



# Child Safeguarding Policy

Last Reviewed August 2022

## Little Angel Theatre Child Safeguarding Policy

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### Designated Safeguarding Officers

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Summary of key changes: Policy checked and updated to align with any organisational and legislative changes.

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## 1. POLICY STATEMENT

### **The definition of 'child' in the Children Act 1989 is 'a person under the age of 18'**

The Little Angel Theatre (herein referred to as 'LAT') aims to create an atmosphere where children and young people feel valued and safe.

LAT has a duty of care to safeguard from harm all children and young people with whom it interacts. Children and young people occupy a central place within LAT and our work. We strongly believe that all children and young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all LAT staff, including those who work on a volunteer and freelance basis as well as LAT's Board of Trustees.

Our policy ensures that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to LAT staff members and freelance artists with regards to legal requirements and good practice.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues.

The terms "child", "children", "young person", "Young people", "girl" and "boy" are used to refer to anyone under the age of 18.

We will not tolerate bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

### 1.1. Purpose of the policy

- To protect children and young people who receive LAT's services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding;

### 1.2. Legal framework

This policy has been drawn up on the basis of national law and guidance and local policy and procedures that seeks to protect children, namely:

- Children Act 1989
- Children Act 2004
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years (2014)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working Together To Safeguard Children (2018)
- London Child Protection Procedures
- Islington Safeguarding Children Board Escalation Policy

All data (including personal information, documentation and photos) discussed in this policy will be handled in line with our wider [Privacy Policy](#), which detail processes of storage and disposal, under the terms of the Data Protection Act 2018. Information will be kept as necessary depending on the nature of the content and in accordance with guidelines relating to specific areas.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Staff/volunteers are not trained to investigate situations of abuse or decide if abuse has occurred but should follow the procedures outlined in this policy to ensure all children working with LAT are safe.

### Little Angel Theatre Contact Details

Designated Safeguarding Officer: Sarah Schofield

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Designated Safeguarding Officer: Ellie Mills

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Lead Trustee for Safeguarding: Katie Owen

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## 2. STAFF ROLES AND RESPONSIBILITIES

The Designated Safeguarding Officers lead on policy development and reporting, including:

- Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary
- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm
- Managing complaints about poor practice and allegations against staff/volunteers
- Referring relevant issues of safeguarding to the Board of Trustees for consideration
- Collecting monitoring data on all safeguarding activities across the organisation
- Ensuring safer recruitment procedures and promoting safeguarding across the organisation
- Providing guidance to staff concerned about a child protection issue
- Keeping accurate records of concerns about children and young people and actions taken.

The Creative Learning Staff Team and Project Workshop Leaders are integral to policy implementation, including:

- Acting as a "front-line" point of contact for any persons concerned about the welfare of a child/young person
- Updating the Designated Safeguarding Officers upon any issues raised/reported in sessions
- Modelling best practice when it comes to safeguarding amongst staff/volunteers/participants
- Contributing to the review and update of the safeguarding policy and procedures.

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

- Ensuring that policy and procedures are reviewed and updated at least annually and in response to legislative changes where appropriate.
- Being kept informed of all serious safeguarding incidents and feeding in as necessary.
- Reporting to the Trustees upon any observations and/or findings concerning safeguarding.

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

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm.
- Reporting any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer.

### 3. RECRUITMENT, SELECTION AND TRAINING OF STAFF

#### 3.1. SAFER RECRUITMENT AND SELECTION OF STAFF

##### **See also Little Angel Theatre Recruitment Policy**

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. LAT recognises and takes seriously its responsibility to adopt practice which minimises risk to the children and young people it works with by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children and young people or who are unsuitable to work with them. The safety and wellbeing of children and young people is borne in mind at all times throughout the recruitment and selection process. LAT will ensure that:

- Appropriate checks are carried out on new staff/volunteers.
- The safety of children and young people is explicitly stated in job descriptions and person specifications.
- Interviewers question gaps in employment history through to the interview.
- LAT carries out enhanced Disclosure and Barring Service (DBS) for roles that involve regular direct contact with children.
- LAT has an open door policy when delivering projects, this means at any time a staff member of the Creative Learning Department may enter a space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.
- Any appointments with substantial access to children and young people will be subject to a reference check.

LAT will ensure that permanent and freelance staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

##### Permanent staff:

- Applicants will be required to complete an application form.
- Shortlisted candidates will be interviewed by a panel of at least two staff/Trustees.
- Selected candidates will be required to provide at least two written references.
- Selected staff (those with regular contact with children) will be asked for a copy of their current DBS certificate or they will be asked to apply for a new one (paid for by Little Angel Theatre) and may not be able to carry out all duties of work until it has been received by the organisation.
- Staff will undergo any safeguarding training required and will require a probationary period.

##### Freelance staff:

- Applicants will be required to complete an application form.
- Persons will meet with the relevant Head of Department in advance of an employment offer.
- Where relevant written references will be obtained to confirm freelancers' suitability for working with children and young people.
- Freelancers will be monitored by the relevant Head of Department who will offer appropriate advice/guidance.

- Selected freelancers (those with direct regular contact with children) will be asked for their current DBS certificate or if it is not deemed satisfactory to carry out their role at LAT, they will be asked to apply for a new one (paid for by Little Angel Theatre) and may not be able to carry out work until it has been received by the organisation.

