Theatre Royal Plymouth

Safeguarding Children and Adults at Risk Policy

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Theatre Royal Plymouth

SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY

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Theatre Royal Plymouth

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SECTION ONE: Statement of Policy and Intent

Introduction

This safeguarding policy outlines the commitment of Theatre Royal Plymouth (TRP) to the protection of children and adults at risk from harm. Safeguarding is everyone's responsibility and all staff, volunteers, employees, trustees and contractors are expected to comply with this policy which has been developed in in accordance with 'Working Together to Safeguard Children, A Guide to Inter Agency Working to Safeguard and Promote the Welfare of Children' (Updated 2022), and internal policies and operating procedures.

Definition of Safeguarding

Safeguarding is the process of protecting children and adults from harm. This includes preventing abuse, neglect, exploitation and discrimination. Safeguarding also involves promoting the well-being of children and adults and supporting them to fulfil their potential.

Our Commitment to Safeguarding

TRP is committed to providing a safe and supportive environment for all children and adults at risk. We will:

- Prevent abuse, neglect and exploitation. We will take all reasonable steps to prevent children and adults at risk from being abused, neglected or exploited.
- Promote the well-being of children and adults. We will promote the well-being of children and adults by providing them with appropriate support and opportunities.
- Respond effectively to concerns. We will respond effectively to any concerns about the safety and well-being of children and adults at risk.
- Collaborate with partners. We will work in partnership with other agencies to safeguard children and adults at risk.

Responsibilities

All staff, volunteers, employees and contractors have a responsibility to safeguard children and adults at risk. This includes:

- Recognising signs of abuse, neglect and exploitation. We should be able to recognise the signs of abuse, neglect and exploitation and know what to do if we are concerned.
- Reporting concerns. We should report any concerns about the safety and well-being of children and adults at risk to our designated safeguarding lead.
- Cooperating with investigations. We should cooperate fully with any investigations into allegations of abuse, neglect or exploitation.
- Keeping our knowledge and skills up to date. We should keep our knowledge and skills up to date on safeguarding matters.

Definitions

- A **Child** is defined as anyone under the age of 18
- An **Adult at risk** is an adult who is more vulnerable to abuse than the general population because of their age, disability, mental health condition, substance misuse, or other factors.

Aims

- To provide a safe environment for children and vulnerable adults, keeping them from harm
- To ensure staff and external user groups/ contractors who have direct access to children and vulnerable adults are kept informed, supported and protected
- To ensure children and vulnerable adults are respected, taken seriously and listened to

Objectives

The specific objectives set by TRP to achieve these aims are:

- To provide a clear, concise safeguarding policy that is distributed to all staff, contractors and volunteers and made available to users of the facility
- To ensure that all relevant staff and volunteers undergo a Disclosure and Barring Service (DBS) check or enhanced DBS check in accordance with the DBS eligibility guidance (our DBS Procedures are set out in Appendix 6)
- To raise the awareness of staff through training in accordance with our Safeguarding Training Plan (See section 3 on page 4)
- To implement effective procedures for recording and responding to incidents, complaints and alleged or suspected incidents of abuse
- To nominate a Safeguarding Officer(s) and provide clear roles and responsibilities for each site and provide the necessary training for all staff in regard to safeguarding.

Roles and Responsibilities

- **Board of Trustees** – a designated individual to champion good practice and be accountable for safeguarding at board level.
- **Chief Executive and Senior Management Team (SMT)** – have responsibility to ensure that the policies and procedures are adopted, fully implemented and that sufficient time and resources are allocated to enable staff to discharge their safeguarding responsibilities.
- **Designated Safeguarding Lead** – The Designated Safeguarding Lead (DSL) for the organisation is a member of the Leadership Team and takes overall responsibility for child protection and safeguarding and ensures there is appropriate cover at all times. Their role is explicit in their job description. This role has the appropriate authority and is given the time, funding, training, resources and support to provide advice to other staff on safeguarding matters. The Designated Safeguarding Lead role cannot be delegated they should maintain an overview of any incident. The DSL will be supported by the Director of Public Engagement. In matters relating to child protection and adults at risk, the DSL should be answerable directly to the Deputy CEO, Producing and Programming.
- **Safeguarding Officers** – the Safeguarding Officers plays a significant role in supporting the DSL by taking responsibility for incidents at the theatre and responding appropriately. Their role is explicit in their job description. This role has the appropriate authority and is given the time, funding, training, resources and support to provide advice to other staff on child welfare matters. We have 3 Safeguarding officers including the DSL.
- **Duty House Managers** – On the rare occasion when all three Safeguarding Officers are unavailable, the Duty House Managers will have delegated responsibility if (and only if) immediate action is required when a safeguarding incident occurs.
- **All Staff** – It is the responsibility of all staff to protect children and adults at risk from abuse. All staff, contractors and volunteers working for or with the organisation have a responsibility to report concerns and ensure compliance in accordance with this policy.

Staff Training and development

- **All Staff** –All members of staff joining the organisation should read the policy, and sign to say they have done so. All members of staff should understand their responsibility in relation to the policy even those without direct contact with children and vulnerable adults.
- **Public facing staff** – All members of staff who have contact with children will in addition have safeguarding training as part of their induction. The level of this contact would be in general i.e. FOH, as audience, etc. This will include basic child protection training, including training on how to recognise abuse, how to respond to any concerns and e-safety for example. This training should be repeated after 3 years.
- **Staff working directly with children and adults at risk** – A full day of training will be provided to all staff that more regular contact with children and adults and risk. This should take place within the first year of employment and renewed every 3 years and will be provided by an external safeguarding professional.
- **Safeguarding Officers** – in addition to the training above, they should undertake a designated safeguarding course online or in person.

N.B. Staff who miss our training opportunities will be required to undertake the NSPCCs online safeguarding course.

Safer Recruitment

As part of our commitment to safeguarding, we will implement safer recruitment practices to ensure that all individuals working with children or vulnerable adults are thoroughly vetted. This includes conducting enhanced background checks, verifying employment history, and assessing qualifications to prevent any potential risks. Additionally, we will provide ongoing training to staff and ensure that safeguarding policies are adhered to throughout the recruitment process, promoting a safe and secure environment for all.

