responsible for contacting children's social care/police in cases where a child is at risk of harm
- b**e familiar with Local Safeguarding Children Board (LSCB) procedures
- b**e familiar with the RSC's Safeguarding Children policy and procedures
- a**dvice and provide guidance to staff concerned about a safeguarding issue
- s**upport staff/volunteers after they have shared their concerns about a child
- k**eep accurate records of concerns about children and actions taken
- l**iaise with appropriate local agencies for support and advice and keep a list of local contacts
- c**ontribute to the review and update of the safeguarding policy and procedures and ensure parents, carers and children are aware of the RSC's safeguarding policy and procedures

3.3 Line managers will

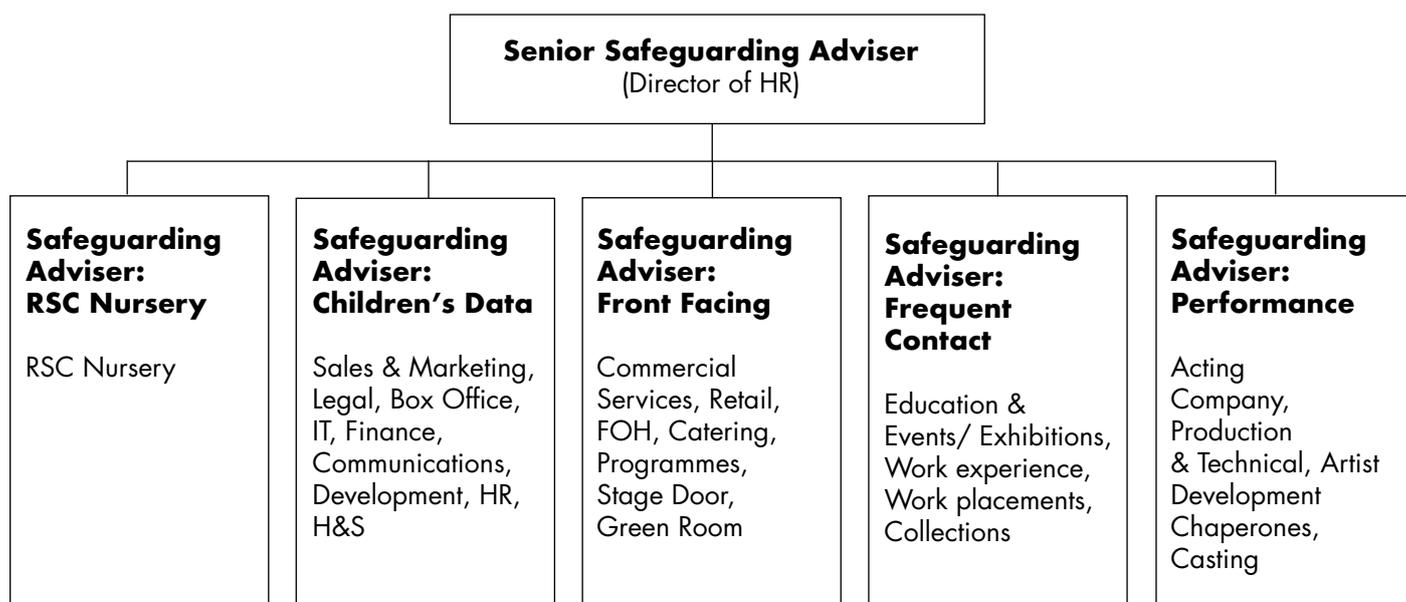
- b**e familiar with the RSC safeguarding policy and procedures
- a**ct as the first point of contact for staff or volunteers concerned about the safety and welfare of a child
- e**nsure freelance or contracted staff are informed about the person to contact if they have a concern about the safety and welfare of a child
- e**nsure that all staff/volunteers know where they can find the safeguarding policy and procedures
- c**ommunicate to staff/volunteers any changes in policy and procedures
- e**nsure that new staff/volunteers understand the safeguarding policy and procedures during their induction period

3.4 The Safeguarding Committee will

- b**e responsible for the strategic implementation of the safeguarding policy and procedures throughout the company;
- a**ct as an advisory group for the wider company to draw on when operational safeguarding issues arise that cannot be dealt with at line management level;
- p**rovide support and advice to the safeguarding advisers on safeguarding issues;
- r**eview all safeguarding issues dealt with by the safeguarding advisers since the previous meeting and consider any actions needed to improve practice, policy or procedures
- c**ontribute to the annual review of the safeguarding policy and procedures.
- m**eet at least four times a year.

For membership of the committee see **Appendix 1**

3.5 RSC Safeguarding Adviser Structure



See **Appendix 2** for contact details of the safeguarding advisers

4 Recruiting and Supporting Staff

- 4.1** Most people who apply to work for the RSC will have the best motives for doing so. However, a small number of individuals who want to abuse children do sometimes target certain organisations as a way of gaining access to them. Others, although they do not deliberately set out to harm children, may hold unsuitable attitudes or behave in a way that harms children. Our recruitment processes have been designed to deter these people from applying and will also help to identify unsuitable people that might apply.

- 4.2** The RSC has a comprehensive recruitment and selection policy available for further information and guidance. This policy addresses the following areas:

The importance of a job description
Advertising and selection processes
Vetting guidance which includes DBS checks

5 The safeguarding code of conduct

This section outlines the behaviour expected of RSC staff, volunteers and freelancers in respect of their work and contact with children.

- 5.1** This code will not only help to protect children, but will also help all staff/ volunteers and freelancers identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made. Safer working practices will protect the RSC by reducing the possibility of anyone using their role within the organisation to gain access to children in order to abuse them. This is because all members of staff, volunteers, freelancers etc will be expected to report any breaches of this code by any others working for or on behalf of the RSC.
- 5.2** If in doubt, you should always consider how an action or activity may be perceived as opposed to how it is intended.
- 5.3** The safeguarding code of conduct should guide all actions taken by RSC staff, volunteers and freelancers. If it is necessary to act contrary to it you should only do so after discussion and with the documented approval of, your line manager or the person that has contracted you in.
- 5.4** The safeguarding code of conduct is in addition to the other requirements of behaviour detailed in:

Alcohol and drugs in the workplace policy

Respect policy

The information technology policy and procedures

- 5.5** The safeguarding code of conduct is divided into four sections:

Engaging directly with children

E-safety

Handing children's data

Positions of trust

Where the term 'staff' is used below it is taken to mean paid staff/volunteers and freelancers.

5.6 Engaging directly with children

Staff **should:**

work with children in an open and transparent way
listen to and respect children at all times, regardless of their age, gender, ethnicity, disability or sexual orientation
actively involve children in planning activities for children, wherever possible

- e**nsure allegations by a child are reported, including any made against you
- a**void unobserved situations of one to one contact with a child. If it is unavoidable, always ensure another adult knows where you are, with whom and why. The exception to this is chaperones whose role necessitates one to one contact with children.
- f**ollow the procedures for reporting safeguarding concerns or allegations.
- n**ever agree to keep any information relating to the harm of a child confidential
- e**nsure that their relationships with children and young people are appropriate to their age and gender, and take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought. The use of swear words in the presence of children, even if not directed at them, is never appropriate.
- e**nsure that if you need to comfort a child who has become distressed, you do so in a way which is both age appropriate and respectful of their personal space. Never act in a way which may be perceived as threatening or intrusive; ask children before you act
- a**void favouritism, singling out 'troublemakers' and gossiping about children or their families
- e**nsure that dangerous or otherwise unacceptable behaviour by a child is managed appropriately
- b**e aware that children can and do develop both heterosexual and homosexual infatuations towards adults working with them. If you become aware of this happening towards yourself, you should inform your manager and then respond to the situation in a way which maintains the dignity of all concerned.
- e**nsure that if any kind of physical support is required during any activities, it is provided only when necessary in relation to the activity or child's needs
(See Appendix 3 for Physical Contact Guidance)
- e**nsure that the focus of your relationship with a child you have met through work is always on work. The aim should never be, or become, to develop the relationship into a long-term friendship.
- N**ever invite, or allow, a child you have met through work into your home or make contact with him or her outside of work. The exception to this is where your own child may be friends with a child that is or has been part of the company. In such instances, the Director of HR should be notified in writing.

5.7 Staff **should not:**

- d**iscriminate or be prejudicial
- a**sk children to keep secrets
- t**rivialise child abuse or its effects
- c**onsume alcohol or take drugs whilst on duty, including any breaks or when in contact with children and young people (for further details see Alcohol and drugs at work policy)
- s**moke with or in front of children and young people
- s**teal, or condone someone else's stealing, regardless of the value of

an item stolen
make sexually suggestive remarks or discriminatory comments to or in front of a child
discuss staff's own sexual/personal relationships in front of children
offer to transport a child alone in your car unless in an emergency and having notified your line manager or another senior member of staff/member of the Safeguarding Committee.
engage in or allow any sexually provocative games involving or observed by children, whether based on talking or touching
engage in or tolerate any inappropriate physical activity involving children, or any bullying of a child by an adult or another child
use sarcasm, demeaning or insensitive comments to a child
use any physical punishment as part of disciplining children.
shouting at children should also be avoided or used very seldom and only if other alternative forms of discipline have failed.
have contact with children by phone, letter or email unless it's for RSC work purposes.
photograph or film children for which no prior consent from the parents/carers has been obtained.

5.8 Online safety

The RSC recognises the opportunities and challenges new technology brings to those working with children and young people. We advocate applying the same principles, expectations and standards for interacting and communicating with children and adults online as in other areas of practice, maintaining personal and professional boundaries in their communications and contacts with children, and their families.

5.9 The term online safety is defined here as the process of limiting the risks to children and young people when using any internet, digital and mobile technology. To this end the RSC expects all staff to adhere to the following:

when communicating with children online observe the same rules of behaviour as if speaking with them in person; that is by being polite, respectful, not swearing or saying anything (using the written word, images or icons) that could be regarded as sexual innuendo, bullying or discrimination. Maintain professionalism in your communications online and on mobile devices at all times.

RSC IT equipment (including computers, laptops, mobile phones, tablets, notebooks, etc) must not be used to view, download, create or share (with colleagues or children) illegal content including abusive images of children).

contact with children online should only be with the knowledge and approval of your line manager and strictly for RSC work purposes only.

if staff, volunteers or freelancers identify online concerns – be they be about illegal online content or suspicious behaviour by another adult online then they must follow the RSC procedures for reporting those concerns (see section 7.13 to 7.15).

In respect of any child or young person met through work for or on behalf of RSC

staff must not:

- g**ive their personal contact details to any child. This includes personal mobile phone numbers, email address, home address, social networking accounts, personal website/blog URLs, online image storage sites, passwords etc
- c**ommunicate with children via any personal social networking sites (e.g. as Facebook, MSN and Twitter),
- a**sk to become an online friend/contact of a child
- a**dd/allow a child to join their contacts/friends list on personal social networking profiles
- u**se the internet or web-based communication to send personal messages to children unless this is part of official RSC business using professional accounts and devices.
- s**hare personal details with any child on a personal social network site
- u**se their work or personal digital camera/ phone / video for work unless this is part of RSC official business and has been agreed and documented as part of their role or for specific projects by their line manager. N.B. all images should be uploaded to MAB and deleted from the device within 72 hours.
- p**lay online games with any child unless part of official RSC business using professional accounts and devices.
- s**end any illegal or inappropriate content (written, images or icons) including sexting* via mobile phones.
- s**eek to befriend a child or their family online whom you have met through work for any purpose whatsoever including for the purpose of developing a personal and/or sexual relationship.
- u**se their work or personal mobile phone to communicate with children. This includes phone calls, texts, emails, social networking sites etc.
- u**se the internet or social media communication to send personal messages to any child unless this is part of official RSC business using professional accounts and devices.