### Working in partnership with other organisations

LAT sometimes delivers projects with children in partnership with other organisations. In these circumstances the following will apply:

- To agree at planning stage who is the lead organisation for safeguarding.
- To share safeguarding policies between organisations.
- To create a bespoke procedures/risk assessment document for the project detailing DSO and reporting procedures.

### 3.2. STAFF TRAINING

LAT have access to an online training programme in Safeguarding Young People provided by NSPCC.

LAT is organised into different levels of knowledge and skills. The level required depends on the degree of contact that an individual has with children and young people and the role they play. Our policy details how these levels are applicable to key LAT staff members:

| Group  | Examples of applicable LAT Staff  | Training Required   | Training Renewal  | DBS Required | DBS Renewal   |
|--|---|---|---|--------------|---|
| <b>Group 1</b><br>comprises staff/volunteers <b>with limited direct contact</b> with children and young people. They have responsibility to contribute to promote the welfare of children and young people but <b>do not</b> have specific safeguarding organisational responsibilities. | Trustees without safeguarding responsibilities.<br><br>LAT staff with no direct regular direct contact with children or a requirement to go into schools<br><br>Freelance staff who do not work with or have regular direct contact with children and young people, including:<br>Technicians,<br>Stage Managers,<br>Performers (not working on | Basic safeguarding policy training – Involving familiarisation of the content of the policy.<br><br>Completion of online questionnaire. | Annually in line with policy review delivered by Safeguarding Officers<br><br>Note: Trustees without safeguarding responsibilities should receive training within 6 months of taking up post and then refreshed at least every 3 years. | No           | If duties within role change to include regular direct contact with children. |

|  |   |   |  |            |  |
|--|---|---|--|------------|--|
|  | <p>interactive shows),<br/> Front of House Staff (including ushers),<br/> Freelance Workshop Leaders who only work with adults,<br/> Volunteers or Interns who do not work directly with children.</p>  |   |  |            |  |
| <p><b>Group 2</b> comprises staff/volunteers <b>who work or have contact regularly</b> with children and young people or whose work takes them into settings for children such as schools.</p> <p>These staff will have professional and/or organisational responsibility for safeguarding and promoting the welfare of children and young people.</p> <p>Group 2 requires the skills to respond appropriately to Group 1 staff who may approach them with</p> | <p>Named Trustees with responsibilities in safeguarding</p> <p>LAT office staff who have regular direct contact with children or a requirement to go into schools/child settings</p> <p>Freelance staff who work regularly and directly with children and young people including:</p> <p>Technicians<br/> Stage Managers and Performers (on interactive shows or touring in schools),<br/> Freelance Workshop Leaders who work with children,</p> | <p>Above requirements plus:</p> <p>Online training programme in Safeguarding Young People provided by NSPCC</p> | <p>As above plus:</p> <p>Online training refreshed every 3 years</p> | <p>Yes</p> | <p>Re-checked every 3 years either online or new DBS</p> |



|  |  |  |  |     |   |
|--|--|--|--|-----|---|
| concerns about the welfare of a child/young person.  | Senior Front of House staff, Volunteers, students or interns working directly with children.   |  |  |     |   |
| <b>Group 3</b> comprises staff who <b>work predominantly with</b> children and young people. They have a substantial degree of personal responsibility and autonomy to act on the welfare concerns of children and young people. | Workshop Facilitating Staff, Participation Managers, Community Engagement Manager, Schools Project Managers, Head of Creative Learning, Artistic Director. | Above requirements and courses plus:<br><br>Certified training in Safeguarding and Protecting Children and Young Adults from a recognised authority. | As above plus:<br><br>Minimum every 3 years and when opportunities arise | Yes | Re-checked every 3 years either online or new DBS |
| <b>Group 4</b> are professional advisors, <b>named, nominated and designated officers for child protection</b> and their deputies in all services and agencies.  | Designated Safeguarding Officers   | Above requirements and courses plus:<br><br>Certificate in training others in Safeguarding Children and Young People from a recognised authority.    | As above plus:<br><br>Minimum every 3 years and when opportunities arise | Yes | Re-checked every 3 years either online or new DBS |

LAT will keep a record of all Safeguarding Training undertaken by both freelance and permanent staff and will remind them when they are due to attend further training. LAT asks all contracted staff to take responsibility for their own training and development and to seek further training as and when required.

## 4. IDENTIFYING AND RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON

At times LAT staff may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm of a child/young person. Alternatively, a child/young person we are working with may disclose abuse directly to you. This section provides information and guidelines on our procedures in these situations.

### IDENTIFYING TYPES AND INDICATORS OF ABUSE

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse. The Government's Working Together to Safeguard Children (2018) details four key types of abuse:

- **Physical**
- **Sexual**
- **Emotional**
- **Neglect**

All staff are required to acquaint themselves with indicators of abuse (please see appendix 5).

#### 4.1. RADICALISATION

LAT recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. LAT will empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology.

Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer immediately. An immediate telephone call must also be made to 101.

#### 4.2. FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure under the Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM

varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child/young person may talk about a long holiday to a country where the practice is prevalent
- A child/young person may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A child/young person may request help from a teacher or another adult
- Any girl/young woman born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk.