We will maintain accurate records of safeguarding training.

Working with Visiting Companies and External Partners

Where Theatre Royal Plymouth engages visiting companies, producers or external partners in connection with a production, those organisations are required to uphold safeguarding standards consistent with this policy. Visiting Managers must notify the Theatre Royal Plymouth Designated Safeguarding Lead (or nominated Safeguarding Officer) in writing of any safeguarding concern, incident, allegation, investigation, breach or complaint relating to any community performer, child performer or licensed chaperone involved in the production during the engagement period. Where a matter involves Theatre Royal Plymouth employees, volunteers or participants, notification should be made as soon as reasonably practicable; in all other cases, notification must be made as soon as reasonably practicable and no later than seven days following the final performance. Theatre Royal Plymouth reserves the right to investigate any such matters in accordance with its Safeguarding Policy and Procedures, regardless of the individuals involved, and expects full co-operation from visiting companies and their representatives in any safeguarding investigation or enquiry.

Code of conduct for staff and volunteers working with children and adults and risk

Purpose

This behaviour code outlines the conduct we expect of all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is subcontracted to undertake specific duties. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

The role of staff and volunteers

When working with or for children, young people and adults at risk, you are acting in a position of
trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- Prioritising the welfare of children,young people and adults at risk
- Providing a safe environment for children, young people and adults and risk. This includes:
  - a) ensuring equipment is used safely and for its intended purpose
  - b) having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures
  - a) This includes policies and procedures for child protection/safeguarding, whistleblowing and e-safety
- Staying within the law at all times
- Modelling good behaviour for children, young people and adults as risk to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the DSL.
- Reporting all allegations/suspicions of abuse following our reporting procedures. This includes abusive behaviour being displayed by a child and directed at anybody of any age.

Rights

You should:

- Treat children, young people and adults at risk fairly and without prejudice or discrimination
- Understand that children, young people and adults at risk are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage young people to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when you are discussing sensitive issues with children, young People and adults at risk
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure there is always more than one adult present during activities with children and young people
  a) if this isn't possible, ensure that you are within sight or hearing of other adults
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.

Respect

You should:

- Listen to and respect children, young people and adults at risk at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's or adult at risk's right to personal privacy as far as possible
  a) in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children, young people and adult at risk, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children, young people and vulnerable adults
- Make inappropriate promises to children, young people or adults at risk
- Engage in behaviour that is in any way abusive
  a) this includes having any form of sexual contact with a child, young person or adult at risk
- Let children, young people or adults at risk have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children, young people or adults at risk
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or adults at risk.
- Do things of a personal nature for children or adults at risk that they can do by themselves
- Invite or allow children or adults at risk to stay with you at your home unsupervised
- Be the only adult present with a child or children

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or

that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave TRP. We may also make a referral to statutory agencies such as the police and/or the local authority children's social care department.

If you become aware of any breaches of this code, you must report them to the designated safeguarding lead. To do this you should follow the whistle blowing procedure or, if necessary, the child protection/safeguarding procedures

Confidentiality, Consent and Information Sharing

- All matters relating to child-protection and safeguarding are confidential
- The DSL (and the Safeguarding Officers) will disclose any information about a young person or adult at risk on a need to know basis, and in that individual's best interests
- All Staff must be aware that **they cannot promise** a child or an adult to keep a secret which might compromise the child or vulnerable adult's safety or well-being
- All our staff members who come into contact with children and adults at risk will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children or adults' welfare
- We will ensure that key staff are clear and confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.

Information Storage and Access to Records

- We collect and store information about children, young people, and their families to fulfil our safeguarding responsibilities.
- All records are kept securely, whether digital or paper, and access is limited to staff who need the information to carry out their role.
- Information is shared only when necessary to keep a child safe or when required by law, and always in line with data protection legislation.
- Parents, carers, and young people (where appropriate) can request access to the information we hold about them. Requests can be made to the safeguarding lead or data protection officer, and information will be provided within the required timeframe. Some details may be withheld if sharing them would place someone at risk or breach legal guidance.
- Families can also request corrections to inaccurate information or raise any concerns about how their data is handled.

Site Security and Quality Assurance

- We will check the identity of all visitors to the theatre – focussing on those who go beyond public areas.
- We will audit the record keeping of the Designated Safeguarding Lead at annual intervals (this will be undertaken by the Trustee with responsibility for Safeguarding.)
- We will review the policy every two years
- The Chief Executive, Senior Management Team and Board of Trustees take responsibility to remedy any deficiencies in Safeguarding Policy and Practice.

Off-site working and Online Working

- The Safeguarding Policy applies equally to working off-site (i.e. two adults present in workshop situations, safe and appropriate spaces, staying with children until they are picked up and other matters)
- Where appropriate, off-site risk assessments are undertaken, taking into account risks to participants and workshop leaders
- We will also liaise closely with our partner organisations to ensure that we are working to appropriate policies.
- In the light of Covid-19 when workshops went online, we have adopted a separate online policy that sits alongside this policy. (Appendix 7)

Whistle-blowing and complaints

- We will ensure that staff are aware that they can raise concerns if they are not happy with the management of safeguarding. If necessary they can speak to the Chief Executive or any member of the Senior Management Team, or the Board of Trustees. Should they not feel able to raise any concerns they can call the whistleblowing helpline at NSPCC 0808 800 5000

SECTION TWO: SAFEGUARING PROCEDURE

Definitions

- **Abuse** – including neglect is a form of maltreatment. A person may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to prevent harm. Children may be abused within their family, in an institutional or community setting, by those known to them, or more rarely by others (e.g. via the internet.) They may be abused by an adult or adults or another child or children.
- **Children** – are any people who have not yet reached their 18th birthday; a 16 year old whether living independently, in further education, or in the armed forces or in hospital is a child and is entitled to the same protection as anyone younger.
- **Vulnerable Adult** – who is or maybe in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or be unable to protect him or herself against significant harm or exploitation.
- **Child Protection** – is part of safeguarding and promoting of the welfare of children and refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.
- **Harm** – ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.
- **Safeguarding children and vulnerable adults** – is the action we take to promote the welfare of children and vulnerable adults to protect them from harm. Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (March 2018, Update February 2019) as:
  - Protecting children from maltreatment
  - Preventing impairment of children's health and development
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - Taking action to enable all children to have the best outcomes.
- **Significant Harm** – is the threshold that justifies compulsory intervention in the family in the best interests of the child or vulnerable adults.

