

# **FORTH** **CHILDREN'S** **THEATRE**

SAFEGUARDING POLICY

VI.1



## Table of Contents

<b>EMERGENCY SITUATION GUIDANCE</b>	<b>4</b>
<b>Strategic Objective</b>	<b>5</b>
<b>Statement of Principles</b>	<b>5</b>
<b>Target Audience</b>	<b>5</b>
<b>Responsibilities</b>	<b>5</b>
<b>Legal Framework and National Guidance</b>	<b>6</b>
<b>Training and Recruitment</b>	<b>7</b>
<b>Multi Agency Working</b>	<b>8</b>
<b>General Principles</b>	<b>8</b>
<b>Travel</b>	<b>8</b>
<b>Toilets</b>	<b>8</b>
<b>Changing/Dressing</b>	<b>8</b>
<b>Personal Space</b>	<b>9</b>
<b>Working Space</b>	<b>9</b>
<b>Language</b>	<b>9</b>
<b>Use of photographic/filming equipment</b>	<b>9</b>
<b>Missing Child Procedure</b>	<b>10</b>
<b>Arrangements out with the Rehearsal space or venue</b>	<b>10</b>
<b>Getting it Right for Every Child (GIRFEC)</b>	<b>10</b>
<b>Young Performer Working Time Limits</b>	<b>11</b>
<b>Working Time Limits – Breaks Guidance</b>	<b>11</b>
<b>Disclosures By Volunteers</b>	<b>12</b>
<b>Action by Volunteers in all cases</b>	<b>12</b>
<b>Allegations against a Volunteer</b>	<b>12</b>
<b>Reporting of Concerns</b>	<b>13</b>
<b>Record keeping and Confidentiality</b>	<b>13</b>

# **FORTH CHILDREN'S THEATRE**

<b>Records</b>	13
<b>Contacts</b>	14
<b>Forth Children's Theatre's commitment to Safeguarding</b>	14
<b>Code of Conduct for Board of Trustees and Adult Volunteers</b>	16
<b>Guidance for Volunteers receiving a disclosure</b>	17
<b>Examples of issues of concern that should be raised by volunteers</b>	18
<b>Secure Handling, Use, Storage and Retention of PVG Information</b>	19
<b>FCT Safeguarding Review Procedures</b>	20
<b>Appendix One – General Notes from National Guidance</b>	21
<b>Appendix Two – What is abuse?</b>	22
<b>Appendix Three – Disclosure of Abuse</b>	23
<b>Appendix Four – Body Map</b>	24
<b>Appendix Five – Concern Form</b>	25
<b>Appendix Six – Missing Child Procedures</b>	26

## EMERGENCY SITUATION GUIDANCE

In the case of an immediate risk to a child or adult at risk's safety – All people or agencies listed below shall be contacted in order. (One attempt to contact each before moving on).

**If no Immediate risk contact FCT Safeguarding Lead or Deputy to raise concerns who will then escalate to appropriate parties.**

### **Calum Arundel – Safeguarding Lead**

safeguarding@forthchildrenstheatre.org

### **Police Scotland**

999

### **City of Edinburgh Council – Local Authority in which FCT operates**

Children & Adults at Risk: Social Care Direct: 0131 200 2324

All clients out of hours: Emergency Social Work Service: 0800 731 6969

### **Irene Hogg – Chair, Board of Trustees**

chair@forthchildrenstheatre.org

### **Guidance for Volunteers receiving a disclosure**

#### **Do:**

- Inform another Volunteers before starting a conversation in private
- Talk in comfortable environment that preserves confidentiality, if possible
- Sit down with the young person
- Maintain eye contact and use positive body language
- Use open ended questions – do not probe for more information, remember you aren't investigating
- Listen and reassure
- Apologise
- Take the allegation seriously
- Offer to let them show you what happened by gesture or drawing, or using other communication aids (Such as the Body Map Contained on Appendix 4 of this policy)
- Be supportive. Avoid looking for what caused the event to occur. Don't ask "why" questions and don't dwell on the identity of the alleged perpetrator
- Always write up a verbatim report, as soon as possible after the time of the discussion,
- sign and date the report after the last word written (See Appendix 5 for form)
- Report the incident to the Safeguarding Lead, Deputy, or a board member

#### **Do not:**

- Give the person a guarantee of secrecy. Explain that you will need to pass this on to someone who can help. Explain that you are not allowed, by law, to hold onto the information. (Reassurance of you will only tell people who need to know can be given)
- Show disbelief: Remember that people seldom deliberately lie when coming forward with concerns about harm.
- Initiate physical contact to console the informant
- Quote personal experiences or quote the experiences of others
- Judge or offer advice on how to respond

## **Forth Children's Theatre Safeguarding Policy**

### **Strategic Objective**

Forth Children's Theatre recognises it has responsibilities to the people and to the communities it serves. A key responsibility is minimising the risk of harm occurring to both children and adults, who because of circumstances or the context of their lives may be vulnerable and/or cannot protect themselves.

This policy describes the organisation's work in minimising these risks and the responsibilities of all volunteers regarding their own work practice and the reporting of concerns.

We are a registered Scottish charity who work to national legislation and guidance in the first instance, and then tailor our procedures and reporting according to the relevant local authority, as appropriate.

### **Statement of Principles**

Forth Children's Theatre Group (FCT) was formed to encourage children and young adults to take part in, and enjoy working and performing within the Theatre Arts.

The experience of participating in the Theatre Arts should be both enjoyable and rewarding for all the participants. The aim of FCT is to ensure that all participants feel safe, secure and respected while they are in this organisation. In order to achieve this, FCT will ensure all volunteers are appropriately screened and follow good practice guidelines.