Any information or concern about a child/young person or member of her family being at risk of FGM must be reported to the Designated Safeguarding Officer as matter of urgency. An immediate telephone call must also be made to 101 (see Appendix 1).

#### 4.3. CHILD SEXUAL EXPLOITATION

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. 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 are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve 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.

Young people who are being sexually exploited may:

- go missing from home, care or education.
- be involved in abusive relationships, intimidated and fearful of certain people or situations.
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers.
- associate with other young people involved in sexual exploitation.
- get involved in gangs, gang fights, gang membership.
- have older boyfriends or girlfriends.
- spend time at places of concern, such as hotels or known brothels.
- not know where they are, because they have been moved around the country.
- be involved in petty crime such as shoplifting.
- have unexplained physical injuries.
- have a changed physical appearance, for example lost weight.

Any information or concern about a child/young person being at risk of sexual exploitation must be reported to the Designated Safeguarding Officer as matter of urgency. An immediate telephone call must also be made to 101 (see Appendix 1).

#### 4.4. BULLYING

Bullying can also be a category of abuse. Bullying is the abuse and/or intimidation by a person, people or an organisation against another or others. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and

coercion, e-bullying, through texting, filming on mobiles and posting on social networks. Whatever its form it is unacceptable. It must be challenged and appropriately addressed.

Any information or significant concerns about a child/young person being bullied must be reported to the Designated Safeguarding Officer as matter of urgency. In cases of serious concern for a child or young person's welfare (this may include but not be limited to situations of bullying that may be violent), an immediate telephone call must also be made to 101 (see Appendix 1).

#### 4.5. VULNERABILITY OF DISABLED CHILDREN

Research indicates that children with special educational needs or disabilities are more vulnerable to abuse. This may be for the following reasons:

- Attitudes and assumptions can lead to the denial or failure to report abuse.
- Reluctance to challenge carers – misplaced empathy.
- Seeing abuse as attributable to the stress and difficulties of caring for a disabled child.
- Beliefs that abuse does not impact on disabled children in the same way.
- Double standards – unsatisfactory situations accepted for disabled children.
- Dependency – exposure to a wide range of carers for personal and intimate care.
- Isolation – easier for abuse and neglect to remain hidden.
- Lack of participation and choice in decision making – disempowered and less likely to complain.
- Disabled children may be especially vulnerable to bullying and intimidation.
- Behaviours may be misconstrued as part of a child's disability.
- Communication barriers – may make it difficult to tell others what is happening.
- Judgements made about a child's ability to communicate not based on accurate information and specialist advice.
- Child's preferred method of communication not recognised / equipment and / or facilitation not available.
- Communication aids don't contain the necessary words to help a child describe an experience of abuse.

#### 4.6. HEARING A DISCLOSURE

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

##### ***RECEIVE:***

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as practicable.

##### ***REASSURE:***

- Reassure the child/young person, but only so far as is honest and reliable.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities require you to report the matter. If you make this promise to a child/young

person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

### **REACT:**

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language
- Do not ask 'leading' questions, for example 'what did they do next?' (This assumes they did), or 'did they touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

### **RECORD:**

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.

### **REMEMBER:**

- To share your concerns with the Designated Safeguarding Officers who may take the matter forward.

**If a child is in danger call 999 immediately**

## **4.7. REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS**

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

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then you should raise these with the Designated Safeguarding Officers who will be responsible for documenting your concern on LAT's Participant Safeguarding Concern Log or via a Child Welfare Incident Report Form (see appendix 8). All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

All Child Welfare Incident Report Forms are securely stored in a restricted and protected folder on the LAT server. When a Child Welfare Incident Report Form is archived in this folder a note will be made on **LAT's Participant Safeguarding Concern Log**. The note will provide basic details about the incident and a reference to the location of the Child Welfare Incident Report Form. Incident report forms will be stored securely until the child reaches the age of 25 (Information and Records Management Society recommendation 2016).

### **4.7.1. MAKING A REFERRAL TO SOCIAL SERVICES**

If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. If, for any reason, the two Designated Safeguarding Officers are unable to lead on this process then the Artistic Director will

make the referral. Referrals should be made to Islington Social Services or the borough where the child is resident.

LAT will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, LAT will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then LAT will still be required to record details of the concern and details as to why a referral was not made, on the Participant Safeguarding Log. This information may become relevant later on if further concerns emerge. Concerns will be stored securely until the child reaches the age of 25 (IRMS recommendation 2016)

#### 4.7.2. FEMALE GENITAL MUTILATION: MAKING A REPORT

Make a report orally by calling 101. When you call 101, the system will determine your location and connect you to the police force covering that area. Explain that you are making a report under the FGM mandatory reporting duty.

You will be asked to supply: Your details and times when you will be available to be called back. Details of your organisation's designated safeguarding lead. The girl's details. If applicable, confirm that you have undertaken, or will undertake, safeguarding actions to safeguard children as appropriate. You will be given a reference number for the call and should ensure that you document this in your records.

If you have made this call yourself due to serious concern, you must also ensure that you inform the Designated Safeguarding Officers immediately after the call so that the matter can be tracked.

## 5. ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against an employee (staff or voluntary), LAT has a dual responsibility in respect of both the child/young person and the employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues.