Categories of Abuse

- **Neglect** - where adults fail 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. It may also include refusal to give children love, affection and attention.
- **Physical Abuse** - where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting or scalding, suffocating, drowning or otherwise causing physical harm to a child.
- **Sexual Abuse** - where children are used to meet a person's own sexual needs. This could include full sexual intercourse and fondling. Showing children pornographic material is also a form of sexual abuse.
- **Emotional Abuse** - is the persistent emotional ill treatment of a child such as to cause a severe and persistent adverse effect on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which

may make the child very nervous and withdrawn. It may involve severe bullying which is also seen as emotional abuse. Some level of emotional abuse is involved in all ill treatment of a child.

The above definitions were adapted from 'Department for Children Schools and Families Working Together to Safeguard Children' (2018, Updated February 2019). In addition the GOV.UK website has broad guidance on a range of other issues for which advice might need to be sought. These include:

- Child sexual exploitation
- Bullying including online bullying
- Domestic violence
- Drugs
- Faith abuse
- Slavery
- Radicalisation
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women
- Honour based violence
- Mental health
- Self-harm and suicidal behaviour

Recognising Abuse

The following list highlights some indicators for recognising that a child may be suffering abuse. This list is not exhaustive, for more indicators see Appendix 3.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrusts of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Becomes increasingly dirty or unkempt

The list is not exhaustive, and one child may present more than one of the above. It is the responsibility of all staff members or contractors to ensure that if they believe abuse is occurring

Responding to disclosures and concerns both off and on site

In the event that a child, young people or adult at risk discloses something to you, or you have cause for concern for their welfare; you must follow TRPs reporting procedure. Treat any allegations extremely seriously and report any concerns to the Safeguarding Officer immediately.

Below are 5 steps to follow if a child, young person or adult at risk discloses to you:

1. Listen and Believe

2. Reassure and Record

3. Do Not Confront

4. Explain

5. Report

1. **Listen carefully and believe them.** Do not express your own views and do not ask questions other than for clarification. Do not promise to keep secrets but make it clear that you believe what they are saying is true. Do not say anything that makes the child feel responsible for the abuse. Do not interrupt the child, ask leading questions, change the subject or interrogate the child. It is the job of the experienced police and social services to investigate the situation.

2. **Reassure and record.** Tell them they are doing the right thing by telling you and say that you need to take some notes about what they are saying. It is important to use the child's words. If this isn't possible at the time, write down the incident as soon as possible. Be specific in your notes. Generalised language can be the difference between a child receiving ongoing support or not.

3. **Do not talk to the alleged or suspected abuser.** This could make the situation much worse for the child or adult at risk

4. **Explain what you are going to do next**. Tell the child that you must pass this information on to someone who can help. If you feel the child is in immediate danger or at risk of significant harm, keep them with you and inform the DSL immediately.

5. **Report the disclosure or concern immediately** to the DSL or one of the safeguarding officers in their absence. Do not discuss the matter with anyone other than the Safeguarding team.

Recording the disclosure or concern

It is vitally important that all disclosures or concerns are recorded on an incident report form (Appendix 1) and shared immediately with the Designated Safeguarding Lead.

An accurate record should be kept of:

- Date and time of incident / disclosure
- Parties who were involved, including any witnesses to an event
- What was said or done and by whom
- Any action taken by the organisation to look into the matter
- Any further action taken
- Where relevant, the reasons why a decision was taken not to refer those concerns to statutory agency
- Any interpretation / inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of the person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details
- The record should be signed, dated and timed

Children and adults at risk telling you suspicions and allegations

False allegations of abuse do occur, but they are rare. Children telling you suspicions and allegations should always be taken seriously and if the information gained causes concern action should be taken immediately. It is not the responsibility of those implementing this policy to decide whether a child is being abused or not. The Local Authority (Plymouth City Council) Social Services have a statutory duty to ensure the welfare of children. When a safeguarding referral is made, Social Services have a legal responsibility to investigate.

It is important to work with parents, guardians or carers where possible. Certain indicators, such as being withdrawn, could be caused by legitimate problems for example a close bereavement. By consulting parents, guardians or carers this would become apparent.

However, there are times when consulting with parents, guardians or carers is not advised for example if the consultation process places the child at even greater risk (e.g. if the parent, guardian or carer is the abuser or is unlikely to react in the appropriate manner in the case of FGM or sexual abuse). In this case the Safeguarding Officer should be contacted and they will then seek further guidance from the social services team.

In the event of an allegation or suspicion raised by an adult at risk, the same process of reporting should be followed.

The organisation can assure all staff/volunteers that it will fully support and protect anyone who in good faith reports their concern that a colleague is, or may be, abusing a child.

Information Sharing

When deciding whether to share information about a child, the child's welfare and safety must be priority. Where a child requests privacy, the wishes should be respected where possible but information may be shared if there is sufficient need to override it or seek advice. Advice should be sought if in doubt. Always record the reasons for your decision – whether to share or not.

Parents/carers of a child involved will be told about the allegation as soon as possible usually by the Designated Safeguarding Lead (or other Safeguarding Officer, in their absence or if appropriate.) They will also be kept informed of the progress of a case and told the outcomes where there is not a criminal prosecution. The exception to this would be if the child is at increased risk or interfere with any potential investigation.

Every effort will be made to ensure confidentiality and guard against publicity whilst the allegation is being investigated/considered. This may mean involving the Communications Department in certain circumstances.

Where there is a concern about an adult, the information should be shared with the DSL so the concern can be logged. Adults have a higher threshold for referral, the DSL will be able to advise on what next steps might be.

Responsibilities of the Designated Safeguarding Lead and the Safeguarding Officers

(See job description for full breakdown of responsibilities at Appendix 5)

The Safeguarding Officers and DSL will act as a source of advice on and deal with safeguarding issues and co-ordinate action within the organisation liaising with all relevant bodies internally and externally.

