

GUILDFORD SHAKESPEARE COMPANY

SAFEGUARDING POLICY

SAFEGUARDING STATEMENT

Guildford Shakespeare Company is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. We recognise the responsibility to take all reasonable steps to promote safe practice and to protect everyone from harm, abuse and exploitation. Guildford Shakespeare Company acknowledges our duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Children and young people are defined as anyone under the age of 18.

Vulnerable adults are defined as people aged 18 or over:

- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness.
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of name of organisation

Guildford Shakespeare Company believes that:

- The welfare of the child, young person or adult is paramount;
- All people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All members and employees of the organisation should be clear on how to respond appropriately.
- No member of Guildford Shakespeare Company staff, whether they have undergone a disclosure check or not, should ever be alone with a child, young person or vulnerable adult that they do not have legal responsibility for.

Guildford Shakespeare Company will ensure that:

- All people will be treated equally and with respect and dignity;
- The welfare of each child, young person or adult will always be put first;
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- Enthusiastic and constructive feedback will be given rather than negative criticism;

- Bullying will not be accepted or condoned;
- All adult members of the organisation provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour;
- It will keep up-to-date with health & safety legislation;
- It will keep informed of changes in legislation and policies for the protection of children;
- It will undertake relevant development and training;
- It will hold a register of every child, young person and adult involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

When working with children, young people and vulnerable adults:

- All members of staff must dress appropriately when working with children, young people and vulnerable adults. This applies to skimpy or revealing garments and bare chests for men. It also applies to text on clothing; for example FCUK may cause offence to some children.
- Foul or sexually inappropriate language must never be used where children, young people or vulnerable adults are present.
- Smoking is not permitted by staff members where children, young people or vulnerable adults may be or may have access to.
- Absolutely no alcohol or illegal substances will be consumed eight hours prior to working with children, young people or vulnerable adults.
- When visiting schools or public spaces where workshops have been requested, a teacher, member of staff or an approved helper must be present throughout the activity run by Guildford Shakespeare Company.
- A risk assessment must be undertaken for the project/class and the risks identified should be monitored throughout the project. This must be in written form in the first instance and then monitored via observation throughout the event if it is 'one off'. A longer project should have regular written assessments.
- In the event of a 'one off workshop', the teacher or organiser engaging Guildford Shakespeare Company shall make the necessary preparations for the space and equipment to be used after consultation with Guildford Shakespeare Company.
- There should be an appropriate physical distance, maintained from children, young people or vulnerable adults at all times.
- Only touch the participants if it is absolutely necessary within the confines of an activity.
- Be sensitive towards disabilities or difficulties that participants may have.
- Always gain written permission from parents/guardians for the taking of photographs and video material. Images can only be used in a printed format within the boundaries of the project (i.e. copies given to parents/guardians) or for publicity purposes. Images may be shared on Guildford Shakespeare Company's website, Facebook page and Twitter account. Parents/guardians will be informed of this and only with their

confirmation will images be used on social media. Images will be kept safely in the confines of Guildford Shakespeare Company.

Guildford Shakespeare Company has child protection and adult protection procedures which accompany this policy. This policy should be read in conjunction with the Guildford Shakespeare Company's Equal Opportunities Policy and Health & Safety Policy.

Guildford Shakespeare Company has a dedicated Child Protection/Adult Protection/Welfare Officer, who is in charge of ensuring that the child protection policy, adult protection policy and procedures are adhered to. That person's name is Francesca McNally and they can be contacted on 07760155083.

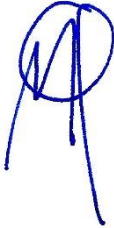
In implementing this child protection policy Guildford Shakespeare Company will:

- Communicate to all workers/members their legal and moral responsibility to protect children, young people or vulnerable adults from harm, abuse and exploitation
- Communicate to all workers/members/volunteers their responsibility to work to the standards that are detailed in Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standards of practice in protection of children
- Ensure that all workers/members understand their duty to report concerns that arise about a child, young person or vulnerable adult, or a worker's conduct towards a child, young person or vulnerable adult, to the organisation's named person for child protection/adult protection/welfare support.
- Ensure that the organisations named person for child protection/adult protection understands his/her responsibility to refer any child protection/adult protection concerns to the relevant agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner
- Facilitate opportunities for children, young people or vulnerable adults to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the organisation and to make protection policies and procedures available to them

This policy will be regularly monitored by the Executive Committee of the organisation and will be subject to annual review.

Date: 2nd January 2020

Signed:

A handwritten signature in blue ink, consisting of a large, stylized letter 'A' with a vertical line extending downwards from its center.

Ant Stones, Head of Education and Outreach

PROTECTION PROCEDURES

Section 1 – Introduction

Guildford Shakespeare Company provides drama classes, workshops and work placements for children, young people and adults. (We aim to make the work of Shakespeare more accessible to our participants. Our company is committed to the welfare and protection of children, young people and adults in all the activities we undertake.