Two separate procedures must be followed:

- I. In respect of the child/young person the Designated Safeguarding Officers will lead the process related to the child/young person
- II. In respect of the staff member against whom the allegation is made the Artistic Director will lead the process related to the staff member.

With regards to the child/young person, the aforementioned process will be followed.

With regards to the staff member against whom the allegation is made, the below process will be followed:

1. LAT will carry out an internal investigation into the matter under its disciplinary policy and if appropriate, may suspend the staff member from work whilst this is being done.
2. At the same time LAT will make formal contact with the NSPCC who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member

3. LAT is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children and young people has:
  - a.) Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people
  - b.) Possibly committed a criminal offence against a child/children and/or a young person/young people
  - c.) Behaved towards a child in a way that indicates s/he is unsuitable for such work.
4. The LADO will instruct LAT on procedure and what information may be shared with the person who is the subject of an allegation. LAT and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
5. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, LAT will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances LAT will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

Contact details for Islington's LADO (the home borough of Little Angel Theatre) are provided in appendix 1.

A flowchart for allegations against staff is provided in appendix 7.

### 5.1. POSITION OF TRUST

LAT has a duty of care to all children we work with, including those in a position of trust. The appropriate safeguarding steps would be followed in all situations.

Where someone under 18 is acting in a 'position of trust' (assisting with activities that include children), they will be identified prior to the activity taking place, and trained as to their responsibilities in this role. This will include:

- Don't be in a room alone with anyone.
- To report any disclosures or concerns to a DSO as per our safeguarding policy.
- Don't link up on social media with participants when acting in a position of trust.
- Don't share personal contact details with participants when acting in a position of trust.
- All assistants in a position of trust aged 16 or over must undergo a DBS check.

## 6. COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

### 6.1. COMMUNICATION VIA TELEPHONE

Staff should in no circumstances make or receive calls or texts to or from children and young people using their personal mobile phones. Staff members who use the organisation's telephone to contact a young person directly should, where possible, take the call in an open environment where the conversation can be witnessed.

### 6.2. COMMUNICATION VIA EMAIL

All emails sent to young people should only be sent from a Little Angel Theatre email account and should include a parent or carer as part of the correspondence. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient. Staff members who have concerns regarding content of an email that they send or receive from a child/young person should consult the Designated Safeguarding Officer for guidance.

### 6.3. COMMUNICATION VIA SOCIAL MEDIA AND ONLINE ACTIVITIES

#### **See LAT Social Media Policy**

Contact with children and young people through social media and internet forums should only take place through organisational accounts.

LAT staff, permanent or freelance, must not do any of the following:

- Send or accept any friend requests from a child or young person on Facebook
- Request to follow a child or young person on other social media platforms
- Join, accept invitations to or contribute to any groups involving children and young people, private or otherwise, relating to an LAT course, production or young participant activity on social media
- Send or respond to any private messages from a child or young person on social media

#### **Online Activities**

#### **See LAT Zoom Policy (Appendix 9)**

All Safeguarding policy and procedures outlined in this document also apply to any activities taking place online. Safeguarding guidelines specific to online activity are outlined in our Zoom Policy.

## 7. PHOTOGRAPHY AND VIDEO

Parental/guardian consent for photography or video recording of any child or young person is obtained through enrolment forms. If this consent is not given, those individual children and young people will not be included in any filming or photography. If this consent is given and later removed, LAT will make its best endeavours to remove photography or footage including that child or young person.

Photographs or videos of children and young people will be stored in a designated folder that is only accessible by LAT staff and managed in line with our data protection and privacy policies.



Any camera owned by the LAT and used by staff for the purpose of photographing children and young people engaged in LAT activity must have its memory wiped as soon as content has been transferred to the designated LAT folder.

LAT will ensure that any professional photographers or video-makers contracted by LAT to make photos/videos of children under the age of 18 and vulnerable adults have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement.

LAT will announce at all performances and showcases by children or young people that “Video and photography is not permitted during the performance”.

## 8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

### 8.1. CHECK LEVELS

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and young people. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity (“Regulated Activity”). For most of the LAT’s work the only relevant Regulated Activity is unsupervised activities with children: to teach, train, instruct, care for or supervise children. This work is Regulated Activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a Regulated Activity is also counted as undertaking a Regulated Activity. If the person is providing occasional or temporary services they are not in a Regulated Activity. Please see a more detailed definition of Regulated Activity below.

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. There are currently three levels of check:

1. **Standard checks** reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the [Exceptions Order to the Rehabilitation of Offenders Act 1974](#).
2. **Enhanced checks** reveal the same information as Standard Checks but also check against information held by local police forces (for instance, relevant on-going investigations). To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997 which includes work with children.
3. **Enhanced checks (with barred list)** are used to check against lists of people prohibited from working with children and vulnerable adults. These are known as ‘barred lists’ (see below). To be eligible for an Enhanced Check with Children’s and/or Adults Barred list check the position must meet the above criteria and fall within the DBS definition of ‘Regulated Activity’ (see below).

Little Angel Theatre carries out Enhanced DBS checks for all relevant staff and volunteers, (with barred list for those responsible for working directly and regularly with children).

The minimum age at which someone can apply for a DBS check is 16.

## 8.2. REGULATED ACTIVITY DEFINITION

Regulated Activity is work a person who appears on the DBS barred lists is prohibited from doing. This includes work that involves close and unsupervised contact with vulnerable groups, including children.