- Any suspicion that a child has been abused, should be reported to the DSL or the Safeguarding Officers, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Where possible the DSL will refer the allegation to Social Services which may involve the Police or go directly to the Police if out-of-hours.
- If the DSL or Safeguarding Officer(s) are the subject of the suspicion/allegation, one or the other Safeguarding Officers will be contacted and that individual will contact Social Services.

Internal Inquiries and Suspension

The DSL or the Safeguarding Officers should contact the CEO who will make an immediate decision about whether any individual accused of abuse should be temporarily suspended

pending further Police and Social Services inquiries. Whilst every effort will be made to involve the line manager of the accused and the Head of HR, the CEO is entitled to suspend in any case and will do so in line with the theatre's disciplinary procedure.

The incident should be reported to the Local Authority Designated Officer (LADO) at Social Services within 24 hours if a person who works with children has;

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

Where an investigation decides the allegation does not involve a possible criminal offence, it is dealt with by the employer and appropriate action should be instigated within 3 working days.

If further investigation is needed the DSL (or the Safeguarding Officers in their absence) should discuss with the LADO who will undertake this investigation. The final report should be with the employer within 10 working days.

Once received, the employer should decide, within 2 working days, if a disciplinary hearing is needed. If a disciplinary hearing is needed, it should be held within 15 working days.

Irrespective of the findings of the Social Services or Police inquiries, the CEO, the DSL or Safeguarding Officer), line manager and HR will assess all individual cases to decide whether a member of staff or volunteer can be reinstated 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, a decision must be reached based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

If the employee is dismissed or removed from working with children or vulnerable adults, or resigns before this action can be taken, a referral must be made to the Disclosure and Barring Service (DBS)

Procedures at a Glance

The procedures should be adhered to when there is a concern for the welfare of a child or vulnerable adult, the way they are being treated by a guardian, carer, group leader/assistant, staff member or any other individual.

Responding to concerns made by a child of suspected abuse

Contact numbers

Designated Safeguarding Lead: Jane Pawson - Head of Creative Communities

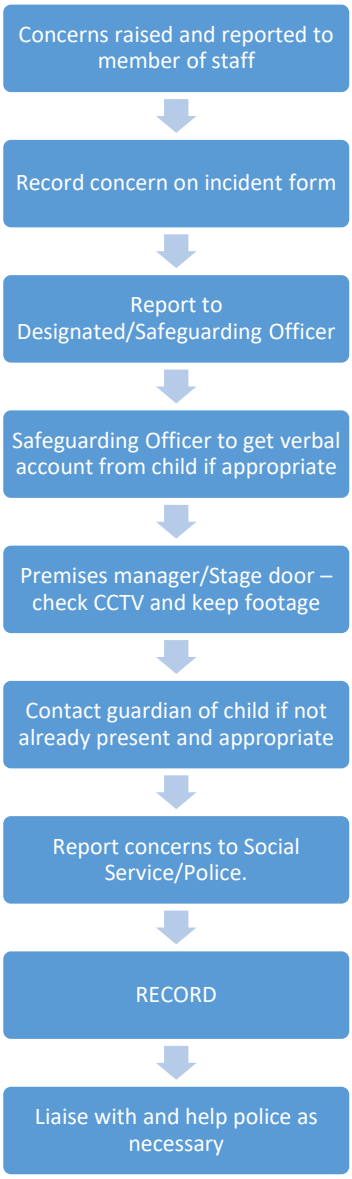
Safeguarding Officers: Matt Hoyle - Head of technical, Sarah Early- House Manager

Contactable Via Stage Door 01752 668282

Please Note: The Designated Safeguarding Lead (DSL) or Safeguarding Officers will contact Social Services or Police. Designated Safeguarding Lead should be contacted via their work/home/mobile in that order with the Safeguarding Officers being contacted if the DSL is unavailable. If all Safeguarding officers are unavailable, then the responsibility to report serious incidents falls to Duty House Manager(s). They will make a reporting decision assuming the child is in immediate danger. Incident forms can be found here

Stage door and TR2 has relevant phone numbers for all Safeguarding Officers

Responding to concerns raised by a customer or child about abuse by another customer



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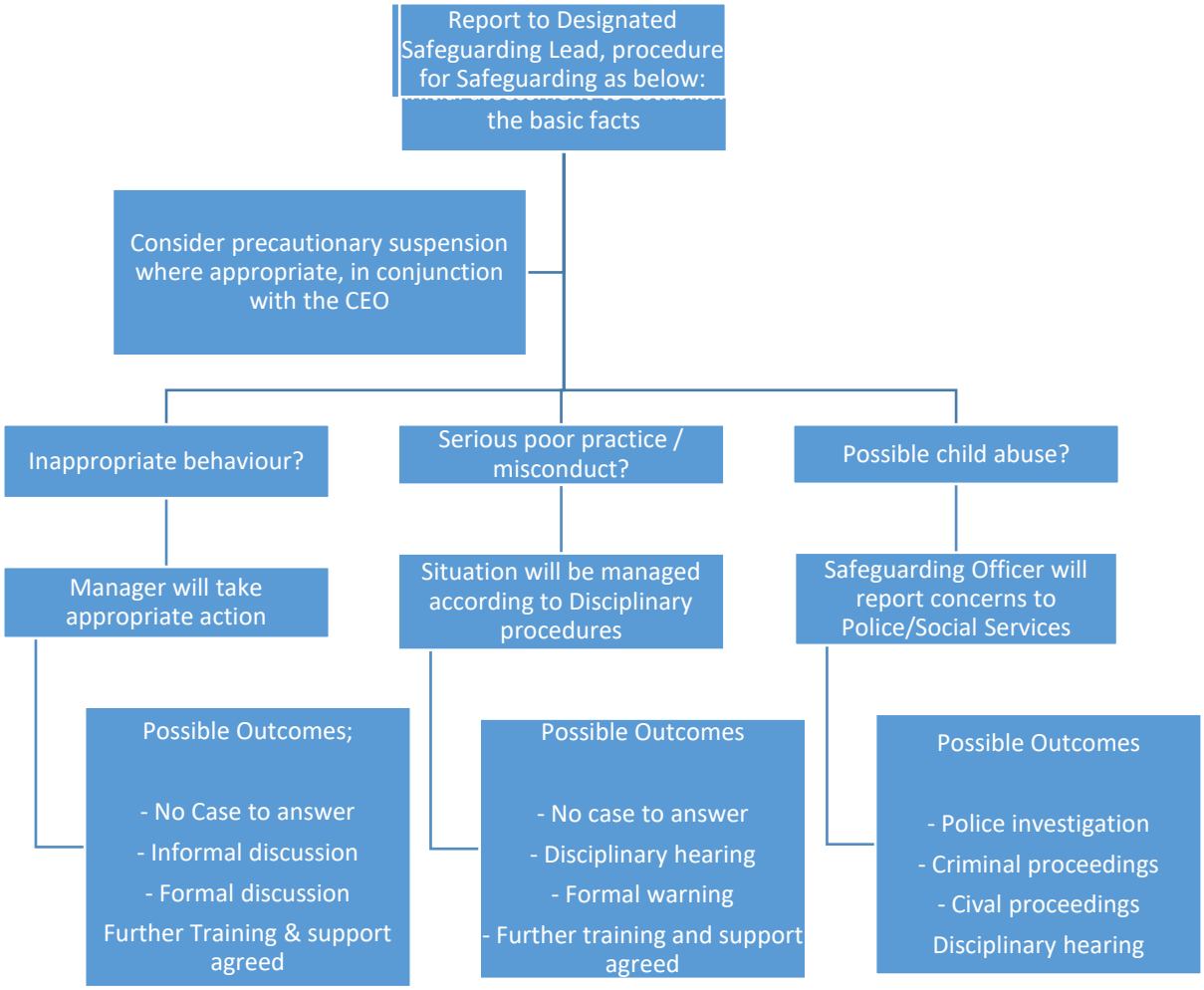
Responding to concerns about the conduct of a member of staff or volunteer