### **Definitions for the purpose of this policy:**

- 'Young People' refers to all children & young adults of Forth Children's Theatre,
- regardless of age
- 'Volunteers' applies to all volunteers of Forth Children's Theatre
- 'Harm' includes all harmful conduct and includes:
- Conduct which causes physical harm, including sexual abuse
- Conduct which causes psychological harm (e.g., by causing fear or alarm), unlawful conduct which appropriates or adversely affects property, rights of interests (e.g., theft, fraud, embezzlement or extortion) and conduct which causes self-harm
- Further definitions of harm and abuse can be found in the Appendices

### **Target Audience**

All volunteers, parents & carers who are involved with FCT at any stage.

### **Responsibilities**

The Safeguarding Lead has ultimate responsibility for Child and Adult at Risk Protection. They are responsible for ensuring that this policy is adhered to, with the support of the Deputy Safeguarding Lead who acts in the absence of the Lead.

All staff and volunteers are responsible for ensuring that they follow this policy, to do all they can to keep our children and young people safe.

The Board of Trustees shall oversee the implementation, and maintenance of this policy as per the review procedures at the end of this policy.

## Legal Framework and National Guidance

This policy has been drawn up based on law and guidance that seeks to protect children namely:

### Acts and Legislation

United Nations Convention on the Rights of the Child (1989)  
Adults with Incapacity (Scotland) Act 2002  
Protection of Children Act (Scotland) 2003  
The Adult Support and Protection (Scotland) Act 2007  
Children (Scotland) Act 1995  
The Children and Young People (Scotland) Act, 2014  
Human Rights Act 1998  
Getting it Right for Every Child (GIRFEC), 2017  
Sexual Offences (Scotland) Act 2009  
Children and Families Act 2014  
Protection of Vulnerable Groups (Scotland) Act 2007  
United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Bill, 2021  
Prohibition of Female Genital Mutilation (Scotland) Act 2005

### Supporting Guidance

Protecting Children and Young People: The Children's Charter  
The National Guidance for Child Protection in Scotland 2021  
National Guidance for Child Protection in Scotland (2014)  
Adult Support and Protection (Scotland) Act 2007, Code of Practice (2014)  
Edinburgh and Lothians Inter-Agency Child Protection Procedures, version 3.8.15  
National Society for the protection of cruelty to children (NSPCC); Safeguarding in the Performing Arts, Self-Check Assessment tool action plan.  
The Children (Performances and Activities) (Scotland) Regulations 2014  
NSPCC Undertaking Remote Teaching Safely  
Scottish Government – Getting it right for Young Performers

### Related information

This policy should be read alongside Forth Children's Theatre Policies:

- **GDPR**
- **Social media**
- **Anti-Bullying**
- **Health and Safety**
- **Recruitment of Offenders**
- **Diversity and Inclusion**
- **Complaints**
- **First Aid**
- **Substance Misuse**
- **Scottish Government Booklet – getting it right for young performers**

## Training and Recruitment

Forth Children's Theatre will provide appropriate training, information, and support to all volunteers on the issue of child and adult at risk protection, and safeguarding.

All volunteers involved with close contact with children at Forth Children's Theatre are required to join the PVG scheme before beginning their role in a voluntary capacity. This allows FCT to ensure we identify and are able to reject applicants who are deemed unsuitable to work with children and young people.

Non-contact volunteer roles are subject to a risk assessment that determines if a PVG is appropriate. This will be carried out by the Safeguarding Lead and ratified by the board of trustees.

Our recruitment process will also ask for a referee for each volunteer and a self disclosure form.

During the recruitment process if a concern is raised through our checks then we shall:

- Immediately place a hold on the volunteer engaging in FCT activities and make them aware this is pausing the recruitment process to allow for an investigation from FCT can take place
- Safeguarding Lead and Deputy shall consider the concerns which have been raised, discuss and log the conversation noting the relevance to FCT activities. This will likely involve a short interview with the volunteer to allow them to give their side of the story, particularly in historic events (over 10 years old).
- Decisions shall then be presented to the Board of Trustees with a recommendation from the safeguarding team.
- The board shall take a vote which will be noted in the minutes on the decision taking regarding a volunteers application status progressing.
- The volunteer shall then be informed regarding the decision taken by the board.

This process will be followed in line with our Recruitment of Offenders Policy.

Those who work directly with our young peoples will receive training and appropriate regular refresher training. Aspects of this policy are covered in induction training with all staff and volunteers.

Induction training will take place with volunteers initially and thereafter on a bi-annual basis.

This training will cover:

- FCT Safeguarding Policy
- Safeguarding procedures and how to keep yourself safe
- FCT Anti-Bullying Policy
- FCT Code of Conduct for Adults
- FCT Health and Safety Policy
- Accident reporting Procedures
- How to access FCT Policies

Safeguarding Training is also provided to the young people on a "Per Cast" basis. This helps them to understand why the policies and procedures are put in place to protect them. This also allows them to raise their views on what we can do to help protect them ensuring our policy is adaptable and helps to ensure the current cast feel safe and protected while at FCT.



## Multi Agency Working

FCT are a youth theatre group within Edinburgh, we regularly communicate and share information with other likeminded groups to help understand any risk or situation where harm has taken place to ensure that our policies and procedures are up to date and protect our adults and young people with the most up to date information available to us.