The DBS has recently reduced the scope of Regulated Activity, so that some roles that previously needed a barred list check no longer do so. However, those posts taken out of Regulated Activity remain eligible for Enhanced Checks. In reducing the scope there is now a greater role for organisations in deciding whether a person is a suitable candidate for a particular role. To do this effectively they must also use other safeguarding measures rather than rely on legal provisions alone.

Activities that place a staff member in Regulated Activity with Children are:

- I. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children
- II. Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers
- III. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional, even if done once
- IV. Registered childminding; and foster-carers.

Work under (i) or (ii) is Regulated Activity only if done regularly. 'Regularly' means carried out by the same person frequently (once a week or more) or on four or more days in a 30-day period (or in some cases overnight). Activity under (iii) and (iv) does not have a frequency restriction and is Regulated Activity even if performed only once.

Broadly speaking, the new definition of Regulated Activity relating to children no longer includes certain activities done on an irregular or ad-hoc basis or some activities properly supervised by someone who themselves is in Regulated Activity.

## APPENDIX 1 – CONTACT DETAILS

### Little Angel Theatre

#### CEO and Artistic Director:

Samantha Lane

[samantha@littleangeltheatre.com](mailto:samantha@littleangeltheatre.com)

Phone: 0203 3780 5978

#### Designated Safeguarding Officers:

Sarah Schofield

[sarah@littleangeltheatre.com](mailto:sarah@littleangeltheatre.com)

Phone: 020 3780 5977

Ellie Mills

[ellie@littleangeltheatre.com](mailto:ellie@littleangeltheatre.com)

Phone: 020 3780 7206

#### Lead Trustees for Safeguarding:

Katie Owen

[katie@littleangeltheatre.com](mailto:katie@littleangeltheatre.com)

Islington Children's Services Contact Team (9am -5pm Mon-Fri and will automatically divert to the Emergency duty team at all other times)

020 7527 7400 - Children's Services Contact Team

020 7527 3366 - Disabled Children's Team

020 7527 3355 - Social and Emotional Mental Health, SEMH

Referrals can be made to CSCT by downloading and completing a referral form. Send completed form to [csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk)

- [Request a service referral form](#) (PDF)
- [Request a service referral form](#) (DOC)

Tim Djavit - Local Authority Designated Officer  
(LADO)      [LADO@islington.gov.uk](mailto:LADO@islington.gov.uk)

020 7527 8102

Information about services for children can be found  
on the Islington Family Directory

[www.islington.gov.uk/familydirectory](http://www.islington.gov.uk/familydirectory)

Police Referrals - Child Abuse Investigation Team  
(CAIT)

020 8733 4286

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## Female Genital Mutilation. Making a Report.

Make a report orally by calling 101. When you call 101, the system will determine your location and connect you to the police force covering that area. Explain that you are making a report under the FGM mandatory reporting duty.

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**If a child is in danger call 999 immediately**

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## Useful Numbers

Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk)

(Anonymously and confidentially report: Child sexual abuse content. Non-photographic child sexual abuse images)

NSPCC 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NSPCC Safe Network [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

Childline UK 0800 1111

Disclosure and Barring Service 0870 909 0811 / 03000 200 190

Department of Health 020 7210 4850

Parentline Plus Helpline 0800 800 2222 or [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

National Domestic Abuse Helpline 0808 200 0247 (24 hours)

## APPENDIX 2 - CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES

All staff, volunteers and trustees will be expected to be aware of and follow LAT's Safeguarding Policy and Operational Procedures. This also applies to volunteers who are defined as a "child" and aged under 18.

All staff, volunteers and trustees will be expected to adhere to the below code of conduct.

### **Staff, volunteers and trustees will ALWAYS:**

- Treat everyone with dignity and respect
- Set an example you would wish others to follow
- Treat all children and young people equally
- Plan activities that involve more than one other person being present, or in sight/hearing of others
- Follow recommended ratios between adults and children/young people for meetings and activities
- Respect a child/young person's right to personal privacy
- Avoid unacceptable situations within a relationship of trust
- Allow children and young people to talk about any concerns they may have
- Remember someone else might misinterpret your actions, no matter how well-intentioned
- Take any allegations or concerns of abuse seriously and refer immediately

### **Staff, volunteers and trustees will NEVER:**

- Form a relationship with a child/young person that is an abuse of trust
- Engage in inappropriate behaviour or contact - physical, verbal, sexual
- Make suggestive remarks or threats to a child/young person
- Use inappropriate language - writing, phoning, email or internet
- Let allegations, suspicions, or concerns about abuse go unreported

### **On occasion, one-to-one contact will be unavoidable, in such cases:**

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the child/young person to areas where there are more people or where you are visible through a window
- Try to avoid unnecessary physical contact (refer to Safe Touch Guidelines, Appendix 4).