5.10 Handling Children's Contact Data

The RSC holds children's personal contact data or interacts with children over the phone for specific purposes such as ticket sales, mailing list, work placements, workshops and performance. The RSC restricts access to children's data to those staff that will specifically require it for the purpose of their job. Staff should be aware that:

- a**ll children's personal contact data must be securely stored, accessed and managed in line with the Data Protection Act 1998.
- a** limited number of approved RSC staff have access to the data and the process of approval will be managed through the Chief Information Officer and Head of IT Services.
- o**ther staff members who require access to children's data must do

* 'Sexting' is the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the internet. Sexting is illegal. By sending an explicit image, a young person is producing and distributing child abuse images and risks being prosecuted, even if the picture is taken and shared with their permission. Young people may also call it cybersex or sending a nудie, picture or selfie

so via nominated RSC staff and with approval from the Chief Information Officer or Head of IT Services.

children's data must be used for RSC business purposes only.

children's data must not be printed off or shared with others (internal or external) unless it's for a clear work purpose and has formal documented line management approval for the role or specific project e.g. an email trail.

staff should report any concerns about inappropriate use of children's data to their line manager in the first instance or the Chief Information Officer.

staff should store and delete images of children as required by RSC (see section 14).

5.11 Position of Trust

All staff should clearly understand the need to maintain appropriate boundaries in their dealings with children and young people. Staff should be aware that they may be seen as role models by children, and must always act in an appropriate manner.

When you are working with children on behalf of the RSC you are acting in a position of trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

Young people of 16 or 17 can legally consent to some types of sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited.

Where a person aged 18 or over is in a specified position of trust* with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity even if the young person is ostensibly consenting.

Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the children in their care, must be avoided.

Any sexual relationship within a position of trust relationship is unacceptable so long as the relationship of trust continues.

All those in RSC have a duty to raise concerns about behaviour of staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.

Allegations relating to a breach of this code may be reported to the police and children's services and may also be investigated in line with RSC disciplinary procedures.

* Sexual Offences Act 2003.Sect 16-19 re-enacts and amends the offence of abuse of position of trust

6 Confidentiality and Information Sharing

- 6.1** Sharing information appropriately and in a timely fashion is a very important part of keeping a child safe from harm. Care must also be taken to ensure that both adults and children's confidentiality is maintained and that information is handled and disseminated on a need to know basis only. Individuals must be confident that information held about them by the RSC will only be disclosed to others either with their consent or when there is a legal duty to do so.
- 6.2** 6.2 The principles of the Data Protection Act 1998 must be adhered to when handling personal information, that is: personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; accurate, relevant and not held for longer than necessary; and kept securely. The Act allows for the disclosure (in other words, sharing) of personal information without consent of the subject in certain conditions, including for the purposes of the prevention and detection of a crime, for example where there is a child protection concern.
- 6.3** It is best practice to gain verbal or written consent, from a child or parent/ carer before any personal contact data relating to them is shared with another organisation (such as children's social care). However, you may not need to seek consent to share information if it might be unsafe to seek (e.g. seeking consent might increase the risk to the child) or causes an unjustified delay or if it would prejudice the prevention, detection or prosecution of a serious crime. The most important consideration is whether the child needs to be protected. If in doubt about whether to share information with parents about this, advice should be sought from children's social care or the NSPCC Helpline.
- 6.4** The principles for information sharing are that it is necessary and proportionate; relevant; adequate; accurate; timely; secure; and that a record is kept of having shared the information.

See **Appendix 14** Information Sharing Principles

- 6.5** In situations where a request is made by another organisation for information about an individual(s), the relevant manager and safeguarding adviser must be informed, and their decision (including the reasoning for this decision) should be recorded and stored by the safeguarding adviser.
- 6.6** In all cases where personal contact data is shared the following information should be recorded and passed to the senior safeguarding adviser for safe storage:

- d**ate and time
- s**ummary of information shared
- w**ho the information was shared with
- w**hether you are sharing with or without consent
- i**f sharing without consent, whether the child or family were informed
- h**ow the information was shared and any receipt of it having been received

7 Identifying and responding to child protection concerns about a child

RSC staff may, at times, have to respond to concerns about the welfare and safety of children and young people. This could include actual or alleged harm of a child. Alternatively, a child we are working with may tell someone of their abuse directly. This section tells you what you must do in the event of having a concern about a child.

7.1 Essentially there are 4 key steps to be followed:

1 Being alert to signs of abuse and neglect

2 Questioning behaviours and listening to the child

3 Ask for help

4 Referring to children's social care and/or the police

7.2 Being alert to signs of abuse or neglect

Child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, including via the internet. In the case of female genital mutilation, children may be taken out of the country to be abused. They may be abused by an adult or adults, or another child or children. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

7.3 You can become aware of the actual or alleged harm to, or abuse of, a child in a variety of ways:

- a child tells you
- the child's play or behaviour
- the child's appearance, including injuries
- the child's interaction with the parent/carer
- someone else tells you that they suspect a child is being abused
- the behaviour of another adult towards a child
- you may observe harmful behaviour between a child and adult or between children

7.4 There are four broad categories of child abuse and neglect:

- Physical abuse
- Neglect
- Emotional abuse
- Neglect

7.5 It is important to be mindful that some children are particularly vulnerable to abuse because of their age or their living circumstances or characteristics. Disabled children are at greater risk of abuse than non-disabled children. Children living in adverse parental circumstances may also be more at risk, in particular, children living in homes where there is domestic violence, substance misuse and /or severe parental mental illness. Children from particularly isolated or new communities may also be at increased risk of abuse as well as those children who display challenging behaviour. Parental behaviour may also indicate child abuse or neglect, so you should be alert to parent-child interactions which are concerning.

7.6 All staff, volunteers and freelancers should be familiar with the definitions and indicators of abuse and neglect.

See **Appendix 4** for the definitions of abuse and neglect

See **Appendix 5** for the signs which might indicate abuse or neglect

7.7 Questioning behaviours and listening to the child

The signs of child abuse might not always be obvious and a child might not tell anyone what is happening to them. Sometimes a child will tell you directly what is happening as a means of getting help. Therefore, you should question behaviours if something seems unusual and try to speak to the child, alone, if appropriate, to seek further information.

7.8 If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is or maybe being abused, the person receiving this information should:

Stay calm

Listen to the child

Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language;

Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said;

Reassure the child that you will act to keep them safe, but do not promise that you won't tell anyone, as you may need to do so to protect the child.

Make a record of what has been said, heard and/or seen using the form: Logging a concern about a child's safety and welfare

See **Appendix 7**: Logging a concern about a child's safety and welfare

7.9 Asking for help

Concerns about a child's welfare can vary in terms of their nature and seriousness, how they are identified and over what duration they have arisen. Sometimes the nature of the concern is unclear or you may have doubts about what to do next.

In such instances, you should ask for help by speaking with your line manager, the relevant safeguarding adviser or the NSPCC Helpline.

See **Appendix 2** for contact details of safeguarding advisers

7.10 Referring to children's social care and/or the police

It is not the responsibility of anyone working at the RSC in a paid or voluntary capacity to decide whether a child is being abused or neglected. However, it is your job to pass on the information to those who are qualified to do so.

If you become aware of any concern relating to the welfare of a child you should speak to your line manager or in their absence to the relevant safeguarding adviser as soon as possible and in all instances within one working day. The concern will then be discussed and a decision made by the line manager in conjunction with the safeguarding adviser as to whether to refer the concern to children's social care and/or the police.

Children's social care has a statutory duty under the Children Act 1989 to ensure the welfare of each child. When it receives a child protection referral it has a legal responsibility to make enquiries to protect the child. This may involve talking to the child and family and gathering information from other people who know the child. The enquiries may also be carried out jointly with the police. In some circumstances there will be a child protection conference and possibly court proceedings but this is rare. In most cases the local authority will seek to offer the child and the family help and support (often referred to as 'early help').

7.11 How to make a referral

- 1** It is RSC policy that all concerns about children are reported as soon as possible and within one working day, to your line manager in the first instance (or the safeguarding adviser in his or her absence).
- 2** The person who identifies the concern should record the details of the concern in Part 1 of the Logging a concern about a child's safety or welfare form (**Appendix 7**)
- 3** It is the line managers responsibility to then inform the relevant safeguarding adviser (see **Appendix 2**).
- 4** The safeguarding adviser will decide if it is appropriate to make a referral to children's social care or the police. The safeguarding adviser must complete Part 2 of the Logging a concern about a child's safety or welfare form (**Appendix 7**). As part of making this decision the safeguarding adviser may consult with the senior safeguarding adviser, children's social care or the NSPCC Helpline. All referrals must be made within 24 hours of the concern or disclosure coming to light.
- 5** The Multi-Agency Referral Form (MARF) should always be completed when making a referral (see **Appendix 8** for details). All urgent child protection referrals (where there is an immediate concern)

should be made by telephone and then written details of the referral must be sent to children's social care within 48 hours of contacting them by phone. The safeguarding adviser must ensure this is done.

- 6** If it is decided that a referral to children's social care or the police is not required the safeguarding adviser should still keep complete Part 2 of the form (**Appendix 7**) indicating the reason for not making a referral. This information may become relevant later if further concerns emerge. This information should be forwarded to the senior safeguarding adviser for information and secure storage.
- 7** The person who raised the concern in the first place will need feedback and possibly support from either the safeguarding adviser or line manager.
- 8** Once a referral has been made to children's social care the social worker has a day to decide what further action is necessary to take and should inform the referrer of this. If the safeguarding adviser has not heard anything back from the social worker within three working days s/he should follow this up and note the outcome.
- 9** If further signs of potential abuse and neglect are identified again, then report and refer again as per this procedure.

7.12 Medical emergency with suspicion of abuse

A child requiring urgent medical attention should be escorted to the nearest accident and emergency department by two staff from the RSC. Where possible the child should be accompanied by a parent or carer. If a parent or carer unreasonably refuses to allow necessary medical treatment, the police should be contacted immediately. Whoever is escorting the child must remain with the child until their safety is assured. The safeguarding adviser should be contacted as soon as is practical and they should make the necessary referral to children's social care immediately and follow steps outlined in 7.11.

7.13 Action to take regarding indecent/obscene images of children

What to do if a member of staff is inadvertently exposed to indecent images of children *whilst using the internet*:

Inform your line manager

The URLs (webpage addresses) which contain the suspect images should be reported to the National Crime Agency's Child Exploitation and Online Protection Command (CEOP) – the member of staff/volunteer/freelancer should do this and immediately inform the safeguarding adviser (children's data) and the IT Helpdesk of having done so. You must avoid sending copies of the actual images to CEOP.

Any copies that exist of the image, for example in emails, should be deleted.

7.14 What to do if indecent images of children are found on RSC electronic devices:

Inform your line manager and the safeguarding adviser (children's data) immediately.

The police should be informed immediately and advice sought.

The URLs (webpage addresses) which contain the suspect images should be reported to CEOP. You must avoid sending copies of the images to CEOP

See **Appendix 2** Contacts for Safeguarding

If any copies need to be stored at the request of the police, they should be stored securely where no one else has access to them.

All other copies must be deleted.

7.15 What to do if a member of staff is found in possession of indecent images of children on their electronic device:

Inform your line manager and agree who will report the matter to the safeguarding adviser (children's data) or the senior safeguarding adviser if s/he is unavailable.