### General Principles

In general, volunteers should try to ensure that:

- Their contact with individual young people can be witnessed by other adults (either by being seen or heard, preferably both)
- When working in an enclosed or out of the way space, staff should endeavour to ensure that there are two responsible adults present, where possible
- If it is necessary to spend time alone with a young person another volunteer (ideally head of department) must be informed
- They do not give their home address or any other personal contact details to young people
- They must always wear identification badges whilst children are present within the building.
- Lanyards shall identify PVG'd staff (Purple for volunteers with PVG and black for those without)

### Travel

In general, young people are either accompanied by or dropped off and picked up by their parents/carers. Forth Children's Theatre volunteers should not travel with young people from the centre unless there is a safety concern, or it has been previously agreed for another reason.

- Volunteers should always inform other volunteers before taking someone home. Ideally taxis or public transport should be used.
- Where possible 2 volunteers shall be present throughout any travel arrangements to mitigate a 1:1 interaction taking place.
- If under extreme circumstances a volunteer is required to transport a young person in their personal vehicle the young person should be seated in the rear nearside (passenger side) seat, to ensure appropriate distancing.

### Toilets

Where toilet facilities are shared between children/young people and adults this should be foreseen and adult volunteers shall use an alternative toilet. Staff must allow children to change themselves and are not to help change soiled clothing. Should Forth Children's Theatre find a child/young person/protected adult using toilet facilities, we recommend that staff use another toilet in the building or wait until the participant exits.

### Changing/Dressing

When young people are getting changed, staff must avoid being alone on a one-to-one basis. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children/protected adults, particularly if they are young or disabled. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child/vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained. For additional guidance contact the Safeguarding Lead.

## **Personal Space**

Adult volunteers should aim to respect personal space at all times. There is a difference between working closely with a child/young person/protected adult in a work context and getting too close in an inappropriate way. For example, if someone stumbles your instinct, rightly, is to put out a hand or arm to steady them. It is not appropriate to put an arm around someone's waist or a hand on their shoulder while simply walking with them. Physical contact with participants must have a work-related purpose.

## **Working Space**

Avoid being on your own with a young person unless it is absolutely necessary. If you are likely to be working on a one-to-one basis in an isolated part of the building, ensure there is another adult or young person present or nearby where possible and ensure that another member of staff knows where you and the young person are going and what time you expect to return and, if possible, work with the door and window open.

## **Language**

When children and young people are in earshot, it is important to refrain from swearing. To hear a stranger swear is inappropriate and can seem threatening. Staff should avoid swearing directly to a young person, and avoid using aggressive swearing, especially sexual swearing, in front of a young person. Staff must avoid using sexual innuendo to, about or in front of a young person. Staff must not display images of a sexual nature in workspaces.

## **Use of photographic/filming equipment**

There is evidence that some people have used leisure activities as an opportunity to take inappropriate photographs or film footage of children, disabled people and adults in vulnerable positions. All staff should be vigilant and any concerns should be reported to Forth Children's Theatre Safeguarding Lead.

There have been concerns about the risks posed directly and indirectly to children and protected adults through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children/protected adults when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

To protect both the young people and adult volunteers at Forth Children's Theatre, we strongly recommend that personal devices (such as mobile phones) are not used to photograph or film children, young people and protected adults. Children/protected adults and their supervising adult/parents/carers should, however, be made aware that this is part of the artistic programme and parental/carers consent should be secured in writing.

The key concerns regarding the use of images of children and protected adults relate to:

- The possible identification of children/protected adults when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children/protected adults.

## **Guidelines for Recording Images:**

- All children/protected adults featured in recordings must be appropriately dressed in outer clothing garments covering their torso from at least the bottom of their neck to their thighs (e.g. a minimum of vest/shirt and shorts)
- The photograph should ideally focus on the activity.
- You should ensure that images of those under a court order are not recorded or published.
- Personal devices should not be used to record images or video footage.
- Any instances of use of inappropriate images should be reported as per this policy concern guidelines

## **Missing Child Procedure**

Should a child not arrive as expected for a rehearsal or performance or the young person goes missing within the times of a rehearsal or performance, please follow the procedure on [Appendix 6](#).

This involves steps to contact parents, the child themselves, local transport delay information, the board of trustees and the police. There are timescales detailed for escalation and these should be closely followed to ensure swift and effective procedures to be implemented.

## **Arrangements out with the Rehearsal space or venue**

On occasion for the purposes of PR, flyering or other appropriate activity there may be a requirement for young people and volunteers to operate outside the nominated rehearsal space or venue.

When volunteers are accompanying young people outside normal areas:

- A risk assessment for the activity must be carried out
- There must always be at least 3 responsible adults present at an outing (as a minimum, the fixed ratio shall not exceed 3:30 thereafter shall be 1:5 for additional group sizes)
- The staff organising the trip should give the board written details including where they are going, who is going and the expected return time
- Young people should not be accompanied home by adult volunteers unless an agreement has been made between Forth Children's Theatre and the parent or carer. Where possible two adults should accompany the young person home. (The above "Travel" section is then necessary)

## **Getting it Right for Every Child (GIRFEC)**

The GIRFEC method is a Scotland-wide programme to improve the wellbeing of all children and young people. It is a multi-disciplinary approach based on eight wellbeing indicators that supports children and young people.

Where appropriate Forth Children's Theatre will feed into GIRFEC Meetings if required or requested. A suitable representative shall be nominated to attend by the board.

## Young Performer Working Time Limits

Please read this in conjunction with the Getting it Right for Young Performers Guidance Booklet from the Scottish Government.

All young people within FCT shall be bound by these limits. These are for all cast, crew, and volunteers under the age of 18.