## Children and Young People participating in activities at Little Angel Theatre will:

- Treat each other with respect
- Agree on appropriate language to be used in the session
- Have a positive attitude and be open minded to other people's opinions and ideas
- Listen to the leader and each other
- Agree that bullying is unacceptable and tell someone if they see it happening
- Recognise that it is everyone's shared responsibility to make sure the space is safe and tidy

## APPENDIX 4 - SAFE TOUCH GUIDELINES

Safe Touch needs to be:

- **Necessary:** are you sure that demonstration or verbal instruction is not adequate?
- **Permitted:** permission for contact sought and given by child or young person. Ask if you can touch and accept that permission may be refused and ensure this request is made and consent is given in public and is witnessed
- **Clear:** tell the child or young person where you are going to touch and how you will touch
- **Contextual:** explain why you are going to touch
- Always check that your reason for using touch is understood and has been effective way of learning for the participant
- **EMERGENCY ACTION:** If the child's life is in danger e.g. they are about to run into a road with moving traffic, it is agreed that rapid action can be taken to prevent the child from harm i.e. catching hold of the child to prevent an accident.

## APPENDIX 5 - DEFINITIONS AND SIGNS OF ABUSE

In order to effectively protect children and young people, staff should be familiar with the key signs and indicators of abuse, which are detailed below:

### PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child/young person.

An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury. A delay in seeking medical treatment for a child/young person when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children and young people with different skin tones or from different racial groups and specialist advice may need to be taken. Patterns of bruising that are suggestive of physical child abuse include:

- Bruises that are seen away from bony prominences
- Bruises to the face, back, stomach, arms, buttocks, ears and hands
- Multiple bruises in clusters
- Multiple bruises of uniform shape
- Bruises that carry the imprint of an implement
- Cigarette burns
- Adult bite marks
- Scalds.

Although bruising is the most common injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child/young person who has unexplained signs of pain or illness should be seen promptly by a doctor. Behaviour changes can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, or, for example wearing long sleeves in hot weather
- Depression; or withdrawn behaviour
- Running away from home.

### EMOTIONAL ABUSE

Emotional abuse happens where there is a relationship between a carer and a child/young person that can impact the child/young person's behaviour or physical functioning.

Emotional abuse can be difficult to measure, and often children, young people and vulnerable adults who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of children and young people not being allowed to mix/play with other children and young people. The physical signs of emotional abuse may include:

- Failure to thrive or grow
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress.



Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, eg, sulking, hair twisting, rocking
- Being unable to play or fear of making mistakes
- Fear of parent being approached regarding their behaviour
- Self-harm.

## **SEXUAL ABUSE AND EXPLOITATION**

Sexual abuse involves the use of a child/young person for gratification or sexual arousal by a person for themselves or others.

Adults who use children, young people and/or vulnerable adults 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 behaviour of children/young people/vulnerable adults which may cause you to become concerned, although physical signs can also be present. In all cases children/young people/vulnerable adults who talk 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 include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease which may manifest in vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down.

The following changes in behaviour may also indicate sexual abuse:

- Sudden or unexplained changes in behaviour (eg becoming aggressive or withdrawn)
- Fear of being left with a specific person or group of people
- Sexual knowledge which is beyond their age or developmental level
- Self-harm or mutilation, sometimes leading to suicide attempts
- Suddenly having unexplained sources of money
- Acting in a sexually explicit way towards adults
- Sexual drawings or language.

Some possible signs of sexual exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education or don't take part in education.

## **NEGLECT**

Neglect results in a child/young person suffering significant harm or impairment of development as a result of being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Neglect can be a very difficult form of abuse to recognise. The physical signs of neglect may include:

- Hunger, sometimes stealing food from others
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions.

## **BULLYING**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It's usually repeated over a long period of time and can hurt a child/ young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

Some possible signs of bullying:

- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Reluctance to attend activities previously enjoyed
- Tearfulness, depression, erratic emotions, loss of concentration
- Being nervous, losing confidence, or becoming distressed and withdrawn
- Stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, cuts scratches, damaged clothing, bingeing on food, alcohol or cigarettes
- Shortage of money, frequent loss or damage of possessions
- Asks for money or starts stealing (to pay bully/ies)
- Drop in performance
- Bullying others.