These procedures have been designed to ensure that the welfare and protection of any children, young people and adults who accesses the services provided by Guildford Shakespeare Company is effectively managed. The procedures recognise that safeguarding can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

Guildford Shakespeare Company is committed to the belief that protecting children, young people and vulnerable adults is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child, young person and adult.

Guildford Shakespeare Company is committed to offering equal opportunities.

Section 2 – Recognising the Signs and Symptoms of Abuse

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning and burning, scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the person opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may include interactions that are beyond the person's development capability, as well as over protection and limitation of exploration and learning or preventing the person participating in normal social interaction. It may involve seeing or hearing ill-treatment of another. It may involve serious bullying (including cyber bullying) causing a person to frequently feel frightened or in danger, or the exploitation or corruption of children, young people and adults. Some level of emotional abuse is involved in all types of ill treatment of a person, though it may occur alone.

Sexual Abuse: Sexual abuse involves forcing or enticing a child, young person and vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether

or not the person is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving a person in looking at, or in the production of, sexual images or watching sexual activities or encouraging a person to behave in sexually inappropriate ways or grooming a person 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 children.

Neglect: Neglect is the persistent failure to meet a person’s basic physical and psychological needs, likely to result in serious impairment of the person’s health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a person from physical harm and danger, failing to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsive to, a person’s basic emotional needs.

Bullying: Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It’s usually repeated over a long period of time and can hurt a person both physically and emotionally. Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A person can feel like there’s no escape because it can happen wherever they are, at any time of day or night.

Sexual Exploitation: Sexual exploitation is a type of sexual abuse in which a vulnerable person is sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Sexual exploitation can also occur through the use of technology without the person’s immediate recognition; for example, being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children, young people and adults may be tricked into believing they’re in a loving, consensual relationship. Sexual exploitation is a hidden crime. Children, young people and adults often trust their abuser and don’t understand that they’re being abused. They may depend on their abuser or be too scared to tell anyone what’s happening. Children, young people and adults who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/photographic work and roles in professional stage productions.

Section 3 – Responsibilities of Guildford Shakespeare Company

At the outset of any production the organisation will:

- Undertake a risk assessment and monitor risk throughout the production process;
- Identify at the outset the person with designated responsibility for safeguarding;

- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local authority);
- Ensure that children, young people and adults are supervised at all times;
- Know how to get in touch with the local authority social care services, in case it needs to report a concern.

Section 4 – Named Person(s) for Safeguarding Concerns

Guildford Shakespeare Company has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for workers/members to consult with.

The named person(s) of safeguarding within Guildford Shakespeare Company are:

Safeguarding Lead

Name of contact person: Francesca McNally

Mobile number: 07760155083

Deputy

Name of contact person: Ant Stones

Work telephone number: 07956000759

Emergency contact no: 07712 659057

The role and responsibilities of the named persons(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a children, young people and adults may be subject to abuse or neglect.
- Ensure that any concerns about a children, young people and adults are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child, young person or vulnerable adult. These will be kept in a secure place.

Section 5 – Stages to follow if you are worried about someone

The following section provides clear guidelines for workers/members to follow if they have concerns about a child, young person or adult.

Suspicion of abuse

- If you see or suspect abuse of a child, young person or adult while in the care of Guildford Shakespeare Company, please make this known to the person with the responsibility for safeguarding.
- If you suspect that the person with responsibility for safeguarding is the source of the problem you should make your concerns known to the local authority designated officer (LADO).
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up which you are involved in.
- If a serious allegation is made against any member of Guildford Shakespeare Company, chaperone, venue staff etc, action will be taken to ensure the individual does not have further contact with the child, young person or adult until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms, filming location, TV Studio etc. and will not have any unsupervised contact with any other children, young people and adults in the production.

Disclosure of abuse

If a child, young person or adult confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow that person to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for safeguarding. Make it clear to the person that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the person that 'they did the right thing' in telling someone.
- Tell the person what you are going to do next.
- Speak immediately to the person with responsibility for safeguarding. It is that person's responsibility to liaise with the relevant authorities.
- Never investigate or take sole responsibility for a situation where a person makes a disclosure.
- As soon as possible after the disclosing conversation, make a note of what was said, using the person's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Who to tell and what to tell them

- If you have concerns about the wellbeing of a person in your care you have a duty to report it to the organisation's welfare office. If you are unable to contact them you should contact Surrey Country Council.