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Safeguarding Officers: Matt Hoyle - Head of technical, Megan Witt House Manager

Via Stage Door 01752 668282

Please Note: The Designated Safeguarding Lead (DSL) or Safeguarding Officers will contact Social Services or Police. Designated Safeguarding Lead should be contacted via their work/home/mobile in that order with the Safeguarding Officers being contacted if the DSL is unavailable. If all Safeguarding officers are unavailable, then the responsibility to report serious incidents falls to Duty House Manager(s). They will make a reporting decision assuming the child is in immediate danger. Incident forms can be found here

Stage door and TR2 has relevant phone numbers for all Safeguarding Officers

A full list of contacts can be found on page 15

Further Contact Information

The NSPCC (National Centre)
42 Curtain Road

London, EC2A 3NH

0808 800 5000

Childline UK

(help for children and young people)

Freepost 1111

London, N1 0BR

0800 1111

Designated Safeguarding Lead (DSL) – TR2
Jane Pawson, Head of Creative Communities - Projects or Stage Door

01752 668282 or 0 if internal

Safeguarding Officer

Senior House Manager, Megan Witt, Contact via Stage Door

01752 668282 or 0 if internal

Safeguarding Officer – Theatre

Matt Hoyle, Head of Technical

Contact via Stage Door

01752 668282 or 0 if internal

Social Services
Advice and Assessment Service
01752 668000

Local Authority Designated Officer (LADO)
01752 306758

To Report Neglect or Abuse

01752 668000

The multi-agency hub if the child is imminent

Danger is is 01752 66800 or 01752 346984 (out of hours) or 999 if necessary

Police
999 (if in immediate danger) otherwise through the Plymouth Hub 01752 668000

Plymouth Police local safeguarding team

01752 487590

Disclosure and Barring Service (DBS)

customerservices@dbs.gsi.gov.uk
Telephone: 0300 0200 190

Minicom: 0300 0200 192
Monday to Friday, 8am to 6pm
Saturday, 10am to 5pm

Note: Police and Social Services should only be contacted by the Safeguarding Officers or Senior House Manager

APPENDIX 1

SAFEGUARDING INCIDENT REPORT FORM

To be completed by the member of staff who has the concern

Your name:
Your position:
Child's name:
Child's address (if known):
Child's contact telephone number (if known):
Parent/guardian/carers name and address (if known):
Child's date of birth (if known):
Your observations, including a description of any visible bruising or other injuries:
Exactly what the child said and what you said: (Remember do not lead the child - record actual details. Continue on separate sheet if required)

Date and time of incidents and any other relevant information:
Action taken so far:
Name and details of witness if applicable:
Signature: Print name: Date:

APPENDIX 2

Theatre Royal Plymouth

SAFEGUARDING OFFICERS INCIDENT RECORD FORM

To be completed by the Safeguarding Officer

Your name:	
Your position:	
Child's name: (as on incident report form)	
Child's address: (as on incident report form)	
External agencies contacted (date & time):	
Police Yes / No	If yes – which: Name and contact number: Details of advice received:
Social Services Yes / No	If yes - which: Name and contact number: Details of advice received:

Other (e.g. NSPCC) Yes / No	Which: Name and contact number: Details of advice received:
Further action taken:	
Signature: Print name:	
Date:	

Note: A copy of both forms should be sent to Social Services immediately after the telephone report.

Indicators of Abuse (adapted from NSPCC Firstcheck)

Physical Abuse:

Patterns of bruising that are suggestive of physical child abuse include

- Bruising in children who are not independently mobile
- Bruising in babies
- 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 in uniform shape
- Bruises that carry the imprint of an implement used, hand marks or fingertips
- Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness should be seen promptly by a doctor

Other physical signs of abuse may include

- Cigarette burns
- Adult bite marks
- Broken bones
- Scalds

Changes in behaviour which 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, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional Abuse:

Physical signs of emotional abuse may include

- Failure to thrive or grow, particularly if the child puts on weight in other circumstances, eg in hospital or away from parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse

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

Sexual Abuse:

Physical signs of sexual abuse may include

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can 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
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Neglect:

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 conditions

Changes in behaviour which can also indicate neglect

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

APPENDIX 4

GOOD PRACTICE SAFEGUARDING PRINCIPLES FOR PRACTITIONERS

Safeguarding Policy and Safeguarding Training

We expect anyone working for us to have read and understood our Child Protection policy. This is outlined in the contract of engagement. Any concerns or queries regarding Safeguarding should be discussed with us prior to signing the contract.