The safeguarding adviser (children's data) should:

Contact the police regarding the images. If there is doubt about whether the images are criminal, then discuss with the police the best way for them to receive copies to determine whether they are criminal or not;

Discuss with the police what to do about the device that the images are on;

Quarantine the device in question and discuss with the police about checking for any other images on that device;

Suspend the person's access to their RSC network account but do not explain the reason for this until clarified with the police;

Initiate the procedure for managing safeguarding allegations against staff/volunteers (See Section 9).

8 Recording information – keep it clear and simple

8.1 Information may need to be passed to the children's social care or the police. It should be recorded on Part 1 of the form in **Appendix 7**: Logging a concern about a child's safety and welfare. The form can be completed by the person reporting the concern, the line manager or the designated person. However, it is the safeguarding adviser's responsibility to ensure it has been completed and a referral made to children's social care and the senior safeguarding adviser using the Multi-Agency Referral Form detailed in **Appendix 8**.

8.2 To be as helpful as possible the information should include:

The nature of the allegation or concern;

A description of any visible bruising or other injuries;

The child's account, if he or she can give them, of what has happened and how any bruising or other injuries occurred;

Any times, dates, or other relevant information;

Whether the parent, carer, child or adult is aware of the referral having been made.

A clear distinction between what is fact, opinion, or hearsay.

However, do not delay reporting the matter by trying to obtain more information.

- 8.3** All records of safeguarding concerns and referrals should be stored securely in a locked file for 25 years with access strictly controlled.

9 Managing safeguarding allegations against staff and volunteers

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse also occurs within organisations as well as in other settings. This could involve anyone working with children in a paid or voluntary capacity.

- 9.2** Evidence indicates that abuse which takes place within an organisation is rarely a one-off event. It is crucial those involved in the RSC are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

- 9.3** The procedures should be followed in all cases in which it is alleged that a member of RSC staff/volunteer has:

- 1** Behaved in a way that has harmed a child, or may have harmed a child;
- 2** Possibly committed a criminal offence against or related to a child; or
- 3** Behaved towards a child in a way that indicates s/he is unsuitable to work with children.

- 9.4** The procedures are:

If a staff member has a concern about the behaviour of another member of staff/volunteer s/he should discuss it with their line manager in the first instance.

The line manager will consider the concern and if necessary report it to the senior safeguarding adviser within the same working day.

If the concern is about the behaviour of the line manager then you can report the matter directly to the senior safeguarding adviser (Director of HR).

If the concern is about the behaviour of the Director of HR (who is the senior safeguarding adviser), the concerns should be reported to the Director of Business Services/Executive Director.

The senior safeguarding adviser should be informed of situations even if it is unclear if the allegation constitutes abuse or not, and the action to be taken is not obvious. The senior safeguarding adviser needs to consider who else needs to be informed bearing in mind the need to maintain confidentiality.

The senior safeguarding adviser will require a written account from the member of staff/manager about the allegation and a summary of any available additional information including the names and addresses of any potential witnesses. Both documents should be signed and dated.

If the concern is in respect of a named child/ren the parents or carers of the child should be contacted, as soon as possible, following advice from children's social care.

9.5 The fact that a member of staff tenders his/her resignation or ceases to provide their services will not prevent an allegation/concern from being followed up in accordance with these procedures and a conclusion reached.

9.6 Settlement Agreements

A 'settlement agreement' by which an individual agrees to resign and an employer agrees not to pursue disciplinary action and both agree to a form of words to be used in future references will never be used by the RSC in situations where there are concerns about their behaviour towards children.

9.7 There may be circumstances where allegations are about poor practice rather than child abuse but, where there is any doubt, the senior safeguarding adviser should seek advice from the designated officer(s)* in the local authority. A Position of Trust Referral form (see **Appendix 8**) must be completed by the senior safeguarding adviser when making a referral or seeking advice from the designated officer regarding a Person in a Position of Trust with children or young people.

9.8 Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process.

9.9 It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child should be reported and acted upon immediately.

9.10 The RSC will fully support and protect any member of staff or volunteer who, in good faith, reports his or her concern that a colleague is, or may be abusing a child.

9.10 What happens next?

Where there is a complaint of abuse against a member of staff, there may be three types of investigation:

- 1** A criminal investigation
- 2** A child protection investigation or enquiry
- 3** A disciplinary investigation or enquiry by the RSC

9.12 The RSC will decide if an individual accused of abuse should be suspended from work pending enquiries by the police and/or children's social care. Advice and support to the person who has been suspended from work will be provided by a member of the HR Department or an appropriate line manager.

9.13 Investigations will be dealt with quickly, fairly and impartially. The member of staff/volunteer should be informed about the allegation or concern as soon as possible (but not before consultation with the designated officer in the local authority and children's social care/police where necessary, in respect of timing and content).

9.14 The police and children's social care investigation will normally need to take place prior to any RSC disciplinary process.

*This role was previously referred to as the LADO. Different LAs may refer to it differently from now onwards.

- 9.15** If the investigation shows that the allegation is clearly about poor practice the RSC will consider whether performance management or the need to instigate its disciplinary procedure is required.
- 9.16** Irrespective of the findings of police or children's social care, the RSC will assess all individual cases under the appropriate disciplinary procedure to decide if a member of staff can be reinstated or a volunteer's services resumed and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the RSC must reach a decision based upon the information that is available.
- 9.17** The welfare of the children should always remain paramount. Consideration should be given to what support may be appropriate to children, parents and members of staff.
- 9.18 Referral to DBS for consideration to bar**
If the RSC removes an individual (paid worker or unpaid volunteer) from work with children (or would have, had the person not left first) because that person poses a risk of harm to children, the RSC must make a referral the Disclosure and Barring Service so that they can consider if the individual should be barred from, or have conditions imposed, in respect of working with children. It is an offence to fail to make a referral without a good reason.

The senior safeguarding adviser is responsible for making the referral to the DBS. The referral form can be found on the DBS website.

The RSC may seek advice about this from the designated officer in the local authority.

A decision about making a 'referral to bar' has to be made within 30 days of the final outcome of the investigation/inquiries.

- 9.19 Referral to the Charities Commission**
The Charities Commission require notification of suspicions, allegations and incidents of abuse or mistreatment of 'vulnerable beneficiaries'. Therefore, the senior safeguarding adviser in conjunction with the chair of the trustees would need to consider the issue of notification to the Charities Commission of such incident.
- 9.20 Referral to a professional regulatory body**
If a member of staff/volunteer is registered with a professional regulatory body there may be a requirement to notify that body if the RSC removes an individual (paid worker or unpaid volunteer) from working with children (or would have, had the person not left first) because that person poses a risk of harm to children. It is the responsibility of the senior safeguarding adviser to make such a referral.
- 9.21 Contracted and sub-contracted (freelance) staff**
In the event that a member of staff has, or is aware of, concerns raised about the behaviour of a contractor, a member of their staff, a sub-contractor or a freelancer this must be raised with your line manager and / or the senior safeguarding adviser who will then decide who else needs to be informed and what action needs to be taken and by whom.

9.22 Secure storage of concern/referral information

If, as a result of the discussion, a referral is made using the procedures set out above, a copy of the referral form must be kept together with this record. It should include the name and role of the person to whom the referral was made, their telephone number and the time and date. Where the concern related to an allegation or concern about a member of staff the record should be kept until the person reaches normal retirement age or for 10 years if that is longer.

It is also important that all records are stored securely:

Compile and label hard copy files carefully.

Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.

Keep a key log so that it is possible to see who has accessed the cabinet, when, and the titles of the files they have used.

Access to records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

If files are to be stored long term arrangements need to be made for the keys to be passed from outgoing staff to their successors.

Electronic records must be password-protected, and accessible by limited staff.

Arrangements must be in place for ongoing management of the records including the review and disposal of records.

10 Escalation process – what to do if safeguarding concerns are not being appropriately acted upon

- 10.1** Escalation is the course of action that should be taken where there are concerns that a child's safety is compromised and the current action of either the RSC or other external agencies does not support effective safeguarding of a child.
- 10.2** If you have concerns about the safety or welfare of a child and feel they are not being acted upon by your manager or safeguarding adviser you can make the referral directly to children's social care yourself, contact the NSPCC Helpline or use the RSC Speaking Up Policy.
- 10.3** If the RSC has concerns that an external agency is not acting upon their safeguarding concerns appropriately:

the safeguarding adviser in conjunction with the senior safeguarding adviser will determine if the matter requires escalation. In the first instance, the aim should be to resolve the disagreement at the lowest level between the individuals involved.

If this fails, the matter should be raised with a more senior manager in the other agency.

If this approach fails, each local safeguarding children board will

have a process for escalating a concern so the procedure to be followed will depend on the area in which the concern arose.

The procedures for each LSCB can be found on their website.

A record of all conversations and actions must be kept.

10.4 Remember that:

problem resolution is an integral part of professional cooperation and joint working to safeguard children;

professional disagreement requires resolution in a constructive and timely fashion;

at no time must professional disagreement distract from ensuring the child is safe.

the aim must be to resolve a professional disagreement at the earliest possible stage

11 Ensuring that appropriate safeguards are in place when working with other organisations or working at non-RSC premises

This section provides advice for safeguarding arrangements where there is partnership working and/or when working in or delivering activities/events at non-RSC premises.

The RSC engages with a range of different organisations such as schools, other voluntary organisations, private companies, contractors supplying services as well as hiring venues.

11.1 There are a number of different arrangements in place:

joint working (where there is a voluntary agreement between two or more organisations to work together for a period of time);

performance – where the RSC is hiring a theatre or other premises for the purpose of delivering a performance

events or activities which might be delivered in non-RSC premises or in public spaces

11.2 Whenever the RSC is considering working with another organisation or in non-RSC premises, whether for a long-term relationship or for a one-off event, the responsible manager must ensure that the issue of safeguarding children is addressed as an essential part of the planning and contracting process.

11.3 Safeguarding and working in partnership with other organisations

When working with other organisations the RSC needs to be assured that the partner organisation appreciates the importance of safeguarding children and has the appropriate measures in place to do this. The minimum requirements of such other organisations are that they have:

a A safeguarding policy and procedure

b A code of conduct

c Safer recruitment and vetting processes for those positions that involve regulated activity with children

- 11.4** Therefore, the appropriate responsible manager must seek reassurance that these are in place at the contracting phase of the relationship by examining the policies for a-c listed above to assess their suitability and robustness.
- 11.5** In the event they are not sufficient the RSC will discuss concerns and agree which sections of the RSC safeguarding policy will apply. Advice should be sought from the senior safeguarding adviser if adequate vetting procedures are not in place.
- 11.6** In the event of the partner organisation having none in place the RSC will seek agreement to apply its policy and practices after discussion with the senior safeguarding adviser.
- 11.7** The responsible manager must share the RSC safeguarding policy and procedure with the other organisation. Agreement must be reached at the contractual stage on whose procedures will be followed and how the other partner organisation(s) will be informed when a safeguarding concern or allegation arises.

11.8 Working in or with schools

By law all schools have a duty to safeguard and promote the welfare of their pupils. They will have their own safeguarding policy and procedures. If any RSC member of staff, freelancer or volunteer is working in a school setting and has a concern about a child or the behaviour of a member of the school they must:

pass this information to the school's designated safeguarding lead or head teacher and inform their line manager

record the concern on Part 1 of the logging a concern about a child's welfare or safety form (**Appendix 7**)

the line manager should inform the relevant RSC safeguarding adviser

the relevant safeguarding adviser should follow up the concern with the school within 24 hours to confirm what action has been taken.