## **VULNERABILITY OF DISABLED CHILDREN**

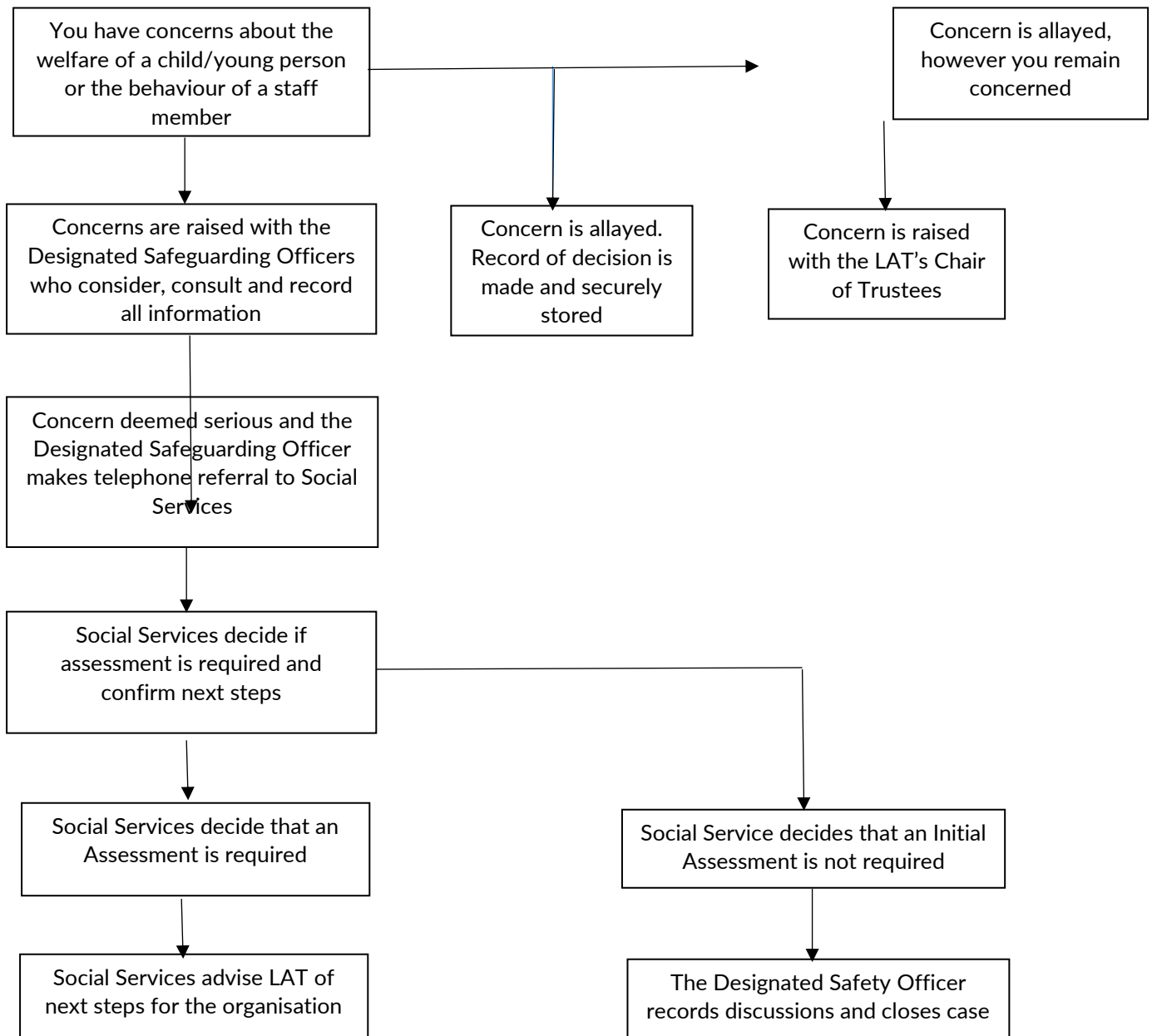
Research indicates that children with special educational needs or disabilities are more vulnerable to abuse.

Some possible signs of abuse for disabled children are:

- Bruising on sites that may not be concerning on a non-disabled child
- Not getting enough help with feeding
- Over or under medicating
- Poor hygiene and personal care arrangements
- Rough handling / excessive restraint
- Lack of stimulation
- Unwillingness to learn a child's means of communication
- Ill-fitting equipment / invasive procedures which are unnecessary or carried out against the child's will