Age Range	Maximum duration of attendance and performance per day	Latest and earliest hours of attendance	Breaks
9 – 18	Attend 9 ½ Hours  Perform 4 Hours	0700-2300*	<p>A break of at least 15 minutes after every hour of performing or rehearsing.</p> <p>A food break of not less than 1 hour if present for more than 3½ consecutive hours.</p> <p>A further meal break of at least 30 minutes if present for more than 8 consecutive hours.</p>

\*Can be extended by half an hour in exceptional circumstances and with agreement of the chaperone. Any additional extension must be agreed with the Licensing Authority.

These working hour limits represent the maximum durations for a performance and the minimum duration of breaks. In line with the Getting It Right For Every Child approach, the needs of the individual child must be considered including their age, maturity and wellbeing.

### Working Time Limits – Breaks Guidance

Every child has the right to rest and leisure and to engage in play. If your child is on a break they must not take part in education, rehearsals and preparations for the performance (e.g. hair and make-up) or any other form of employment.

Young People must have a minimum of 12 hours break overnight but it is generally accepted that most children should have an overnight break of no less than 14 hours. Where young people take part in a licensed performance they must not take part in performances or rehearsals on more than six consecutive days. This is the maximum number of days allowed – the Licensing Authority will take several factors into account when looking at this and might reduce the number of days in a row that your child can work. If your child takes part in a performance on 6 consecutive days for a period of 8 consecutive weeks, they must have a break of at least 14 days following the last date of the performance to allow appropriate time to rest with friends and family. (This does not apply where the total number of days your child is allowed to perform is less than 60 or if the performances are circus performances).

## **Disclosures By Volunteers**

When a Disclosure has been made by a volunteer, these shall be noted by the Safeguarding Lead.

- Where the Safeguarding Lead feels that it is warranted, these notes will be passed to the local authority or police to ensure that 'best evidence' is available (A photocopy/scan must be taken and stored securely within FCT).
- Where the Disclosure from a volunteer is deemed as not warranted this shall be verified by the Deputy Safeguarding Lead or the board.
- Where there is no need for referral to the local authority or police, but it remains in the child's best interest, the notes will be kept in a confidential file which is stored confidentially.

These notes are accessible by the Safeguarding Lead and through them any other member of the board for whom it might be relevant.

## **Action by Volunteers in all cases**

The Volunteers must:

- Inform the Safeguarding Lead (or the Deputy if the Lead Officer is absent) immediately on the same day that a matter for concern or allegation of abuse has been reported
- Write a verbatim report, dating and signing the report and when these concerns were passed to the Safeguarding Lead
- Not share the information with any other person other than the Safeguarding Lead unless
- another person needs to be aware of the situation to protect the child at future visits to Forth Children's Theatre
- The Safeguarding Lead will then pass the report to the relevant local authority, and if necessary, to Police Scotland
- Action must be taken once a disclosure has been made by whatever route

## **Allegations against a Volunteer**

If an allegation or observation of abuse involves a volunteer, that volunteer, depending on the seriousness of the allegation, may be removed from working with our Young People with immediate effect until the matter is fully investigated.

Any concerns relating to volunteers should be reported to the Safeguarding Lead (or Deputy) or the Board of Trustees. Forth Children's Theatre will initially investigate any allegation against volunteers, and will pass the information on to Police Scotland, for investigation, where and when appropriate.

Should the situation be significant and meet designated criteria then Forth Children's Theatre is also required to refer the individual member of staff to the PVG Scheme to be considered for barring from undertaking regulated work with protected group(s) of people as defined in the Act: Protection of Vulnerable Groups (Scotland) 2007.

The criteria to be met (But are not limited to):

- Harmed a child or protected adult

Copies of our Policies & Guidelines will be available to all participants, volunteers and parents/carers  
Charity Registration SC01614

- Placed a child or protected adult at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate conduct of a sexual nature involving a child or protected adult
- Given inappropriate medical treatment to a child or protected adult.

## Reporting of Concerns

Staff and volunteers should be aware that there is a legal obligation to report any concerns or information that has come to light regarding the actions or suitability of volunteers to work with children or protected adults to the Safeguarding Lead in the first instance. If they cannot be reached, then the nominated deputy or Board Members should be contacted.

See page 2 of this document for the reporting procedure for all volunteers.

**Female Genital Mutilation** is part of the Mandatory Reporting under Prohibition of Female Genital Mutilation (Scotland) Act 2005. It is illegal to carry out FGM in the UK. It is also a criminal offence for UK nationals or permanent UK residents to perform FGM overseas or take their child abroad to have FGM carried out.

Volunteers MUST report FGM if:

- They are informed by a child under the age of 18 that they have undergone an act of FGM
- If they observe physical signs that an act of FGM may have been carried out on a child under the age of 18.

## Record keeping and Confidentiality

Any information relating to any guidance under the safeguarding Policy should be recorded, if possible, at the time the incident happens, or as soon as possible afterwards.

Information should be recorded on Forth Children's Theatre incident form where possible, and at a minimum should include:

- Date and time
- A brief description, who was involved, who witnessed the incident etc. Where a discussion with a young person was involved their words should be reported verbatim (exactly as they say it) where possible
- Signature of staff member/s concerned (after the last word of statement) and who it was reported too
- The staff member/s signature on the report and details of who the report was passed to signifies the end of their responsibility

The Safeguarding Lead or whomever is acting upon their behalf, will then decide on what action to take.

There may be a need under certain circumstances, relating to child or adult protection, to share information with a third party, such as a family member or social worker or the police, without this forming part of an established communication agreement. This is required to ensure that this third party is suitably informed to be able to effectively advocate and support the person involved in the developing risk of harm situation.