If no action has been taken and the safeguarding adviser remains concerned then s/he should follow the procedure for escalation of a concern (See section 10)

the safeguarding adviser should complete Part 2 of the logging a concern about a child's welfare or safety form (**Appendix 7**)

11.9 Hiring out a venue

The RSC hires out space to other individuals or organisations who wish to run groups or activities. It is important that the RSC is clear about its expectations of these individuals or organisations regarding the safeguarding of children. In such circumstances, the RSC has no direct responsibility for the care, supervision or welfare of any children attending these groups or activities. However, as part of the contractual arrangements it is important that the RSC satisfies itself that the individual or organisation are taking reasonable steps to ensure the safety and welfare of any children using their premises. The RSC will ask hirers to complete a booking form which asks for details of:

- (i) the nature of the activity they intend to provide and for whom;
- (ii) confirmation that they have minimum safeguards in place if the activities are for children, that is: a process for safer recruitment and vetting; a process for reporting safeguarding concerns about a child or about the behaviour of an adult; a first aider if required; appropriate insurance

11.10 The individual or organisation must also be informed as part of the terms of conditions of hiring that they must report any concerns about the behaviour of others using the venue to one of the safeguarding advisers if they identify any safeguarding concerns without delay.

11.11 Contractors and sub-contractors (freelance)

Contractors provide valuable services to and on behalf of the RSC. These contractors in turn may employ people or sub-contract to others. To protect children and the reputation of the RSC it is important that, where appropriate, any such

11.6 contracts for services / terms of engagement reflect the need for them to be aware of and to follow the children's safeguarding policy and procedures; this includes ensuring that they are made aware of the process for reporting concerns to one of the safeguarding advisers or an appropriate manager.

11.12 The responsibility for employees of contractors, and sub-contractors remains with the main contractor who must ensure that they are informed about their responsibility to report any concerns directly to them in the first instance and/or to an identified RSC safeguarding adviser in line with this policy and procedure.

12 Managing bullying behaviour

11.12 Definition

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying (including bullying via the internet) can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

12.2 The RSC will not condone bullying inflicted on or by children.

12.3 Any physical violence by children on their peers during activities at the RSC should be stopped immediately. Any sexist, racist or other derogatory remarks will be highlighted as unacceptable. In addition, and where other forms of bullying are present, the RSC staff member will raise his/her concerns with the supporting adult(s) (teacher, youth worker or parent) who will in turn address the issue directly with the children involved.

12.4 Where bullying outside the activity is highlighted by a child as an issue, the RSC staff member will discuss the issue with the supporting adult(s) to explore possible action. This may include discussing the issue with your line manager and notifying the parent or carer of the issue.

12.5 RSC staff have a responsibility to take the necessary steps to stop and report all incidents of harm against children witnessed on our premises. Staff should report any concerns to their line manager and one of the safeguarding advisers to agree appropriate action to take.

13 Unaccompanied & lost / missing children during performances or using other RSC premises

13.1 Children are the legal responsibility of their parents and guardians and they should always accompany young children, under the age of 14 to RSC performances, workshops and events, unless otherwise agreed. A notice to this effect should be displayed prominently to remind parents and guardians of their responsibility.

13.2 If a member of staff discovers an unaccompanied child who appears to be under the age of 14, or who appears to be lost or distressed, on RSC premises s/he should take the following steps which are also outlined in the RSC's Major Incident Plan:

If possible, approach the child with a colleague. Call for a colleague to join you if you are alone. Preferably, ensure that at least one of you have a uniform to identify you as staff.

Reassure them, introducing yourself and your intention to help.

Seek to establish identifying details – name, age, address, school, carer's name etc.

Remain in a public area, especially if you approached/were approached by the child alone.

Establish the reason for their visit and determine the appropriate adult to contact – teacher/parent/carer

Alert the Duty Manager, Person in Charge (PIC) or HOD immediately with details and other information that might help reunite the child with its parent/carer/school group

Remain with the child until the Duty Manager/PIC/HOD arrives.

The Duty Manager/PIC/HOD will then follow the detailed procedure outlined in section 2.15 of the Major Incident Plan.

13.3 What to do at the end of a performance or at closing time:

Follow the same steps as above.

The Duty Manager/PIC/HOD will find out if they are waiting for a parent/carer to collect them and then ring the child's home to clarify the situation.

Two members of staff should wait for the parent/carer to arrive.

If the Duty Manager/PIC/HOD cannot contact the parent/carer they must ring the local police and follow the procedure set out in section 2.15 of the Major Incident Plan.

13.4 Lost / missing child

If a child is reported missing during a performance or while visiting RSC premises inform the Duty Manager, Person in Charge or HOD immediately with the following information, giving as full details as possible:

name of child

age of child

address/ name of school/group

physical description of child (height, colour of hair, clothing etc)

where the child was last seen

the time the child was last seen

nature of any disabilities

first language of child

- 13.5** The Duty Manager/PIC/HOD will then follow the detailed procedure set out in the Major Incident Plan section 2.15
- 13.6** Once a sufficient check is made, if the child is not found, the line manager or safeguarding adviser should inform the police. The member of staff who took the initial report should reassure the parent/carer/teacher/group leader that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.
- 13.7** If a member of staff is approached by a child who is lost they should:

Reassure the child

Enlist the support of a colleague to establish identifying details - name, age, school etc.

Contact the Duty Manager/PIC/HOD with identifying details and other information that might help reunite the child with its parent/carers.

The Duty Manager/PIC will follow the procedure set out in the Major Incident Plan section 2.15

14 Images / film of children in publications and the media

- 14.1** This section provides an overview of the safeguarding measures that need to be in place when children work with us. As photographic images can be misused through modification or distribution via the internet a number of issues must be considered before decisions are made to take such images and how to use them. Images of people are defined as personal data so that the Data Protection Act 1998 applies to the processing of images. This includes capturing images, holding images, storing images, sharing images and destroying images
- 14.2 Gaining consent for taking and using images**
Any images of children under the age of 16 taken and used by the RSC require prior permission from a parent / carer or teacher using the form 'Photography, Film & Interview Permission Form' in Appendix 13.
- 14.3** Parents of children in RSC productions are required to sign a specific parental consent form giving express permission for the use of images for press and marketing purposes. A copy is available from Press and Communications Department or from the lead Chaperone.
- 14.4** Images could be held on video tape, CDs, DVDs and other forms of digital media/device. They may be used in promotional material such as advertisements, leaflets, information packs, flyers, on the website or social media. Once given, consent lasts indefinitely, but people should always be given the option to withdraw their consent at any time.
- 14.5** The RSC uses images for many years and some of these may also be archived. Consequently, there is potential for a child's image to be used many times for many years. It is important that parents and children (if appropriate) are aware that the RSC may want to securely store and use the images indefinitely.

14.6 Storage, retention and destruction of children's images and data

Images or video recordings of children must be kept securely. Images should not be stored on unencrypted equipment such as unencrypted laptops, computers, memory sticks and mobile phones.

14.7 Long term use

For long term use, all images must be stored securely by the commissioner in AssetBank (also known as MAB), along with essential data such as consent information, clearly flagged within the metadata. Images should be used responsibly and will only be shared with other organisations with the appropriate documented consent. Completed permission forms must be uploaded to MAB by the commissioner, within the appropriate departmental legal access level.

14.8 Short term use

For short term use of images within a department or team the images can be stored on the department H:drive or a team S:drive. Here images are securely held and accessible to the department or team. No consent information is stored here and images must not be shared. At the end of the period of use the images must be deleted.

14.9 It is the responsibility of the safeguarding adviser - children's data, to ensure children's images are securely stored and in line with the Data Protection Act 1986*. However, given the nature of current and possible future technology it is not possible to guarantee that images will not be used outside of the RSC at some point in the future, particularly if uploaded onto a webpage. This is not a situation unique to the RSC, but a reality of the environment in which we all live. However, it is important that parents and / or children are made aware of these factors and the possible implications so that they can give informed consent from the outset.

14.10 If staff choose to store photos of their own children on a work device or use them as a screen saver, they should take responsibility for ensuring the security of these images, for example storing in their personal drive and using a password to protect files.

14.11 When working with schools at the planning stage of any project it is important to discuss these issues with the school and ask them to ensure that parents/carers and children where appropriate are aware of the RSC principles and standards (including practical limitations) prior to the event taking place. The RSC will require confirmation from the school that they have addressed this issue with parents / children.

14.12 Images and personal contact data of children should not be stored on computer or laptop hard drives. They must be stored on the H:drive, S:drive or within MAB depending on the purpose and duration of storage (see 14.3 above), except for temporary purposes such as presentations, in which case they must be stored on encrypted devices. Images in the public domain or those used for identification purposes, such as head shot documents, may be stored and shared on computers but these should be password protected and deleted when no longer required or within six months, whichever is the sooner.

* Principle 7 of the Data Protection Act would apply to images in that: "appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data".

14.13 If staff take images of children on work or personal phones or other devices these must be transferred to MAB and then deleted from the individual device
– see also 5.9.

14.14 Where informal images of a child are taken (e.g. a head shot for use by Costume or company managers) these images must be deleted within six months after the child's contract of employment has ceased.

14.15 Identifying children and young people in media work and publications

Do not use children's surnames in any media work or publications without the consent of parents, carers or school and in consultation with the Department involved in commissioning. Without that, first names and surnames should not be published alongside photos or any other information that could aid in locating the child or young person. There will be exceptions to this rule where surnames are

14.9 required for programmes, online cast photo galleries, legal or credibility purposes.

Avoid using a child's first name and specific location (village, area of town/city or school) alongside their photograph whether this is in hard copy or on a website.

14.10 Where it is desirable or unavoidable to name the child and the location (for example, where school uniforms are clearly visible or competition winners from a school or local project need to be acknowledged) ensure that only the child's first name is used, and limit any additional information that could be used for grooming purposes (interests and hobbies etc.). If possible, use group photographs where it may not be obvious which child is being referred to.

14.11

Combinations of information that are acceptable to publish in interviews, alongside a photo, quote or piece of work include:

first name (e.g. Joe took part in a Shakespeare workshop)

first name and city/regional location (e.g. Joe from Coventry or Susie from the North East)

location only (e.g. children/young people from the 'link' project in Hackney, London)

any of the above alongside the age/s.

There may be occasions when the full names for child actors are displayed alongside their photographs in RSC programmes or in marketing and promotional material in print or online. On such occasions, the Casting Department are responsible for advising parents how these details will be used, and explain to them that it is not normal practice to display full names in accordance with our Safeguarding policy and therefore we require their express permission to do so.

14.16 Existing photographs of children / RSC library

If existing photographs are to be used for another purpose than that which they were originally taken for, as defined in metadata on MAB, or if original uses granted are unknown the user is responsible for confirming permissions with the commissioning department. The commissioning department will check the existing permissions and confirm usage. **Without this, the photos must not be**

used. Where original permissions cannot be traced, the image must be flagged to the RSC Image Manager so it can be marked appropriately on MAB.

14.17 Images of large crowds

When taking images at an event attended by large crowds, this is regarded as a public area. Consequently, permission is not required from everyone in a crowd shot.

14.18 Competitions for children

There are times when the RSC run competitions for children; there are usually 2 types of competitions:

competition for individual children

competition at schools

14.19 Competitions for individual children

When running a competition for individual children a minimum entry age of 12 is normally required and the entry form must state that the consent of parent or guardian is required prior to entry. It is also important to contact the Legal Department for advice in relation to the terms and conditions as there are legal requirements that need to be addressed.