Practitioners are expected to have had safeguarding training within 3 years. This will be provided by TRP for Employees, but freelance practitioners are expected to keep up to date with their own training requirements (although TRP may choose to provide training occasionally).

How many practitioners in a room?

We always recruit at least 2 responsible adults to run a session. For the most part there should always be two practitioners in the room during a session. However, it is understood that occasionally one of the practitioners may need to leave the room.

A practitioner should NEVER be in a one to one situation with a young person or vulnerable adult.

Young people or vulnerable adults should NEVER be left unattended during session time.

Toilet Trips

Young people aged 7 and below should always be shown to the toilet by a practitioner, who should wait outside. We always recruit 3 practitioners for this age group to ensure that 2 are left in the session.

The receptionist will always keep an eye out when young people are using the toilets (the ideal would be to have separate toilets for young people, but this is not feasible). However, the practitioners remain responsible for the young people and should know where they are at all times.

Pick Ups and Drop Offs

We do not take responsibility for young people until the sessions begin (although if you are aware that young people are being dropped off unsuitably early, please let the project manager know so parent/carer can be contacted). You are responsible for your groups until

they have been picked up. Young people under 14 should not leave unsupervised unless permission has been given via the consent form.

Emergency information

All emergency information (personal, medical, parents details and photo consent) is held on the consent forms which will be shared with practitioners via secure channels or held physically in the locations of the sessions to be retrieved by practitioners when needs be. The information should never be shared or displayed publicly.

Concerns

If there is a safeguarding concern the procedures outlined in the Policy should be followed.

If there is a medical concern contact a first aider and a member of the Creative Learning team (via reception). If a member of the Creative Learning team can't be contacted: consult the consent form for any medical conditions and contact the person named as the emergency contact.

APPENDIX 5

Safeguarding Officers Job Descriptions

THEATRE ROYAL PLYMOUTH

JOB DESCRIPTION – Designate Safeguarding Lead

Reports to: Chief Executive

Responsible for: Safeguarding Officers

SUMMARY OF ROLE

To ensure safeguarding policies, procedures and good practice are embedded within the organisation.

PRINCIPAL RESPONSIBILITIES

1. Act as a source of advice on safeguarding matters.
2. Liaise with parents, carers, staff, police, health, children's services and other agencies about suspected or actual cases of child abuse.
3. Implement safeguarding training.
4. Undertake training on safeguarding matters and stay up to date with changes in legislation and good practice.
5. Deal with any concerns or allegations of child abuse or poor practice in relation to the Safeguarding Children and Vulnerable Adults policy.
6. To act as the Designated Safeguarding Lead (see Appendix 8)

PRINCIPAL TASKS

1. Managing Referrals
   Refer all cases to Social Services and to the Police if a crime has been committed

   Liaise with other Safeguarding officer on issues relating to individual children, as appropriate and have an overview of all safeguarding issues

   Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding

   Liaise with agencies as appropriate. Monitor any cases as appropriate

2. Record keeping
   Keep written records of child protection and safeguarding concerns

   Ensure a file is created for each safeguarding incident

   Maintain a chronology of significant incidents for each safeguarding incident

   Ensure records are kept confidentially and securely

3. Inter-Agency working and Information Sharing

Co-operate with Children Social Care as appropriate under section 47 of the Children's Act 1989

Share information as appropriate with other agencies

4. Training
   Undertake appropriate training, every three years, and update knowledge and skills at least annually

   Ensure staff understand and have access to our Safeguarding Policy

   Organise staff training as appropriate

   Ensure time and resources are available for Safeguarding training

   Encourage a culture of listening to children and vulnerable adults

   Maintain accurate records of staff induction and training.

5. Awareness Raising
   Review the Safeguarding Policy every two years under the supervision of SMT

   Make the Policy available publicly and raise awareness of our role within safeguarding

   Provide updates as appropriate

6. Quality Assurance
   Monitor the Safeguarding Policy and Practice and audit reporting once a year

   Provide reports to SMT (and the board of Trustees) annually

   Take lead responsibility for remedying any deficiencies and weaknesses identified in safeguarding arrangements.

THEATRE ROYAL PLYMOUTH

JOB DESCRIPTION –Safeguarding Officer

Reports to: Designated Safeguarding Lead

Responsible for:

SUMMARY OF ROLE

To ensure safeguarding policies, procedures and good practice are embedded within the organisation.

PRINCIPAL RESPONSIBILITIES

1. Act as a source of advice on safeguarding matters.

2. Liaise with parents, carers, staff, police, health, children's services and other agencies about suspected or actual cases of child abuse.

3. Undertake training on safeguarding matters and stay up to date with changes in legislation and good practice.

4. Deal with any concerns or allegations of child abuse or poor practice in relation to the Safeguarding Children and Vulnerable Adults policy.

PRINCIPAL TASKS

1. Provide information and advice on safeguarding within the organisation.

2. Ensure that the organisation's Safeguarding Children and Vulnerable Adults policy and procedures are implemented.

3. To inform social services of relevant concerns about individual children.

4. Be aware of the Local Area Safeguarding Children Board and be familiar with local procedures.

5. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover as quickly as possible.

6. Keep the Senior Safeguarding Officer informed about any action taken and any further action required.

7. Liaise with the PR department over the aftermath of an incident in the organisation

Disclosure and Barring Service (DBS) Checking Procedures

1.1 Employees required to complete a DBS check

If your position within Theatre Royal Plymouth brings you into regular and/or isolated contact with children or vulnerable adults, then the organisation will request that you complete a DBS disclosure application at the beginning of your employment. Your employment may be subject to a satisfactory DBS check being received.

In some instances, existing employees may need to complete a form if they have not already been asked to do so due to changes government legislation with regards to DBS checks.

Freelancers are mostly responsible for the cost of their DBS Checks if we carry them out on their behalf. They will have to have one specifically for their work with TRP unless they have signed up to the DBS Update Service which gives the extra flexibility to transport DBS clearance between employments.

1.2 Vacancy Applicants

Roles identified on the Authority to Recruit as requiring a DBS Check should be advertised as such with a clear statement in the advert as follows: "An Enhanced Criminal Records Bureau screening is essential for this post".