It is equally possible that we may believe, that under some specific circumstances it is most appropriate not

# FORTH CHILDREN'S THEATRE

to disclose information to parents or carers, and to refer exclusively to the local authority, and/or the police.

This will only occur when we feel that it is in the best interest of young person, and when they may otherwise be at risk of harm.

## Records

All Child and Adult Protection records are kept securely in a protected computer file with very limited board members access, and no public access.

Forth Children's Theatre is a membership organisation and keeps a record of all children and young adults who are involved in its activities.

Details of the information kept and how it is stored is available in our membership policy and our GDPR policy.

Emergency information shall be available to all current board members on a shared drive in case of an emergency.

## Contacts

In the case of an immediate risk to a child or adult at risk's safety – All people or agencies listed below shall be contacted in order. (One attempt to contact each before moving on)

### **Calum Arundel – Safeguarding Lead**

[safeguarding@forthchildrenstheatre.org](mailto:safeguarding@forthchildrenstheatre.org)

### **Police Scotland**

999

### **City of Edinburgh Council – Local Authority in which FCT operates**

Children & Adults at Risk: Social Care Direct: 0131 200 2324

All clients out of hours: Emergency Social Work Service: 0800 731 6969

### **Forth Children's Theatre**

**Please notify action taken (Including Police Incident Number) by email to:**

[fct.board.members@gmail.com](mailto:fct.board.members@gmail.com)

### **Irene Hogg – Chair, Board of Trustees**

[chair@forthchildrenstheatre.org](mailto:chair@forthchildrenstheatre.org)

## **Forth Children's Theatre's commitment to Safeguarding**

1. The best interests of the participants will always be a primary consideration. All participants will be treated fairly, with dignity and respect.
2. FCT recognises that abuse can take many forms, whether it be physical, sexual, emotional or neglect. Appropriate adult supervision is in place at all FCT rehearsals, shows and events to protect participants from all forms of abuse including bullying and discrimination.
3. All those involved in supervision are fully aware of the Safeguarding Guidelines enforced by the Group. All members of the FCT Board of Trustees accept and recognise their responsibilities to develop awareness of the issues which cause children harm.
4. Any complaints or alleged incidents can be reported to a supervising adult and will be taken seriously and dealt with in the appropriate manner. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
5. Young People and adults will avoid being in a 'one to one' situation isolated and unobserved from the group. Where this is unavoidable the guidance noted in this document shall be followed
6. All adult volunteers within specific roles will undergo a PVG check prior to commitment. This includes - Director, Musical Director, Choreographer, Vocal Coach, all Board of Trustees, all costume department and changing room helpers during shows, Stage Manager, Production Manager and responsible adults at organised events.
7. All adult volunteers shall attend a Safeguarding awareness session with an FCT board member prior to having contact with young people.
8. All adult volunteers responsible for supervision of children will be introduced to the young people and have their role explained.
9. The material (plays/musicals etc) used for productions or workshops will be assessed for suitability for the participants.
10. All changing facilities will allow privacy and ensure performer dignity is maintained.
11. All social media communication will be delivered through dedicated FCT accounts. Communication with cast members shall be through group conversations. 1:1 chats shall not be utilised or responded to by any adult volunteer of FCT. Where a reply may be necessary a group conversation shall be utilised and will include at least 1 board member (minimum 2 adults in a conversation of which one must be a board member). It is parental responsibility to check the use of children's social media. (See Social Media Policy)
12. There are occasions when an unofficial outing may take place i.e. not organised by the committee for example, a group of FCT friends attending an event or social evening where adult volunteers may be in attendance. In such circumstances, it is parental responsibility to provide permission or to accompany their children and FCT shall take no responsibility for these events.
13. We will engage with our young people to help develop person specification for new roles
14. Our Ratios will remain as 2 adults: 20 young people with a maximum of 2 adults : 30 young people. We will ALWAYS operate with a minimum of 2 adults with each situation which is over 2:20 being reviewed by a member of the board of trustees or the Safeguarding Lead.



## Code of Conduct for Board of Trustees and Adult Volunteers

1. Adult volunteers should be aware of the procedures for reporting concerns relating to the welfare of any child or incident (see safeguarding document page 4).
2. Adult volunteers must respect children's rights to privacy and encourage children to feel comfortable enough to report attitudes or behaviour they do not like.
3. Adult volunteers must ensure that their behaviour is appropriate and sets a good example to the participants. Adult volunteers should be a positive role model at all times and ensure their actions can never be misunderstood or cause offence.
4. Meetings with individual children shall take place within sight of others. If privacy is needed, the door should remain open and other adults should be aware of the meeting, the doors and a window shall be left open. The young person shall remain closest to the door and the adult volunteer shall not obstruct the route to the door.
5. No unauthorised individuals should visit the dressing rooms.
6. Adult volunteers are advised not to make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical movement. In all such cases contact should only take place with the consent of the child. This contact shall take place for the minimal amount of time and shall not restrict the young person's movement.
7. Adult volunteers should treat all children equally.
8. Adult volunteers must not threaten or deliver any form of physical punishment.
9. Adult volunteers must not take children alone in a car unless in exceptional circumstances (See above section on travel).
10. If an adult volunteer finds themselves the subject of inappropriate affection or attention from a child, they should inform the Safeguarding Lead immediately.
11. All adult volunteers should ensure appropriate personal privacy settings are in place with personal social media accounts. FCT related communication should be via FCT official social media. Adult volunteers should not befriend FCT members on social media under 16 years of age. (See Social Media Policy)
12. All adult volunteers must be identifiable and lanyards with name and role should be worn at all times when cast are present in the venue or Rehearsal space.
13. Adult volunteers should never arrange a social event or trip at which they would be the sole adult.
14. Adult volunteers should not at any time consume alcohol while working with or in a position of responsibility for young people.