There are circumstances where the RSC wishes to run a competition for children under the age of 12, for example around a family show. In these circumstances, the Director of Sales and Marketing and Head of Legal must be informed and their approval obtained.

14.20 Competition at schools

Sometimes the RSC wants to consider running a competition for children at school rather than targeting individual children. This may also make it easier for involving younger children. In these circumstances, the Director of Sales and Marketing and Head of Legal must be informed and their approval obtained.

For legal reasons, it is only possible for the RSC to accept entries from children resident in the UK, unless we take external legal advice in any other countries of interest (for example, a country to which we are touring). The law relating to competitions varies from country to country and even within the European Union.

14.21 It is also important to ensure that any prizes are appropriate for children and, where this involves attending an RSC performance or event, you should make it clear that they will need to be accompanied by an adult.

14.22 All entry forms should make clear how the child's contact details will be used and the consent of parent or guardian is required for this. For example, it may be that contact details will only be used for administering the competition, however if personal contact details are used to contact the child or parent/guardian about other RSC activities consent for this will need to be specific.

14.23 All data needs to be held securely and separately on Tessitura with restricted access. Please refer to the safeguarding adviser: children's data for further guidance.

15 Children in Performance, auditions and rehearsal

These guidelines have been developed to help staff and freelance artists to ensure the safety of all the children they work with. They apply to all staff whether on permanent, temporary or freelance contracts or working as volunteers. In addition to these guidelines, chaperones and licence holders must also refer to the statutory regulations and guidance documents issued in February 2015*. The health and safety considerations and requirements for risk assessments are not included here but are in addition to the safeguarding requirements –please refer to the health and safety policy on risk assessments.

15.1 Children attending performances

Children can attend performances as part of a school group or with their family and friends. The responsibility for children’s safety and wellbeing while they are attending a performance remains with the adult accompanying them at all times.

It is important to ensure that there is an adequate level of supervision appropriate to the age group and needs of the children attending; the minimum staffing ratios for performances should be 1:10.

The adult to child ratios for events run by the RSC will differ depending on the specific nature of the activity. For further information please refer to the Event Planning and Safeguarding Children at Workshops and Public Events Guidance.

The RSC reserves the right to request any ticket holder to leave the theatre in cases of unsuitable or dangerous behaviour. Where a child or children are attending a performance as part of a school group then any concern about their behaviour or safety should be reported to the teacher accompanying them in the first instance and followed up with the Head Teacher of the relevant school(s)

15.5 Chaperones

All children performing with the RSC should be accompanied by a licensed and local authority approved chaperone during all fittings, rehearsals and performances. It is important to be aware of and follow the local authority guidance for licence holders and chaperones . A chaperons’ first priority is always to the child’s best interests and wellbeing. An approved chaperone will be responsible for a child performer at all times for the duration of the licence except when the child is in the charge of their parent or a person who has parental responsibility for the child or / tutor or when the child is performing.

15.3 Ratio of Chaperones to Children

15.4 The legal maximum number of children a chaperone can take care of at any one time is twelve; or where the person approved to act as a chaperone is the private teacher of the child in question, three. The RSC does not consider the legal maximum is appropriate and therefore, ratios will be based on individual risk assessments, but will generally use a ratio of one chaperone to five or six children.

15.4 The RSC uses a ratio of five children to one chaperone on tour. More than one chaperone will be provided where appropriate, e.g. groups of different sexes, different age groups or when the group needs to be split into different rehearsals or onto opposite sides of the stage/building.

* For performances in Stratford Upon Avon this is The Children in Entertainment booklet, Warwickshire County Council
As defined in section 3(1) Children Act 1989, ‘parental responsibility’ means all of the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.

15.5 Guidance for chaperones states that “Approved Chaperones must accompany children at all times ...the only exception to this rule is when the child is under direct supervision of either their parent/carer or the teacher that ordinarily provides their education”. This must be taken into account by those responsible for scheduling to ensure this is possible otherwise additional chaperones will be required. Only in an emergency may a chaperone leave a child with anyone else - in such circumstances the chaperone must ensure the child is adequately supervised and cared for by two members of RSC staff – one of whom has had a clear DBS check. We would expect this to be the Company Manager, Stage Manager, Deputy Stage Manager or Assistant Stage Manager

15.6 Licences

The legislation requires that all children; from babies until they cease to be of compulsory school age, be licensed by the local authority in which they live, prior to taking part in a performance. The definition of compulsory school age is: a child whose 16th birthday falls between 1st September and 31st August remains of compulsory school age until the last Friday in June of the academic year of their 16th birthday. Each child has to be licensed to perform with the RSC by the appropriate local authority; the licences are acquired by the company manager for the production. The licence holder (usually the company manager) is responsible for observing the conditions of the licence and should be familiar with all the responsibilities of this role*.

15.7 Concerns about a child performer

It is the licence holder’s responsibility to report any concerns they become aware of about a child’s welfare. Any concerns would need to be discussed with the chaperone and the designated safeguarding adviser and together they would decide if the concern necessitates a referral to children’s social care as outlined in section 7 of these procedures. The referral should be made by the safeguarding adviser and followed up if no response has been received from children’s social care within 3 days.

15.8 If there are concerns about the behaviour of a chaperone, the licence holder will need to report them to the safeguarding adviser – performance, and to the senior safeguarding adviser. Together they will determine if a referral should be made to the relevant child employment officer within the local authority and also to the designated officer within children’s social care. Records of such a referral will be kept as per section 9 of this guidance.

15.9 Parents will be informed of who they can speak with should they have concerns about the behaviour of a chaperone or anyone else involved in a production towards their child.

15.10 If the chaperone identifies concerns about a child, they should discuss these with the licence holder and/or the safeguarding adviser. All chaperones will know who the licence holder is for the production, and in addition the RSC will ensure that all chaperones have the contact details of the safeguarding adviser – performance, and the other safeguarding advisers in their absence. Chaperones will be informed by the RSC who to contact out of office hours and at the weekends. If the

* DfE (2015) Child performance and activities licensing legislation in England The Children (Performance and Activities) (England) Regulations 2014
DfE et al (2015) Examples of best practice - child performance and activities licensing by local authorities in England.

chaperone has concerns about a child or the behaviour of another adult towards a child and is unable to speak with the relevant individuals within the RSC s/he should contact the child employment officer and/or the local children's social care for advice. The NSPCC Helpline can also provide advice and is a 24 hour service: Tel 0808 800 500.

- 15.11** For chaperones employed by Warwickshire County Council the contact details for the child employment officer for Warwickshire County Council is Brenda Finn tel. 01926 742201

15.121 Auditions

Children do not have to be licensed to attend an audition.

Children arriving for an audition must always be met by a member of RSC staff.

At least one member of staff, present at the audition must be a registered chaperone, even if that is not their central role for the purpose of that audition. At an audition it is always best practice for there to be more than one adult present with a group of children. It is not permissible to have a single member of staff present with one child during an audition unless the adult is a registered chaperone.

15.13 Stage Rehearsals, Performances and Dressing Rooms

While on stage all children remain the responsibility of the chaperones and they must have them in view at all times. Chaperones/staff should check that it is safe and appropriate before bringing children on stage. All guidelines for rehearsals in studios should be followed while on stage.

- 15.14** Separate children's dressing rooms which are gender specific must be provided for children. If possible these dressing rooms should have their own toilet facilities, and if this is not possible toilets within the theatre should be assigned for children's use only. It is recognised that facilities will differ across venues and that it may not be possible to follow this best practice guidance at all times.

15.15 Accommodation and travel during performances

Children required to travel with the RSC for performances will travel with a registered chaperone at all times.

A child may only stay in a place approved by the local authority for the area in which they are to perform. The local authority will determine if it wishes to vet the accommodation or not. Responsibility for informing the local authority of the plans for accommodating child performers lies with the head chaperone or company manager.

Rented property: Up to three children may share a room in a rented property provided by the RSC.

15.16 Hotels

In the event that children needs overnight accommodation, a hotel room will be booked by the RSC. The producer is responsible for conducting a risk assessment of the hotel. Hotel bedrooms should have en-suite facilities with the chaperone sleeping in a room that is adjacent to or opposite the children's bedrooms.

If there is only one child on tour then a suitable hotel should be sought that allows for the chaperone to sleep in a room with an interconnecting door. If this is not feasible a risk assessment should be completed and approved by the producer and senior safeguarding adviser.

Up to two children of the same gender may be expected to share a hotel room. There may be occasions when this is not possible and more than two children are required to share a hotel room. On these occasions, a risk assessment should be used to highlight any issues and how these may be addressed. The most important consideration is to ensure that children are appropriately supervised, in line with their age and understanding.

15.17 Images taken during performances – refer to section 14

15.18 Children of performers

The nature of productions can mean that rehearsals are scheduled at very short notice. In these instances an actor may have had no chance to make child care arrangements for his/her own child and may bring them to rehearsal. Similarly, a rehearsal may have been arranged well in advance, but the actor's own childcare arrangements have fallen through. In both these instances it can mean actors bring their children to rehearsal and this has implications for the RSC.

15.19 Wherever possible, short notice rehearsals should be avoided. Parents should be aware prior to employment that it is their responsibility to make adequate childcare provision for their child.

In exceptional circumstances where these arrangements breakdown (e.g. illness of carer etc) and the parents cannot make an alternative arrangement the RSC may employ a chaperone or make arrangements with the RSC Nursery to care for the child. This will ensure that an appropriate and vetted adult is 'babysitting' and enable other production staff to carry out their duties. This arrangement will of course depend on the child's age and maturity as teenagers could reasonably be left to occupy themselves in RSC public areas (but not backstage) with minimal or no adult supervision, whereas children under 12 would require adult supervision.

APPENDIX

- 1** Membership of the RSC Safeguarding Committee
- 2** Your Safeguarding Contacts
- 3** RSC Physical Contact Guidance
- 4** Definitions of child abuse and neglect
- 5** Possible Indicators of child abuse and neglect
- 6** A quick guide to Reporting Procedures.
- 7** Logging a concern about a child's safety and welfare
- 8** Written confirmation following a Child Protection Referral being made
- 9** Allegations of harm arising from underage sexual activity
- 10** Concern or allegation about member of staff/ volunteer/ contractor, flowchart
- 11** Children in performance reporting concerns, flowchart
- 12** Concern about Chaperone Reporting, flowchart
- 13** Photography, Film and Interview Permission Form.
- 14** Information Sharing Principles

MEMBERSHIP OF THE RSC SAFEGUARDING COMMITTEE

Director of HR (committee chair and senior safeguarding adviser)	Jo Pitman
Director of Commercial Services	Sara Aspley
Deputy Lead Producer	Griselda Yorke
Head of Facilities	Fiona Loveland
Health and Safety Manager	Hayley Seddon
Director of Education	Jacqui O'Hanlon
Events Manager	Louisa Davies
Safeguarding Adviser – RSC Nursery	Kate Robinson
Safeguarding Adviser – Children's Data	Chris O'Brien
Safeguarding Adviser – Front Facing	Liz Wainwright
Safeguarding Adviser – Frequent Contact	Fiona Ingram
Safeguarding Adviser – Performance	Jondon Michael Dembowicz
General Manager, Matilda The Musical	Rebecca Treanor
General Manager, Matilda The Musical, UK and Ireland Tour	Sally Hoskins
Company Manager, Matilda The Musical	Roger Penhale
Board Representative	Sir William Atkinson

YOUR SAFEGUARDING CONTACTS

RSC Senior Safeguarding Adviser

Director of HR	Jo Pitman	jo.pitman@rsc.org.uk	01789 272644
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RSC Safeguarding Advisers

RSC Nursery	Kate Robinson	kate.robinson@rsc.org.uk	01789 414583
Children's Data	Chris O'Brien	chris.obrien@rsc.org.uk	01789 272242
Front Facing	Liz Wainwright	liz.wainwright@rsc.org.uk	01789 272297
Frequent Contact	Fiona Ingram	fiona.ingram@rsc.org.uk	01789 403465
Performance	Jondon Gourkan	jon.don@rsc.org.uk	07973 569 712
Company Managers:	Michael Dembowicz	michael.dembowicz@rsc.org.uk	07900 901 480
	Roger Penhale	roger.penhale@rsc.org.uk	07976 274 978

Making a child protection referral

For concerns about a child in Stratford upon Avon contact Warwickshire Multi Agency Safeguarding Hub (Warwickshire MASH):

office hours duty team:	01926 414144
out of hours emergency duty team:	01926 886922

For concerns about the behaviour of a staff member, volunteer or someone who works on behalf of RSC call the local authority designated officer (LADO)

(LADO) in Stratford-upon-Avon:	01926 743433
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Making a child protection referral in the Borough of Camden (Matilda The Musical)

020 7974 3317/6600/4094 (9am to 5pm).
Out of hours: 020 7974 4444

Police in Stratford-upon-Avon - child protection referrals desk 01962 415834

For any concerns that occur outside of Stratford-Upon-Avon contact the local children's social care service or local police force. The relevant contact details will be found on the website for the local authority and on the website for the local safeguarding children board for the area.