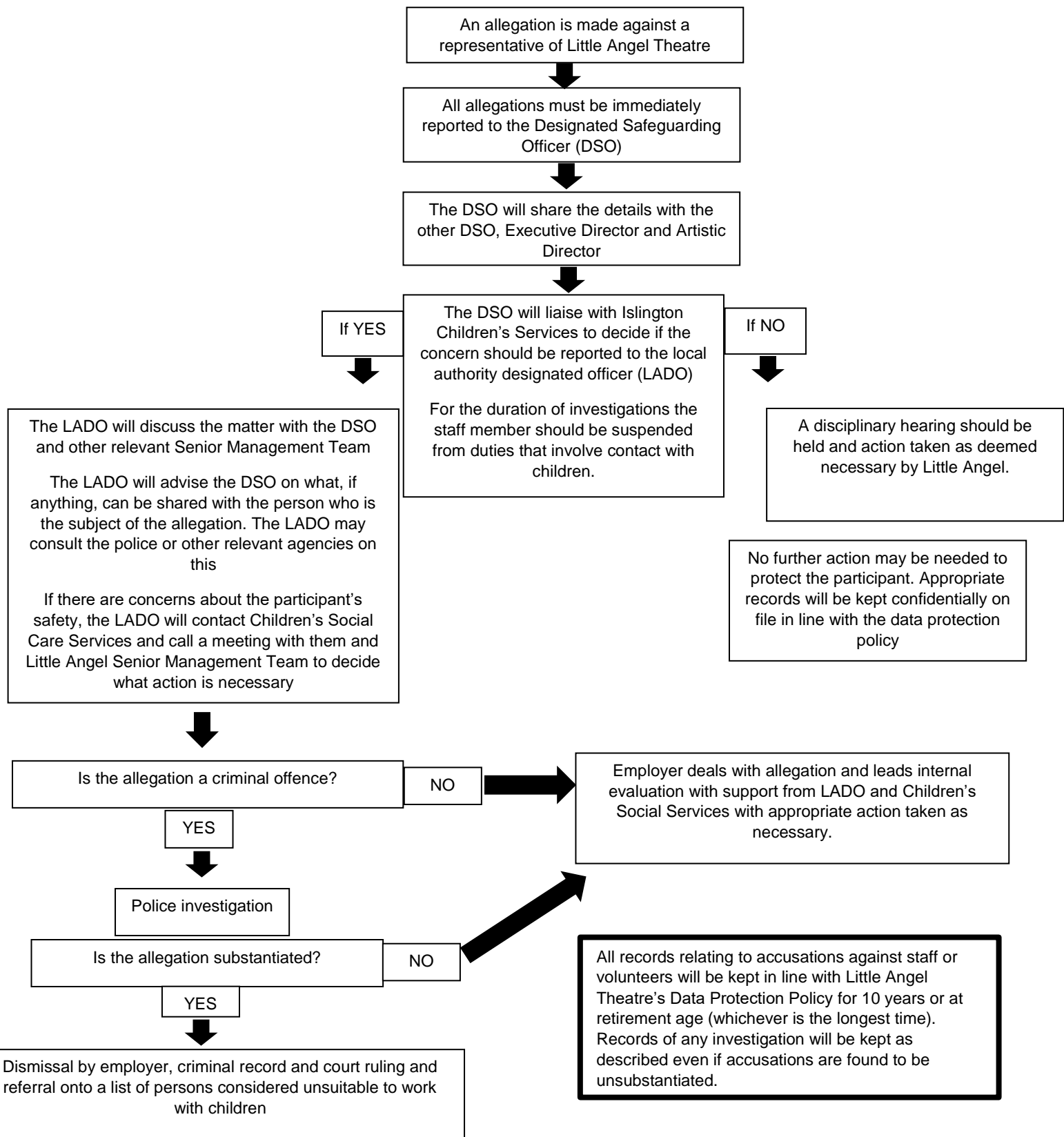
## APPENDIX 6 – FLOWCHART: DISCLOSURE REPORTING PROCEDURES

This quick guide flowchart is designed to advise on the most appropriate action to be taken if you suspect abuse, poor practice or breach of the code of conduct:



## APPENDIX 7 – FLOWCHART: REPORTING ALLEGATIONS MADE AGAINST STAFF

If an allegation of abuse against a child participating in Little Angel activities is made against any representative of Little Angel Theatre, the company will support the accused person but will follow the course of action as set out below. The company will not withhold any information from investigating authorities.





### 3. REPORTING

|   |        |
|---|--------|
| Name of person reporting incident:                    |        |
| Address:  |        |
| Tel No:   |        |
| Date incident reported:                               |        |
| Time incident reported:                               |        |
| Have you or anyone else spoken to the parents/carers? | YES/NO |
| If yes, please provide details of what was said:      |        |
| Date parents spoken to:                               |        |

|  |        |
|--|--------|
| Have you spoken to the child?                    | YES/NO |
| If yes, please provide details of what was said: |        |
| Date child spoken to:                            |        |

|   |        |
|---|--------|
| Have you spoken to the person the allegations are being made against? | YES/NO |
| If yes, please provide details of what was said:                      |        |
| Date person spoken to:  |        |

|   |
|---|
| Please provide details of any further action taken to date: |
|---|

Have you informed the statutory authorities, Children's Social Services, police?

Please give details and who you informed:

#### 4. YOUR SIGNATURE

I certify that the details provided on this form are true.

Signature:

Date:

Time:

## Zoom Policy

The restrictions put in place to manage the Covid-19 outbreak have made Zoom an important tool for business continuity, and a sense of connection with our stakeholders.

Little Angel Theatre is committed to creating a safe working environment for all, both within our physical spaces and online.

Zoom and other similar online platforms have become a vital resource in these times, but we must be aware of the implications of entering peoples homes, even if that is digitally.

Before Meeting/Workshop Starts:

- Hosts will only use Little Angel Theatre’s official account to conduct zoom meetings/workshops.
- Meetings/workshops including children should only be hosted by staff who hold an Enhanced DBS check.
- Every meeting/workshop will have two hosts, one to lead the session and one to provide admin and technical support.
- Be aware of your background, make sure that there is nothing inappropriate on screen. You may want to remove anything personal or identifiable, such as family photos, etc.
- Meetings/workshops should be conducted in appropriate working areas such as an office or communal space, not from your bed.
- Make sure everyone in your household knows you are on a live meeting/workshop.
- Meetings will have their own unique id and password which will be emailed out to participants. Do not share this online in any other way.
- Make sure you are wearing appropriate clothing for the activity.

During the meeting/workshop:

- Hosts will make sure that they and all participants are logged in under their first name and first initial only.
- The chat function will be disabled between participants so that no communication can occur that is not seen by the hosts.



- Screen sharing will be disabled for all bar the hosts, unless specifically instructed to do so by the hosts in a particular activity or in order to provide tech support.
- Participants can join the waiting room 15 minutes before the meeting starts and will be let in one by one by the hosts, once they are verified.
- Once all participants have arrived, hosts will lock the meeting.
- Hosts will know how to remove a participant immediately if necessary.
- No recording will take place without the participants and/or their parents or guardians consent having been sought.
- When screen sharing, make sure that no other sensitive or inappropriate material is visible. For example, email accounts, etc.
- There may be times when participants are muted to facilitate a teaching moment and ensure the best experience for all participants.

#### After the Meeting/Workshop

- Make sure that you end the workshop clearly. There may be more need to build in a reflective end to the sessions while in this format in order to create a sense of closure.
- Make participants aware of the ways to get in touch if anything has occurred to make them feel uncomfortable or upset.