## Guidance for Volunteers receiving a disclosure

### Do:

- Inform another Volunteers before starting a conversation in private with a young person, where possible
- Talk in comfortable environment that preserves confidentiality, if possible
- Sit down with the young person
- Maintain eye contact and use positive body language
- Use open ended questions (do not probe for more information – remember you aren't investigating)
- Listen and reassure: State that you know that it is not their "fault" and reassure them that they were right to tell someone about what has happened
- Apologise
- Take the allegation seriously
- Offer to let them show you what happened by gesture or drawing, or using other communication aids (Such as the Body Map Contained on page 11 of this policy)
- Be supportive. Avoid looking for what caused the event to occur. Don't ask "why" questions and don't dwell on the identity of the alleged perpetrator
- Always write up a verbatim report, if possible, as soon as possible after the time of the discussion, and sign and date the report after the last word written
- Report the incident to the Safeguarding Lead, Deputy, or a board member

### Do not:

- Give the person a guarantee of secrecy. Explain that you will need to pass this on to someone who can help. Explain that you are not allowed, by law, to hold onto the information. (Reassurance of you will only tell people who need to know can be given)
- Show disbelief: Remember that people seldom deliberately lie when coming forward with concerns about harm. It may have taken a lot for them to open up. Disbelieving a person's disclosure will make them feel worse and possibly make them reluctant
- Initiate physical contact to console the informant
- Quote personal experiences or quote the experiences of others
- Judge or offer advice on how to respond
- Lead answers: It is vital that if questions are asked that the answers are freely given and that the person is not 'led' to give an expected response

## **Examples of issues of concern that should be raised by volunteers**

(N.B. these lists are not exhaustive and are just intended to provide some practical examples. Each situation must be judged on its own merits and in the context of the individual(s) involved)

- A Young person is often dirty, unkempt, or hungry
- A Young person says that they do not like or do not wish to work with a particular Volunteers
- A family member says their son or daughter was unusually unhappy upon return with a particular volunteer or a volunteer's behaviour
- A report that the young person seems reluctant to go home where previously this was not an issue
- A report that the young person arrived complaining of hunger
- A Volunteers is "off-hand" or "rude" to a young person
- A Volunteers arrives unfit to work due to suspicion of alcohol or drug use
- A Volunteers has formed a friendship with a young person family member outside of FCT
- A Young person who usually engages with any staff member does not want a particular staff member to work with them.
- A Young person frequently displays self-harming behaviours after contact with a family member or  
or
- someone else
- A staff member is meeting a young person socially out of work time
- A staff member is inviting a young person to their own home.
- A family member makes a general derogatory comment about the conduct of a staff member
- A volunteer sees a parent severely verbally rebuke their child

## **Secure Handling, Use, Storage and Retention of PVG Information**

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing an individual's suitability for paid and/or unpaid work.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, will ensure the following practice.

PVG records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Forth Children's Theatre will ensure that an individual's consent is given before seeking a disclosure record and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Forth Children's Theatre will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

PVG information will only be shared with those authorised to see it in the course of their duties.

PVG information will be stored in a locked non-portable container, and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

Forth Children's Theatre will ensure that all staff with access to PVG information are aware of this policy and have received relevant training and support. Forth Children's Theatre undertakes to make a copy of this policy available to any applicant for a post with Forth Children's Theatre that requires a Disclosure

All Information will be held in line with Forth Children's Theatre GDPR Policy

## FCT Safeguarding Review Procedures

Action	Responsibility
All new committee members must be given a copy the FCT Safeguarding policy.	Safeguarding Lead
All regular volunteers i.e. 'heads of departments' must be given a copy of the FCT Safeguarding pack and have taken part in an FCT Safeguarding session prior to involvement with young people.	Safeguarding Lead
All cast members shall be made aware of key items of the safeguarding policy and will undergo a "awareness" session with a member of the board using the cast safeguarding presentation	Safeguarding Lead or nominated board individual
All volunteers must be aware of the safeguarding policy and guidelines and know who to contact should the need arise	Safeguarding Lead
A copy of the FCT safeguarding policy must be visibly displayed in all rehearsal or venue environments. Costume and Props shall also have a copy in their "Bases"	Safeguarding Lead & Production Manager
The Artistic/Creative team must be given a copy of the FCT safeguarding Policy prior to auditions. This should be at a meeting which will outline roles, responsibilities, safeguarding and Health and Safety responsibilities for the duration of the show.	Safeguarding Lead  Artistic Director
Safeguarding shall be an item on the agenda of all FCT board meetings to allow for concerns to be raised and review PVG applications ongoing.	Safeguarding Lead & Secretary
Parents / guardians should be aware of where they can access the safeguarding policy at any time. This can be done through contact with the safeguarding lead or any board member.	Safeguarding Lead & Board Members
The Safeguarding Lead is responsible during show times in venues that all adult volunteers wear an appropriate ID card and Lanyard as per this policy (Purple Lanyard for PVG Held, Black Lanyard for NO PVG held)	Safeguarding Lead
Board members, costume and props reps should ideally all be present at the first rehearsal to be introduced to the cast along with the Creative team. Where this is not possible an introduction shall be given to the cast prior to the rehearsal commencing of which the adult volunteer has not met the cast before.	Safeguarding Lead & Production Team & Creative Team
Safeguarding Policy and Guidelines will be reviewed on an annual basis at the AGM unless otherwise required.	Safeguarding Lead

## Appendix One – General Notes from National Guidance

### General notes – taken from National Guidance for Child Protection in Scotland 2014, part two the role of the Third Sector

The third sector is a significant provider of services for children and young people, including nurseries, residential care, pre-school playgroups, parenting and family support, youth work and other youth services, befriending, counselling, respite care, foster care, adoption, through-care and after-care, advocacy, helplines, and education. Some services are provided substantially by volunteers, particularly in relation to youth work (e.g., Scouts Scotland and Guiding Scotland) and helplines (e.g., ChildLine). The third sector includes a number of large to medium-sized charities providing a wide range of specialised services. These often deploy both professional staff and volunteers.