For free 24-hour advice on safeguarding concerns call NSPCC Helpline 0808 800 5000

For a child/young person to speak confidentially about their concerns and worries advise that they call ChildLine on 0800 1111 or childline.org.uk

Disclosure and Barring Service 01325 953795

Child Exploitation and Online Protection Command 0870 000 334
www.ceop-police.uk/

RSC PHYSICAL CONTACT GUIDANCE

This guidance has been developed to help RSC staff, the acting company and freelancers who work for the RSC to consider the issue of physical contact with children and young people and to ensure the safety of everyone. There are occasions when it is entirely appropriate and even necessary for adults to have physical contact with the child or young person with whom they are working, for example when working with children in performances or applying first aid. However, there have been very rare instances in some other organisations where adults who are motivated to harm and abuse children have done so by falsely claiming that their behaviours were legitimate teaching, coaching or caring practices.

The purpose of this guidance is to clarify our position in relation to this issue and provide guidance to all those involved in working with children. This should contribute to the protection of children who are involved in the work of the RSC and reduce the chance of false or malicious allegations against anyone working within the Company. It is important that in all circumstances, adults should only have physical contact with children in ways that are appropriate to their professional or agreed role and responsibilities.

This guidance covers all children up to the age of 18 years.

Managers are responsible for ensuring that new staff, members of the acting company and freelancers are aware of this guidance as part of their induction and that existing staff are informed about it too. It should also be integrated into relevant training and supervision.

Physical contact – core principles for all staff, volunteers, the acting company & freelancers

The following principles must be adhered to:

Treat all children with dignity and respect and never touch a child in a way that would be considered indecent;

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and ability. It is not always possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Adults, nevertheless, should use their professional judgement at all times, observe and be sensitive to the child's reaction or feelings.

Physical contact, which occurs regularly with an individual child, is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should take place when it is necessary in relation to a particular activity. It should normally take place in a safe and open environment

i.e. one easily observed by others (the exception to this would be in relation to costume design, fittings and dressing, hair and make-up). It should never be secretive, or for the gratification of the adult, or represent a misuse of authority;

Recognise that not all children and young people feel comfortable about physical contact, and adults should not assume that it is acceptable practice to use touch as a means of communication. It is best to check out with a child or young person before physical contact is made and seek consent of parents/carers where a child or young person is unable to do so because of any disability/impairment;

Always encourage children, where possible, to undertake self-care tasks independently;

Always explain to a child the reason why contact is necessary and what form the touch will take;

Do not indulge in 'rough and tumble' play with children unless there is a clear purpose for it. Physical games or exercises involving children may be a required and accepted part of performance preparation but nevertheless health and safety should always be considered.

There may be occasions where a distressed child or young person needs comfort and reassurance which may include physically comforting such as any caring parent would do. Physical contact may also be required to prevent an accident or injury or to mark a success and this would be wholly appropriate. Adults should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

Consider alternatives to physical contact, where it is anticipated that a child might misinterpret any such contact or if it might cause distress;

Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact;

Always be prepared to report and explain actions and accept that all physical contact be open to scrutiny;

Ensure you know who to speak to if you have a concern about any inappropriate physical contact with a child.

Production and Performance

The core principles and guidance here apply to all of the acting company, staff and freelancers involved in any RSC performance. Adults who work in some roles, for example costume, voice and movement, sound, hair and make-up, and

automation will need to initiate physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, to adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury and in aspects of costume design, fitting, dressing and make up. It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers, children and chaperones or teachers informed of the extent and nature of any physical contact will also help to prevent allegations of misconduct or abuse arising.

These additional principles should always be followed by the relevant production staff:

In the case of costume design and fitting, contact should take place in an area that is private and where there is always a chaperone present. If the chaperone is called away, two members of the costume department should be present.

During the fitting try not to touch a child any more than is necessary. If it is necessary to touch a child always explain why you are doing it first.

A child should be encouraged to do things for themselves normally, e.g. in terms of getting dressed. If the child seems uncomfortable, it might be appropriate to ask the chaperone to assist.

If it is necessary for a child to change his/her underwear, privacy must be provided, i.e. give the underwear to them and then leave the room.

Make sure that fittings take place in an appropriate venue. Signs must be put up stating 'children's fitting in progress' to prevent anyone accidentally walking in. It is also important that no other person is having a fitting in the room at the same time as the child is having a fitting or that screens are used if this is unavoidable.

Physical contact with children during rehearsals and performance may be entirely appropriate and necessary. Whilst not wanting to stifle creativity, it is important that directors and producers consider the issue of physical contact in planning any production involving children and this should be considered in the production risk assessment process. The chaperone should be satisfied that any risks which may affect the child(ren) in their care have been identified and that effective control measures are in place. The key principles for physical contact described earlier apply here: for example, if a child needs to be directed in a certain way try to show him/her what is required or get someone else to demonstrate it. If physical contact is necessary explain the reason for it to the child and what form the touch will take. Be sensitive to what the child says or what you observe from his/her body language as to whether they are comfortable about being touched, particularly when they are being asked to rehearse something repeatedly.

Further advice and guidance can be sought from a member of the Education Department (in the case of Young People's Shakespeare) or from the RSC safeguarding adviser (performance).

What to do if you have concerns about inappropriate physical contact

The RSC Core Safeguarding Policy and Procedures gives clear guidance about what you should do if you have concerns about a child. In brief, if an adult believes that their action could be misinterpreted, or if an action is observed as being inappropriate/poor practice or possibly abusive, the incident and circumstances should be reported to the licence holder and the appropriate RSC safeguarding adviser (performance) as identified in the RSC Core Safeguarding Policy and Procedures.

During rehearsals and performance it is important that any issues to do with the appropriateness of physical contact between an adult and child or between children that may arise are addressed swiftly, i.e. within one working day of the concern coming to light. Such concerns should be reported to the licence holder and/or the appropriate RSC safeguarding adviser (performance) who will then decide what, if any, response and action is necessary.

Where a child seeks or initiates inappropriate physical contact with an adult or if a child become overly familiar with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Such circumstances must always be reported, recorded and discussed with your line manager (and child's chaperone in the case of performance) and the RSC safeguarding adviser (performance).

DEFINITIONS OF CHILD ABUSE AND NEGLECT

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, 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.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve:

- conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- seeing or hearing the ill-treatment of another.
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve

- physical contact, including assault by penetration (for example, rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power, status. It can involve violent, humiliating and degrading sexual assault. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they're voluntarily engaging in sexual activity with the person who is exploiting them. CSE doesn't always involved physical contact and can happen online. A significant number of children who are victims of sexual

exploitation go missing from home, care and education at some point.

Neglect

Neglect is 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 or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- p**rovide adequate food, clothing and shelter (including exclusion from home or abandonment);
- p**rotect a child from physical and emotional harm or danger;
- e**nsure adequate supervision (including the use of inadequate care-givers); or
- e**nsure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

POSSIBLE INDICATORS OF CHILD ABUSE AND NEGLECT

The following information should help you to be more alert to the signs of possible abuse and neglect.

Physical Abuse:

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused -accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or when it appears on parts of the body where accidental injuries are unlikely, e. g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken. Bruising patterns also depend on a child's mobility so, for example, bruising in babies should be a great cause for concern if they are not yet mobile.

The physical signs of abuse may include:

- u**nexplained bruising, marks or injuries on any part of the body
- b**ruises which reflect hand marks or fingertips (from slapping or pinching)
- c**igarette burns
- b**ite marks (child, adult or animal)
- b**roken bones
- s**calds
- f**emale genital mutilation

Changes in behaviour which can also indicate physical abuse:

- f**ear of parents being approached for an explanation
- a**ggressive behaviour or severe temper outbursts
- f**linching when approached or touched
- r**eluctance to get changed, for example in hot weather
- d**epression
- w**ithdrawn behaviour
- r**unning away from home

Emotional Abuse:

Emotional abuse can be difficult to identify, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers or they may be seeing or hearing the ill-treatment of someone else. Emotional abuse can also take the form of children not being allowed to mix/play with other children and being isolated from others.

The physical signs of emotional abuse may include:

- a** failure to thrive or grow, particularly if the child puts on weight in other circumstances
- e.g.** in hospital or away from their parents' care
- s**udden speech disorders
- d**evelopmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- n**eurotic behaviour e.g. sulking, hair twisting, rocking
- b**eing unable to play
- f**ear of making mistakes
- s**udden speech disorders
- s**elf-harm behaviours
- f**ear of parent being approached regarding their behaviour

Sexual Abuse:

Adults, who use children to meet their own sexual needs, abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

Children with:

- physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- s**exual knowledge or interest in sexual acts inappropriate to their age
- c**hildren who use sexual language or have sexual knowledge that you wouldn't expect them to have
- c**hildren who ask others to behave sexually or play sexual games
- b**edwetting
- e**ating problems such as overeating or anorexia
- s**elf-harming behaviours
- b**eing secretive
- s**uddenly having unexplained sources of money
- n**ot allowed to have friends (particularly in adolescence)
- s**udden or unexplained changes in behaviour
- h**aving nightmares
- r**unning away from home

The following signs may be indicators of sexual exploitation.

Children who:

- a**ppear with unexplained gifts or new possessions
- a**ssociate with other young people involved in exploitation
- h**ave older boyfriends or girlfriends
- s**uffer from sexually transmitted infections or become pregnant
- s**uffer from changes in emotional well being
- u**se drugs and alcohol
- g**o missing for periods of time or regularly come home late
- w**ho regularly miss school or education or don't take part in education.

Neglect:

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children. Neglect is the ongoing failure to meet the child's basic physical or psychological needs, which is likely to damage the child's health or development.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate dress for the weather conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- being left alone or unsupervised

These definitions and indicators are not meant to be definitive but only to serve as a guide to assist you. It is important too, to remember that many children will exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in their family, relationship problems between their parents/ carers etc.

Additional vulnerabilities

It is important to be mindful that some children are particularly vulnerable to abuse because of their age or their living circumstances or characteristics:

Disabled children are at greater risk of abuse than non-disabled children.