Recording of information

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a protection agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken e.g. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Section 6 – Creating a Safe Organisation

Photographs

- Only use images of children, young people and adults in suitable dress to reduce the risk of inappropriate use.
- Address the use of images of children, young people and adults on the Guildford Shakespeare Company's website. (Images accompanied by personal information, e.g., this is X who likes to collect stamps – could be used by an individual to learn more about a child prior to grooming them for abuse.)
- Photographic images may be used on Guildford Shakespeare Company's website, Facebook account and Twitter account, as well as promotional material. children, young people and adults' names may be used next to images of them in programmes and cast lists.
- Written expectations of professional photographers or the press who are invited to an event, will be made clear by Guildford Shakespeare Company's in advance.
- Do not allow photographers unsupervised access to children, young people and adults.
- Do not approve photography sessions outside the event or at a child, young person or adult's home.
- Parents/guardians will sign a consent form which will state all of the above. It will confirm to them agreeing that Guildford Shakespeare Company are allowed to take photos of their child, young person and adult, and use them for publicity purposes if necessary.

E-Safety

- Most of our children, young people and adults will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some men, women, young people will use these technologies to harm children. The harm might range from sending harmful or abusive texts and emails, to

enticing children, young people and adults to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

- If Guildford Shakespeare Company encounters a case of cyber-bullying by other children, young people and adults, parents of the children involved will be informed. It will be treated as seriously as any other type of bullying.
- Guildford Shakespeare Company's members will not communicate directly with children, young people and adults via their phones. They will have email and phone conversations with parents.

Parents and guardians

- Guildford Shakespeare Company believes it to be important that there is a partnership between parents, guardians and us.
- All parents and guardians will have access to Guildford Shakespeare Company's Child Protection Policy and Procedures.
- All parents and guardians have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. Guildford Shakespeare Company has a responsibility to ensure suitable arrangements are in place to take children, young people and adults' home.
- All children, young people and vulnerable adults will be taught by a member of Guildford Shakespeare Company who is DBS certified.
- All children will be chaperoned by a licenced chaperone, who is also DBS certified.

Chaperones

- Chaperones registered with their local authority, will be appointed by Guildford Shakespeare Company for the care of children during the production process. The chaperone in acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give a child. The maximum number of children in their chaperone's care shall not exceed 12.
- Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to Guildford Shakespeare Company once the local authority has approved.
- Chaperones will be made aware of Guildford Shakespeare Company's Safeguarding Policy and procedures.
- Chaperones may have unsupervised access to children in their care consequently a criminal record disclosure will be sought as a requirement of the local authority, before the grant approval of the chaperone.
- If the chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and Company Stage Manager and not allow the child to continue.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working

on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances, and should contact the local authority.

- During performances, chaperones will be responsible for meeting children at the stage door, and signing them into the building.
- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the children are at all times.
- Children are not to leave the place of performance unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures of the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by Guildford Shakespeare Company.
- Chaperones should examine accidents book each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangement.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with the child until arrangements have been made to take the child home.

Physical Contact

- All adults will maintain a safe and appropriate distance from children, young people and vulnerable adults.
- Adults will only touch children, young people and adults when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the child, young person or adult prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

- Guildford Shakespeare Company has a policy and procedures for the taking, using and storage of photographs or images of children, young people and adults.
- Permission will be sought from the parents for use of photographic material featuring the children, young people and adults for promotional purposes.
- Guildford Shakespeare's Company web-based materials and activities will be carefully monitored for inappropriate use.

- Guildford Shakespeare Company ensures confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Rights & Confidentiality

- If a complaint is made against a member of Guildford Shakespeare Company, he or she will be made aware of their rights under Guildford Shakespeare Company's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the child, young person or adult who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Accidents

- To avoid accidents, chaperones, children, young people and adults will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.
- Children, young people and adults will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a child, young person or adult is injured while in the care of Guildford Shakespeare Company, a designated first-aider will administer first aid and the injury will be recorded in a Guildford Shakespeare Company accident form. This form will be counter-signed by the person with responsibility for safeguarding.
- If a child, young person or adult joins the production with an obvious physical injury a record of this will be made in an accident form. This record will be counter-signed by the person with responsibility for safeguarding. This record can be useful if a formal allegation is made later, and will also be a record that the child, young person or adult did not sustain the injury while participating in the production.

Section 7 – Disseminating/Reviewing policies and Procedures

- Guildford Shakespeare Company will review their Safeguarding Policy and Procedures annually, and it will be signed off by Sarah Gobran, and Matt Pinches, Joint – Executive & Artistic Producers.
- Any amendments made to the policy or procedures must be shared with staff and where significant changes appear these must be relayed to parents/guardians.

GSC's Safeguarding procedures follow [The Surrey County Council Guidelines](#).

Useful Contacts:

Multi-Agency Safeguarding Hub (MASH)

The Multi-Agency Safeguarding Hub (MASH) responds to initial enquiries about children, young people and adults. MASH is based at Guildford Police Station and combines Children's Service social workers, Adult's Service social workers, health and police staff.

0300 470 9100

(Out of hours) 01483 517898

Child Employment Officer

01483 517838

Child Employment Manager

01483 518464

07917 664861

Children's Services

0300 200 1006

Care Quality Commission

03000 616161

Elder Abuse Response

0808 808 8141

Respond

0808 808 0700

Surrey domestic abuse helpline

01483 776822

Surrey Police

101 or 01483 571 212