The third sector plays a significant role in engaging with and improving outcomes for children and young people who are vulnerable or disadvantaged for a wide range of reasons including poverty, neglect and disability. These organisations may be commissioned to provide direct services such as family support, and residential and fostering services. Where they are in contracted/commissioned relationships with public bodies and providing a service on their behalf they will be under the duties of those bodies. In addition, voluntary organisations are often in an ideal position to engage with those children and families who are suspicious of statutory interventions.

Many voluntary organisations will have direct or indirect engagement with children, young people and parents, even if this is not their principal activity. Providers of services to adults, for example, in relation to housing/tenancy support, mental health, disability, drug, and alcohol problems, may become concerned about children within a family, without necessarily having seen the children. Anyone who has cause for concern about a child or young person should share information according to their organisation's local protocol. All agencies and organisations working with children and young people are expected to have child protection procedures in line with the national guidance.

For types of abuse please see Appendix 2

## Appendix Two – What is abuse?

### What is Child Abuse?

#### Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve but is not limited to hitting, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

#### Emotional abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened/unsafe/scared, or risk of exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### Sexual abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

#### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in

the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life threatening within a relatively short period of time.

#### Female Genital Mutilation

FGM means any procedure that involves partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is also known as 'cutting' or 'female circumcision' and is sometimes referred to as 'sunna', although FGM is not approved by any religion. FGM is

Copies of our Policies & Guidelines will be available to all participants, volunteers and parents/carers

Charity Registration SC01614

a harmful traditional practice. Some girls die from blood loss or infection as a direct result of FGM. Women can experience health problems throughout their lives and FGM can cause difficulties with childbirth. There are no health benefits to FGM.

## **Appendix Three – Disclosure of Abuse**

Disclosure of abuse

Incidents of suspected abuse can be disclosed in a variety of ways including:

- Directly by the child or adult at risk
- By observation or suspicion on the part of a Volunteers
- By a child, young person, parent(s)/guardian, or other person (third party)

### **Third Party disclosures**

Considerable care should be taken when managing third party disclosures by a young person for whom the

Volunteers have responsibility. It should be recognised that it may be traumatic for another child or young person to report abuse. These can be from a parent(s)/guardian or any other person, by letter or phone call and with or without the name of the informant.

The Safeguarding Lead should always be informed of all disclosures including third party disclosures.

Third party disclosures should be referred by the Safeguarding Lead to Social Work or Police, where appropriate.

### **Responses to child/Young person – where that person is the informant or by staff observation**

Where a child/young adult asks for this, a guarantee of secrecy or confidentiality must not be given.

The volunteer should involve the Safeguarding Lead or board member on duty in the discussion if and when either party feels that it is necessary. Volunteers involved in the discussion should only continue the conversation as long as s/he feels comfortable with the situation and that the informant is not overly distressed by the discussion.

Where the Safeguarding Lead or Board are not on duty and the volunteer has a matter of concern, they should make contact with the relevant Social Work department for advice on how to proceed.

The emergency procedure and contacts are available on Page 2 of this document.