Children living in homes where there are adverse parental circumstances may also be more at risk, in particular, children living in homes where there is domestic violence, substance misuse and/or severe parental mental illness.

Children from particularly isolated or new communities may also be at increased risk of abuse as well as those children who are disruptive and challenging.

The types of abuse and risks to children change with their age:

For example, very young children are vulnerable because of their being so dependent and having limited contact with other adults in their lives.

In contrast, young people are more at risk of harmful behaviour from their friends (including sexual abuse, bullying and domestic violence) or from rivals if they are involved in any gangs.

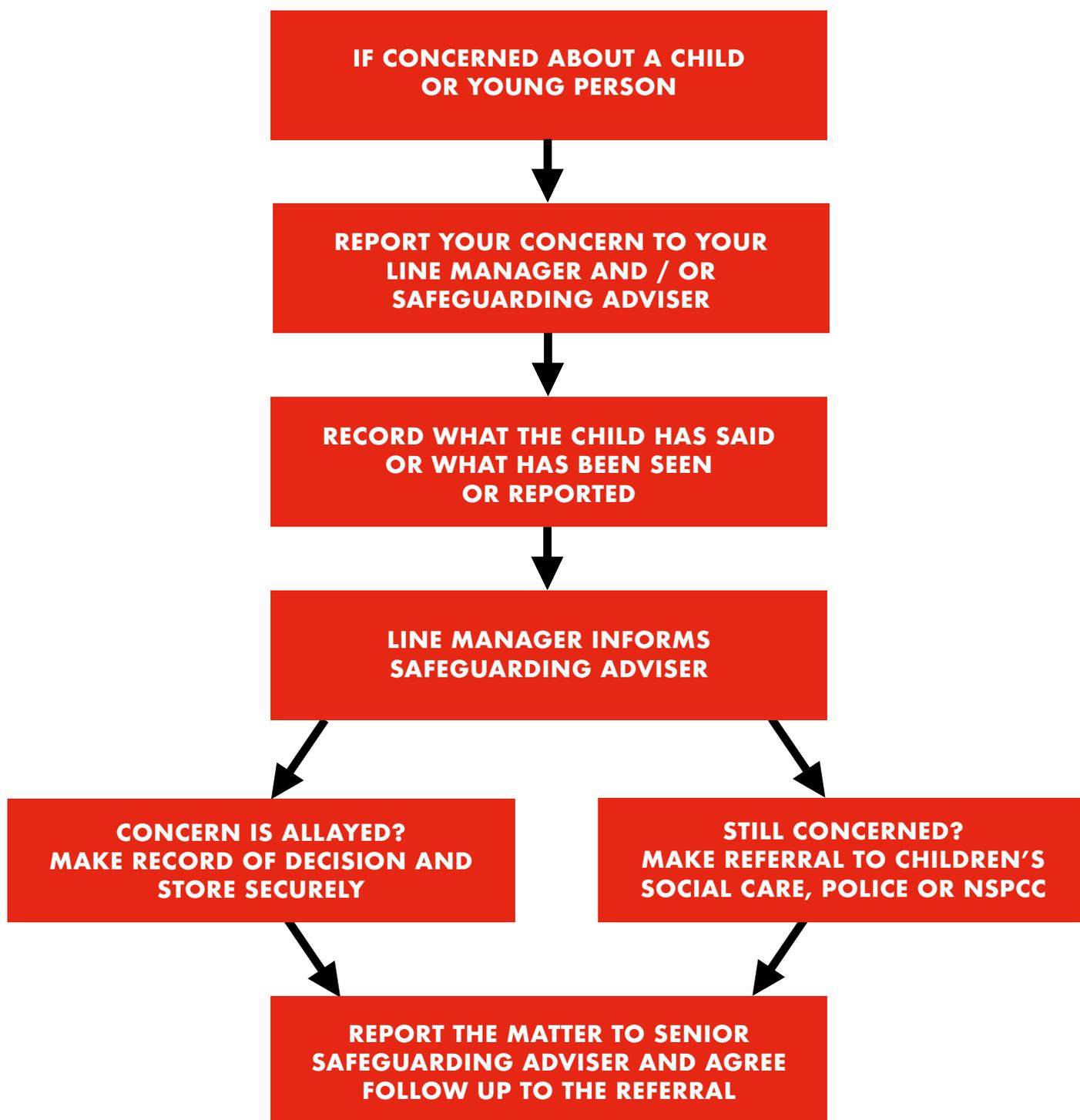
Young people living in care or from disadvantaged communities are particularly prey to child sexual exploitation.

Young people are also at risk online in a number of ways e.g. seeing illegal content, being groomed for a sexual relationship or for the purpose of religious radicalisation or cyberbullying by their peers.

Some children and young people are also vulnerable to abuse because of particular practices in their community namely: female genital mutilation and forced marriage. Such practices may be defined as 'cultural' however in the UK they are illegal.

A QUICK GUIDE TO REPORTING PROCEDURES

This quick guide is designed to provide advice on the most appropriate action to be taken if you suspect abuse, serious poor practice or breach of the code of conduct.



LOGGING A CONCERN ABOUT A CHILD'S SAFETY AND WELFARE

PART 1:	
Child's Name:	Date of Birth:
Date:	Time (of writing this record):
Your Name:	
Job role:	
Note the reason(s) for recording the incident.	
Record the following factually: Who? What (If recording a verbal disclosure by a child use their words)? Where? When (date & time of incident)? Any witnesses?	
Professional opinion where relevant (how and why might this have happened?)	
Note actions, including names of anyone to whom your information was passed.	
Any other relevant information (Factual)	

Check to make sure you report is clear now - and will also be clear to someone else reading it next year

PLEASE PASS THIS FORM TO YOUR LINE MANAGER OR SAFEGUARDING ADVISER

PART 2: (for use by Safeguarding Adviser and Senior Safeguarding Adviser)

Time & date information received by safeguarding adviser, and from whom

Any advice sought by Safeguarding Adviser (date, time, name, role, organisation & advice given)

Action taken (referral to children's social care/ monitoring advice given to appropriate staff etc) If decision not to refer then justify reason.

Note time, date, names, who information shared with and when etc

Parents or carers informed

YES / NO
and reasons

Outcome

Record names of individuals/ agencies who have given you information regarding outcome of any referral (if made)
Date of follow up of referral

Where can additional information regarding child/ incident be found?

Signed

Printed Name

Date

Written Confirmation following a Child Protection Referral being made

If you have concerns about a child contact the local authority child protection team.

Each authority will have their own procedure and referral form to complete.

In Warwickshire contact Warwickshire Multi-Agency Safeguarding Hub (MASH).

For urgent concerns phone MASH on 01926 414414

You will then need to complete and return a Multi-Agency referral Form (MARF)
<http://apps.warwickshire.gov.uk/api/documents/WCCC-1167-5>

and send to [mailto: mash@warwickshire.gcsx.gov.uk](mailto:mash@warwickshire.gcsx.gov.uk)

For non-urgent concerns complete the form first and send to MASH and at the above address.

The form can be emailed from a secure email address or can be completed online.

If you have concerns about a person in a Position of Trust contact the Local Authority Designated Officer (LADO).

Each authority will have their own procedure and referral form to complete.

In Warwickshire Complete the **Position of Trust MARF** form and send to
lado@warwickshire.gcsx.gov.uk

If you need further advice regarding a Position of Trust referral
phone **01926 743433**

ALLEGATIONS OF HARM ARISING FROM UNDERAGE SEXUAL ACTIVITY

Cases of underage sexual activity which present cause for concern are likely to raise difficult issues and should be handled sensitively. Underage sexual activity may be between children that essentially are peers but also could also be where children are coerced into sexual activity by criminal gangs or the victims of trafficking – the latter is referred to as ‘child sexual exploitation’.

Under 13 years?

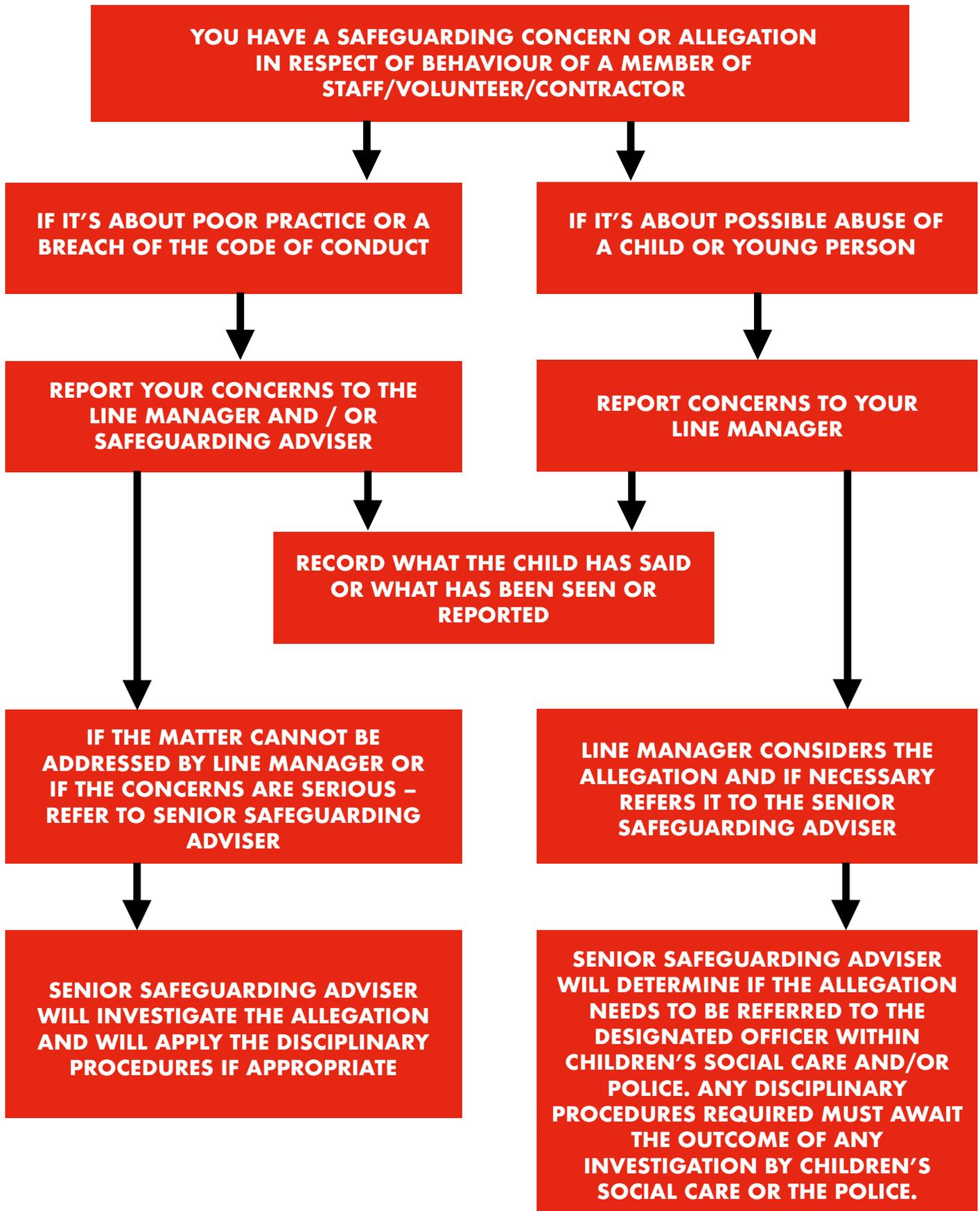
A child under 13 years is not legally capable of consenting to sexual activity. Any offence under the Sexual Offences Act 2013 involving a child under 13 years is very serious and should be reported to children’s social care.