Ideally, the DBS Application should be started before the candidate commences work so that the check can be completed in advance of their first day. Candidates working in schools or with young people will not be able to do so unsupervised until their DBS Certificate has been received.

1.3 Existing Employees

The manager and/or supervisor, alongside the People Team will be responsible for ensuring all existing employees complete their renewals in timely manner. If an employee is not covered by a DBS check, then the manager and/or supervisor must assign an appropriate colleague to supervise the employee and ensure that he or she is not left alone with children and/or vulnerable adults.

2.1 DBS Application Process

We use an umbrella body for the processing of DBS Applications called Swift Check and the process is done online.

You can access information about them by visiting **www.swriftcrb.co.uk** and/or general information relating to the function of an umbrella body and the data protection procedures that they are required to follow at **www.gov.uk/government/organisations/disclosure-and-barring-service**

The Swift Check System Administrator is responsible for setting up the application online. An email is then generated by the online system to the Applicant providing them with a username and password and inviting them to log into the system and complete their details.

Once the Applicant has completed and submitted their application, they are required to bring 3 forms of original ID to be verified by an authorised ID Checker. There are currently two ID Checkers authorised at TRP/TR2 to process the checks. Upon completion of the ID Verification process the DBS Application will be submitted by Swift Check for processing.

2.2

On average this process will take 2-4 weeks to complete. Once the check is completed, the DBS will send a certificate listing the results to the applicant and Swift Check will confirm via email to the People Team.

The People Team will follow up with an email to the member of staff and ask permission for the DBS certificate to be held on their Cascade record.

The People Team will notify the Line Manager if there are any convictions recorded. Members of staff whose DBS checks have not been received back should not have isolated contact with children or vulnerable adults during their working time until the check is received.

3 Sharing Information

On receipt of the completed DBS check and Disclosure, no staff member, asides from one of the People team and the individual's line manager will be allowed to review the documentation. Any errors or missing information will be referred back to the individual to either amend or complete a new DBS application, by Swift Check.

Retained Disclosure information, its contents or any representation in any format will not be kept for any longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised. The date of a DBS check and reference number will be kept on our People Management System.

4 Data Protection Act

Theatre Royal Plymouth operates within the confines of the Data Protection Act 1998. Personal data will only be processed with the consent of the individual for the purpose of administering a Disclosure application. Any information provided will be securely held on a password-protected database, compliant with ISO27001, with access restricted to named individuals who require access as part of their normal duties.

5 Criminal Convictions

If an applicant's check discloses an *unspent criminal conviction or any conviction relating to safeguarding, then the individual may be asked to provide further details and/or meet with their line manager or a member of the People team. In some instances, further investigation may be required to ascertain the individual suitability to complete their duties for the post for which they are contracted.

* For more information on the length of time it takes for a conviction, reprimand or final warning to become spent, go to https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

6 Renewing DBS Checks

A DBS Disclosure check must be completed and submitted once every three years. This is to ensure the safest possible environment for children and vulnerable adults. Theatre Royal Plymouth will also conduct annual random spot checks on staff who hold positions that are subject to a DBS check.

A definitive list of staff required to have a DBS certificate is held by the People Team. As a general rule the following will require a DBS check:

- All roles in Artistic Planning, Projects
- All House Managers and Front of House Supervisors (Safeguarding responsibilities)
- Safeguarding Officers
- Other roles likely to have unsupervised contact with children (currently Running Wardrobe Manager and Senior Dresser, due to work with young people in shows)

APPENDIX 7

Digital safeguarding procedures

1. USE OF PHOTOGRAPHY/FILMING OF CHILDREN

1.1 Guidelines for recording images

- Photographing and filming children under the age of 18 is allowed only when a legal guardian (parent/carer) has given prior written consent.
- All children featured in recordings taken by TRP must be appropriately dressed. No school uniform logos will be shown unless appropriate to the content.
- TRP will endeavour to identify children under a court order or similar protection, and ensure they are not recorded or captured.
- If the above occurs, TRP will remove any images from its content as requested.

1.2 Guidelines for publishing images

- Permission to use image(s) must have been granted prior to publication by parent/carer and/or school (permission form / written consent).
- TRP will identify children by their first name only unless permission is given to use full name.
- No personal details of children will be revealed publicly unless otherwise agreed and a record of this agreement is saved.
- Ensure consent forms are saved with images and any images not given permission for, are deleted.
- If a request is made by a parent/carer and/or school to take an image being used online down, TRP will endeavour to do this, however, this might not always be possible.
- If images are used in printed materials, after written permission has been obtained, it will not be possible to change this once printed.
- Images of children should be archived after five years and not used publicly after this time.

1.3 Guidelines for photography/ filming within TRP/TR2

- If TRP is planning to film or photograph at any event where there are children, the photographer must read the Digital Safeguarding Procedures and sign a declaration form. The person booking the photographer/overseeing the filming is responsible for this.
- A clear brief will be provided to the photographer / filmmaker about what is needed and if any children do not have permission to be captured.
- Within this declaration it states that TRP has overarching authority of the images/footage and any images of children should be not be kept by the photographer.
- Clear signage will be displayed around the event preceding and during the filming.
- A DBS cleared member of TRP team will need to supervise filming of children.
- Staff members will be permitted to take photos for marketing purposes on mobile phones but will need to delete once used or forwarded.

2. ONLINE

2.1 Website / Social Media

No images of children will be used on TRP's website or social media channels without prior written consent of a legal guardian in line with the company's policy and procedures for use of media.

APPENDIX 8

Remote Working with Children and Young People

During the pandemic, this policy was created to support working from home and with our young people digitally. This document provides the guidelines for all workers to keep themselves and the young people they work with safe.

It should be read in partnership with Theatre Royal Plymouth's main safeguarding policy.

Designated Safeguarding Lead: Jane Pawson

Working From Home

When working from home staff will have their own accounts to access emails and a log-in to access files. All files are saved on the Engagment and Learning drive and files with personal and contact details are password protected.

- No young people's details or images will be downloaded or saved on staff computers (unless it is a computer provided for work use only).
- Staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to the charity's server.
- Artists who need access to creative content including videos are given links which enable them to watch videos online but not download.
- Staff will always lock computer or close documents with sensitive information when they are away from their laptops / computers.