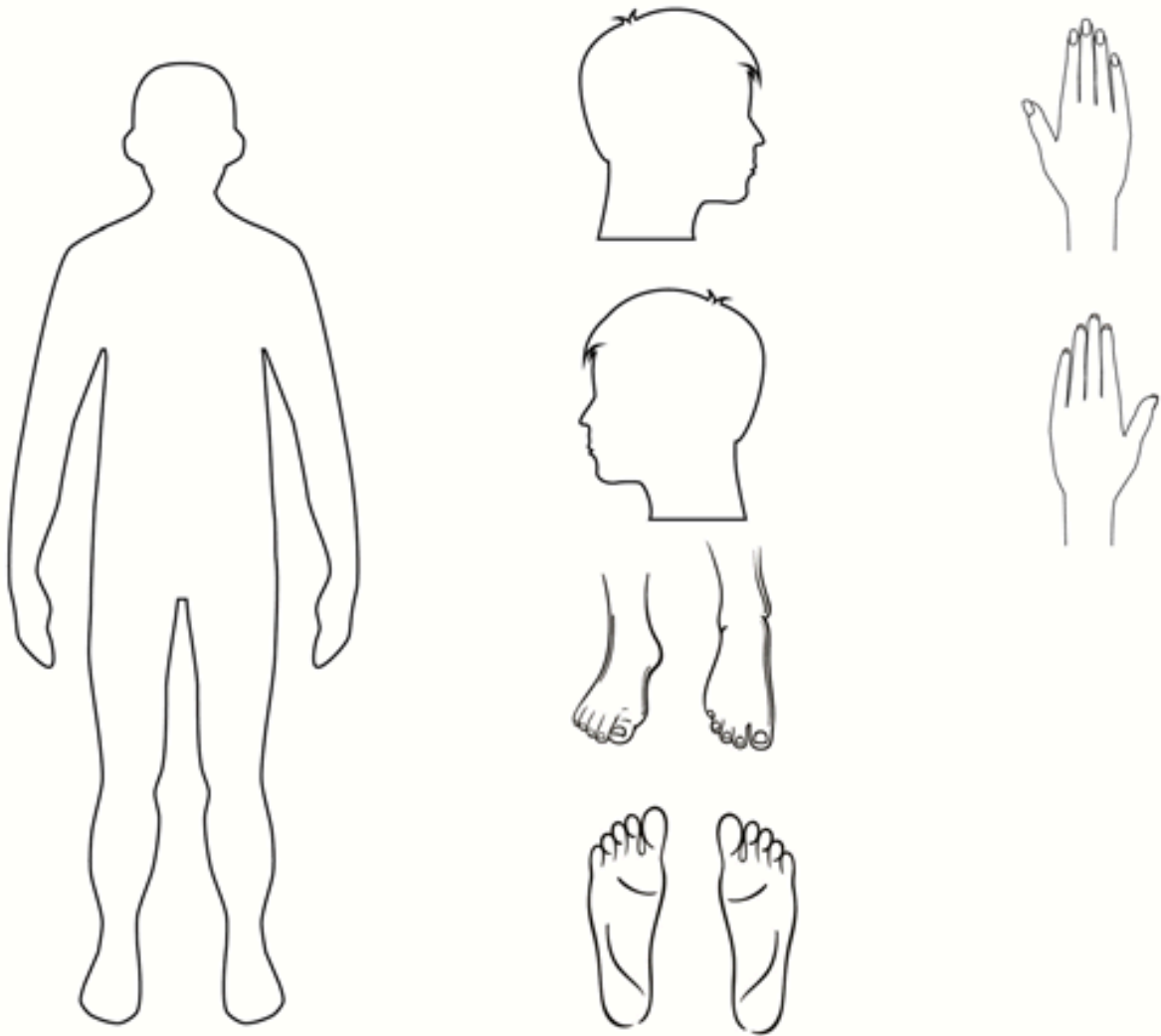
## **Appendix Four – Body Map**

### **Body Map**

This can be used to have the young person show you areas or body parts involved but can also be used to record any injuries present.

The back of this piece of paper can be used to allow the young person to draw a picture if that is more appropriate for them.

This must be retained with details of areas identified by the child during disclosure and will be passed to Police Scotland as evidence.



## Appendix Five – Concern Form

**Concern Form (if any box is full please continue on another concern form and note page number at top with total enclosed – e.g pg 2/4)**

Young Persons Name	
Date of Birth	
Date and time of disclosure being made	



# FORTH CHILDREN'S THEATRE

<b>expected time)</b>		
15 minutes after	<ul style="list-style-type: none"> <li>- Contact on call member of the board to ensure no contact has been received through further channels</li> <li>- Contact Primary Emergency Contact to confirm the young person was travelling and expected to be at FCT.</li> <li>- If no contact, try secondary contact.</li> <li>- This process should be attempted on 3 occasions for each number held</li> <li>- An email should be sent by a member of the board to attempt to contact parents asking them to call.</li> </ul>	Director or Production Manager- who must inform safeguarding lead or trustee in attendance.
30 minutes after	<ul style="list-style-type: none"> <li>- If young person has still not arrived but is confirmed by primary contact to be heading to FCT local transport companies can be contacted to advise of delays on expected transport (e.g buses)</li> <li>- Safeguarding lead and another charity trustee must be informed as per safeguarding procedure</li> <li>- Contact should be undertaken with parents to ensure no contact has been made.</li> </ul> <p>If no contact is received from primary and secondary contacts this should be escalated to safeguarding lead and another member of the board.</p> <ul style="list-style-type: none"> <li>- 2 further attempts must be made using all contact measures available before moving on.</li> <li>- A trustee may make attempts to visit the home address.</li> </ul>	Director or Adult in charge.              Safeguarding Lead/Trustee
45 minutes after	<ul style="list-style-type: none"> <li>- Police Scotland should be notified using the 999 system if a young person is confirmed to be expected to attend.</li> <li>- Full details shall be passed to police Scotland and any adult volunteer involved with the above process will assist police Scotland.</li> <li>-</li> </ul>	Safeguarding Lead or Trustee
60mins + (and every 30 min after	Police Scotland to be further contacted if still not attended to advise the child still not located.	Safeguarding Lead or Trustee Leading

## Missing Child Procedure Continued

If child goes missing after arriving and making contact with FCT volunteers at an agreed FCT location (Such as venue or rehearsals)

<b>Timeframe (From last seen</b>	<b>Action to be taken by the time</b>	<b>Person taking action</b>
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# FORTH CHILDREN'S THEATRE

time)	frame	
5 minutes	Complete full search of venue and rehearsal space including all toilets.	Adult Volunteer involved and a Board trustee
15 minutes	Complete a further search of whole premises including outside space. Safeguarding Lead to be informed Another young person may make attempts to call MisPer by direct mobile communication. only 1 member of the cast should be asked to do this.	Adult volunteer, artistic team, board trustee, Safeguarding Lead
30 minutes	Safeguarding lead or trustee to contact primary emergency contact if no contact call further numbers and a trustee to contact via email through official FCT channel and email address (All channels to be attempted 3 times) Police Scotland shall be contacted after 3 contacts have been attempted and or young person has not been seen since.	Adult volunteer, trustee, safeguarding lead.
45 minutes	Further check of the location using all available adults, this should include contacting key holders to check locked rooms within the building. Contact should be made with parents using emergency contact details, safeguarding lead and 2 trustees.  If Police Scotland have not arrived they should be updated after 30mins after first call and continue to be every 30mins	