Under 16 years?

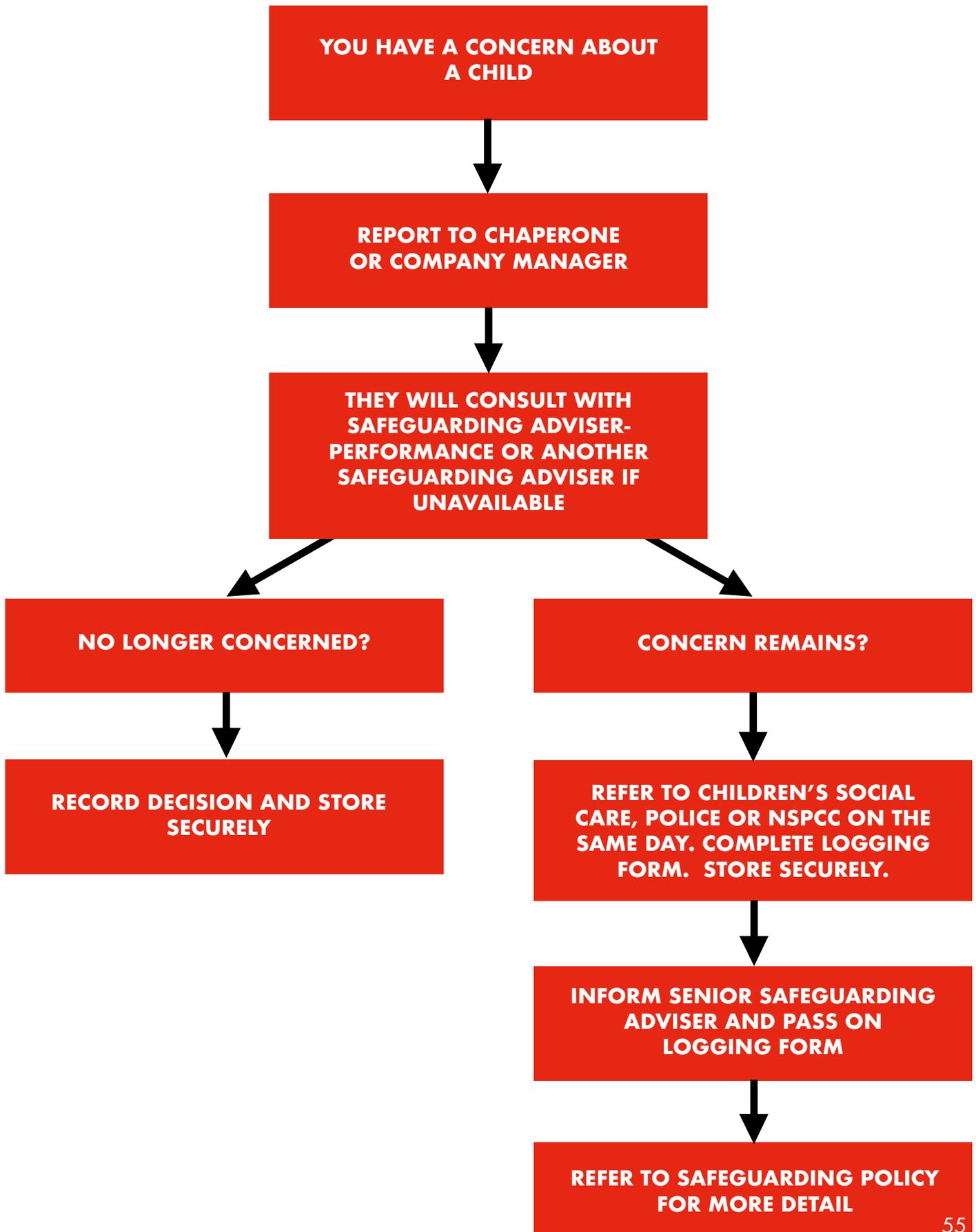
Sexual activity with a child under 16 years is also an offence. Where it is consensual it may be less serious than if the child were under 13 years but may, nevertheless, have serious consequences for the welfare of the child. Consideration should be given in every case of sexual activity involving a child aged 13 -15 years as to whether there should be a discussion with other agencies and whether a referral should be made to children’s social care.

Considerations included in the following checklist should be considered by the designated safeguarding adviser and senior safeguarding adviser when determining whether a referral should be made to children’s social care about underage sexual activity for those aged 13-15 years.

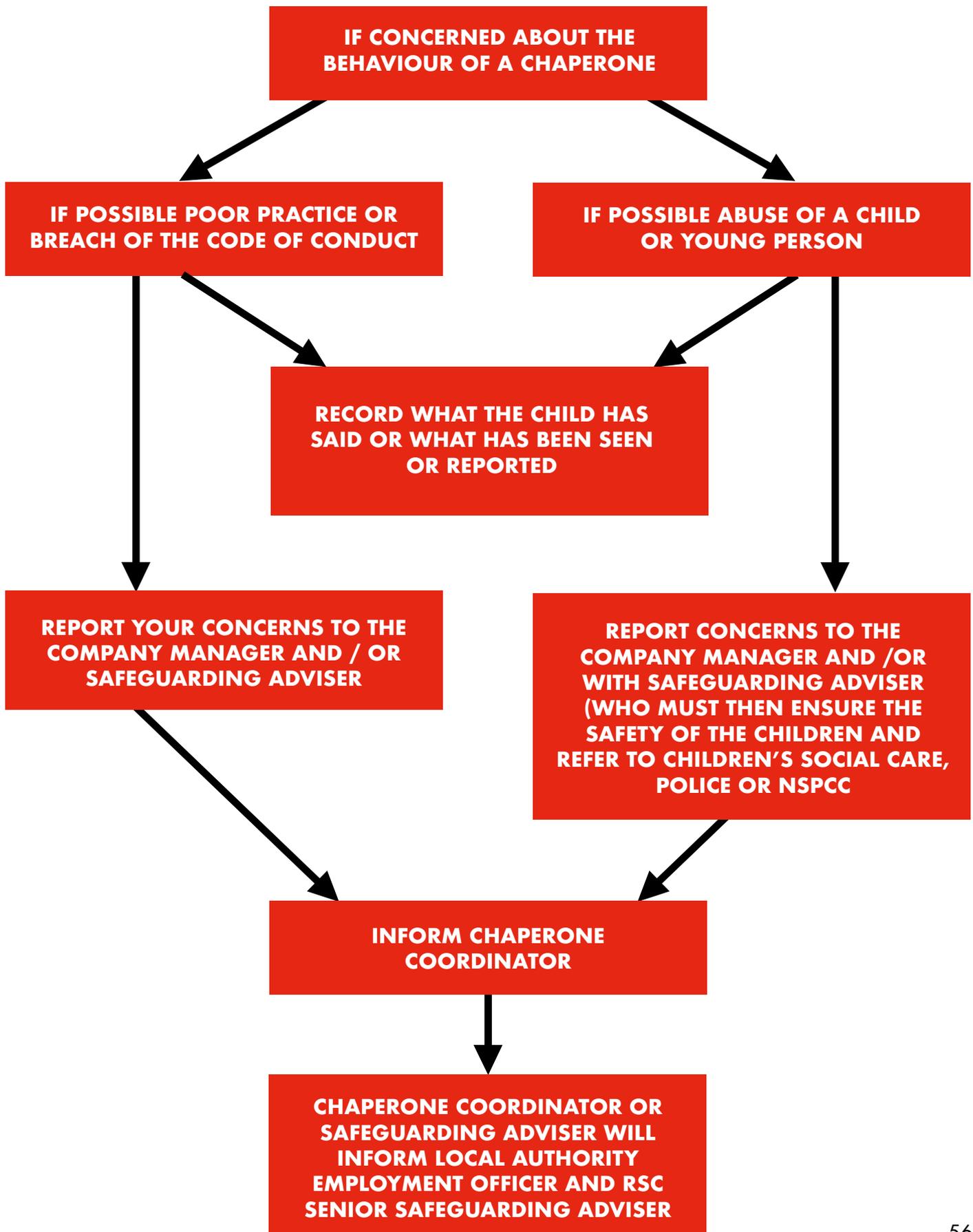
- t**he age of the child;
- t**he level of maturity and understanding of the child;
- w**hat is known about the child’s living circumstances or background
- a**ge imbalance, in particular, where there is a significant age difference;
- o**vert aggression or power imbalance;
- c**oercion or bribery;
- b**ehaviour of the child;
- t**he misuse of drink or drugs as a dis-inhibitor;
- w**hether the child denies, minimises or accepts concerns;
- w**hether any attempts to secure secrecy have been made by the sexual partner
- b**eyond what would be considered usual in a teenage relationship;
- w**hether the methods used are consistent with grooming.



CHILDREN IN PERFORMANCE REPORTING CONCERNS FLOWCHART



CONCERN ABOUT CHAPERONE REPORTING FLOWCHART



**PHOTOGRAPHY, FILM & INTERVIEW PERMISSION FORM:
CHILDREN AND YOUNG PEOPLE**

Event: (insert event name/description and date)

Name of person gaining permissions: (insert name and dept)

The RSC recognises its responsibility to ensure the welfare and safety of children and young people.

We use photographs and film for a number of reasons. The main purpose is to celebrate children and young people’s successes and participation in RSC activities. Photographs may be used on marketing and promotional materials in print or online. They will be recorded and stored on RSC owned equipment and will be subject to our image destruction policy.

Additionally, your child’s image may be used outside of the RSC. Common instances may involve RSC promotional material both in print and online including websites controlled by others.

In order to comply with the Data Protection Act 1998 a lawful basis is required before taking images of a child. Your child’s identity will not be disclosed without your consent.

I/we give permission for the RSC to take images of or film my child and I/we understand they may be used as follows:

Please tick all that apply:

- to record my / our child’s participation in an activity
- to share with me/us as his/her parent(s)/carer(s) or other parents/carers involved with the project
- to share with other members of the department
- to include in a programme, annual report or other similar publication
- to add to the RSC’s images archive
- to include in RSC promotional materials; in print or online
- for use in media and external non-RSC print or online platforms
- for use for fundraising activity, including sharing with sponsors and supporters
- to include in RSC public displays or exhibitions

Name of child Age

Your relationship to child

Signature Date

Print name

Contact details of parent/carers signing the Permission form [phone, email or address]

The RSC will take steps to ensure these images are used solely for the purpose they are intended.

If you become aware that these images are being used inappropriately please contact **safeguarding@rsc.org.uk**

Consent is in perpetuity. However, you do have the right to withdraw consent at any time.

To withdraw consent please contact **safeguarding@rsc.org.uk**

The RSC is a registered charity, no. 212481 **www.rsc.org.uk**

Media interviews:

The [name of project] may attract media interest (radio, TV, newspaper, online). The RSC will only allow supervised interviews and will only permit media access to [the project name] members who have agreed to take part.

I give permission for the above named young person to be interviewed by the media

Name of child Age

Your relationship to child

Signature Date

Print name

Contact details of parent/carer signing the Permission form [phone, email or address]

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.....
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Information Sharing Principles

The Government has produced a list of 'seven golden rules' to support organisations and their workers when making decisions about when it is appropriate to share information with others, these are:

- 1** Remember that the Data Protection Act 1998 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2** Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information, will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3** Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- 4** Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, the lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5** Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6** Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7** Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.