Communication Via Telephone

A company mobile phone is provided for all staff to make contact with young people. Staff will not use their personal mobile phone for this purpose. All company mobile phones are to be PIN locked so that data is not accessible by others.

Use of Company Phones Outside of Working Hours

Staff members should turn their work phones off when they are not working. Status messages on WhatsApp and other instant messaging services and Voicemail messages should state that the phone will only be turned on during working hours.

Communication Via Email

Staff will be required to email young peoples' personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. It

may be appropriate to copy in another staff member for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSL or Safeguarding Officers for guidance.

Communication Via Social Media

Theatre Royal Plymouth will use social media during this time to communicate with young people. Current social media applications staff will use include whatsapp, facebook, and instagram. Contact with young people through such forums should only take place through organisational accounts. Young Company @ Theatre Royal Plymouth will not follow young people's accounts and only invite members to follow Theatre Royal Plymouth accounts.

If a Theatre Royal Plymouth staff member receives content from a young person which they believe is inappropriate they will not forward the content or delete it but immediately contact the DSL to report the content and the DSL will follow the safeguarding incident procedure of the company (see main safeguarding policy).

Communication Via Digital Platforms

When communicating with young people via digital platforms staff will use official accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

Staff and freelancers will be the only adults present in digital platform sessions.

All parents will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.

Staff will set clear rules of engagement for working on digital platforms. These rules will be in line with the rules of the company when working in person.

Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.

Any young person who breaks the above rules will be removed from the platform by staff and parents/carers will be informed.

Receiving and Disclosure Online or Via Mobile Phone

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the DSL or Safeguarding Officer ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DSL will follow the procedure below. If the staff member cannot get hold of the DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member should not attempt to solve the problem.

- Contact the young person's parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response: Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.

- Write up an incident report on the situation within 24hrs to be sent to the DSL.

Sharing Work Created Online

When sharing work created online the charity will take the following steps;

- Share the final edits with the young people and their parents/carers before sharing.
- No use of child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through official accounts.

If, for whatever reason, a parent/carer or young person are not happy with the use of content, then the company will not share the content.

Appendix 9

TRP Signposting

This is a list of useful websites and services to support with safeguarding or wellbeing concerns.

Children and young people		
Plymouth Safeguarding Children Partnership	Safeguarding information and reporting support	https://plymouthscb.co.uk/
NSPCC	A range of advice and support for young people and concerned adults	https://www.nspcc.org.uk/keeping-children-safe/
Childline	Advice and support	https://www.childline.org.uk/
Young Devon	Skills, accommodation, wellbeing support in Devon and Torbay	https://www.youngdevon.org/what-we-do
Jeremiah's Journey	Plymouth based charity support bereaved children	https://jeremiahsjourney.org.uk/
The Zone	Plymouth based charity supporting young people with mental health, sexual health advice and support, housing needs and young victims of crime	https://www.thezoneplymouth.co.uk/
We Stand	offers a range of support services and information for families affected by child sexual abuse	https://westand.org.uk/ helpline 0800 980 1958
The Lucy Faithful Foundation	Range of support for services, professionals and public around child sexual abuse	www.lucyfaithfull.org.uk 01372 847160
Stop it Now	For those seeking help to stop their own abusive	https://www.stopitnow.org.uk/

	behaviour. Also support for those who suspect someone they know presents a risk to children including adults and children who might pose a risk. Will advise professionals as well.	
Adults		
Devon Mind	Mental health support	https://www.devonmind.com/
Samaritans	Immediate helpline for people in distress	https://www.samaritans.org/how-we-can-help/contact-samaritan/
Sane	Mental health support	https://www.sane.org.uk/how-we-help/emotional-support/saneline-services
First Light	Support for people experiencing domestic abuse and/or sexual violence	https://www.firstlight.org.uk
Plymouth Domestic Abuse Service (PDAS)	Support for people experiencing domestic abuse	https://www.sanctuary-supported-living.co.uk/find-services/domestic-abuse/devon/plymouth-domestic-abuse-services-pdas
Trevi House	Trauma informed women's service	https://trevi.org.uk/services/sunflower-womens-centre/
Harbour Centre	Drug and Alcohol Services.	https://harbour.org.uk/
Hamoaze House	Day support rehabilitation facilities for people in the community affected by their own problematic use of drugs and/or alcohol.	https://hamoazehouse.online/
Hour Glass	Support for Elder abuse	https://wearehourglass.org/

Respond	Support services to people with learning disabilities, autism or both who have experienced abuse, violence or trauma.	https://respond.org.uk/
Ann Craft Trust	Adult safeguarding support and training	https://www.anncrafttrust.org/

Appendix 10

Anti-Bullying Policy

Theatre Royal Plymouth works with children and families as part of its activities. These include: running creative projects with young people through schools, in our buildings and in community settings, and as audiences in our auditoria. The purpose of this policy statement is:

• to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities

• to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need

• to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy statement applies to anyone working on behalf of [name of group/organisation], including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

What is bullying?

Bullying includes a range of abusive behaviour that is

• repeated

• intended to hurt someone either physically or emotionally

We believe that:

• children and young people should never experience abuse of any kind

• we have a responsibility to promote the welfare of all children and young people, to keep them safe and operate in a way that protects them.

We recognise that:

• bullying causes real distress and affects a person's health and development

• in some instances, bullying can cause significant harm

• all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

• everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

• developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities

• holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it

• providing support and training for all staff and volunteers on dealing with all forms of bullying, including racist, sexist, homophobic, transphobic and sexual bullying

• putting clear and robust anti-bullying procedures in place.

Our regular discussions with staff, volunteers, children, young people and families will focus on:

• group members' responsibilities to look after one another and uphold the behaviour code • practising skills such as listening to each other

• respecting the fact that we are all different

• making sure that no one is without friends

• dealing with problems in a positive way

• checking that our anti-bullying measures are working well.

Responding to bullying

We will make sure our response to incidents of bullying takes into account:

• the needs of the person being bullied

• the needs of the person displaying bullying behaviour

• needs of any bystanders

• our organisation as a whole.

We will review the plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.