

KINGSTON THEATRE TRUST

SAFEGUARDING POLICY

Policy Statement

Kingston Theatre Trust (KTT) has a duty to safeguard from harm all children, young people and vulnerable adults with whom it interacts. KTT aims to make a positive contribution to a strong and safe community and recognises the right of every individual to be treated fairly and stay safe.

KTT is fully committed to safeguarding the well-being of all children, young people, and all adults in particular vulnerable adults it comes into contact with through the pursuit of KTT's objects and more specifically those who participate in productions and events at Rose Theatre Kingston.

This policy seeks to ensure that KTT undertakes its responsibilities with regard to safeguarding and will respond to concerns appropriately. This policy has regard for Working Together to Safeguard Children (2023) and Charity Commission guidance Safeguarding and Protecting People for Charities and Trustees (June 2022). It also takes into account the procedures and practices of the local authority regulations for safeguarding children, young people and vulnerable adults. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

Definition of Terms

The term 'staff' is used to refer to all those working for or on behalf of the KTT in either a paid or voluntary capacity. This includes any freelance director, teacher, actor, stage manager, or technician.

The terms 'child', 'children' refers to anyone under the age of 18 (as defined in the United Nations convention on the Rights of a Child). Extensions of this age limit exist for young people who have special needs and for those in local care settings.

The term 'young person' refers to any Rose Youth Theatre participant aged 18 or over.

The term 'vulnerable adult' refers to a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who: is elderly and frail; has a mental illness including dementia; has a physical or sensory disability; has a learning disability; has a severe physical illness; is a substance misuser; is homeless.

Kingston Theatre Trust Safeguarding Reporting Information

If you suspect a child, young person or vulnerable adult is at risk of harm:	If you are concerned about the behaviour of a member of staff (including volunteers)
	
<p>Call one of the Designated Safeguarding Leads (DSLs):</p> <p style="text-align: center;">Lucy Morrell</p> <div data-bbox="371 837 534 1050" data-label="Image">  </div> <p style="text-align: center;">Phone 020 8546 6983 lucy.morrell@rosetheatre.org</p> <p style="text-align: center;">Lesley Rowden</p> <div data-bbox="371 1263 534 1453" data-label="Image">  </div> <p style="text-align: center;">020 85466983 option 3 lesley.rowden@rosetheatre.org</p>	<p>Call one of the Designated Safeguarding Leads (DSLs):</p> <p style="text-align: center;">Lucy Morrell</p> <div data-bbox="975 837 1137 1050" data-label="Image">  </div> <p style="text-align: center;">Phone 020 85466983 lucy.morrell@rosetheatre.org</p> <p style="text-align: center;">Lesley Rowden</p> <div data-bbox="975 1263 1137 1453" data-label="Image">  </div> <p style="text-align: center;">020 85466983 option 3 lesley.rowden@rosetheatre.org</p>
	
<p>Both DSLs unavailable?</p>	<p>Both DSLs unavailable (or concern is about a DSL)</p>
	

<p>Call the Chief Executive Officer:</p> <p>Robert O'Dowd</p>  <p>020 8546 6983</p> <p>robert.odowd@rosetheatre.org</p>	<p>Call the Chief Executive Officer:</p> <p>Robert O'Dowd</p>  <p>020 8546 6983</p> <p>robert.odowd@rosetheatre.org</p>
	
<p>DSLs and CEO unavailable and child, young person or vulnerable adult is at immediate risk?</p>	<p>DSLs and CEO unavailable (or concern is about the CEO)</p>
	
<p>Kingston Single Point of Access</p> <p>020 8547 5008 (8am-5.15pm Mon - Thurs, 8am - 5pm Fri)</p> <p>Out of hours 020 8770 5000</p>	<p>Chair of Trustees</p> <p>Bill Price</p> <p>Bill.price@wsp.com</p>
	<p>What to do if report is against Chair of Trustees?</p>
	
	<p>Kingston Single Point of Access</p> <p>020 8547 5008 (8am-5.15pm Mon - Thurs, 8am - 5pm Fri)</p> <p>Out of hours 020 8770 5000</p>

Staff Roles and Responsibilities

Role of the Designated Safeguarding Officer(s) (DSL(s))

- To take lead responsibility for safeguarding matters.
- To receive and manage notifications of matters of safeguarding concern, including liaising with children and young people, vulnerable adults and staff as required.
- Main point of contact with the Local Authority in the event that a child, young person or vulnerable adult is at risk of harm.
- To refer relevant issues of safeguarding to the CEO and / or Lead Trustee for Safeguarding for consideration.
- Maintain accurate, detailed and secure safeguarding records including notifications of concern and actions taken.
- Ensure safer recruitment practices and procedures are in place and followed.
- Act as a source of advice, support and expertise within the organisation.
- Provide training for staff members where required.
- Review and update KTT's child protection and safeguarding policy on an annual basis or when necessary.

Role of the Chief Executive Officer

- Overall Executive lead for ensuring safeguarding and safer recruitment practice and policy is in place and followed by all staff.
- Ensure there are appropriate disciplinary procedures in place.

Role of the Trustees

- To ensure that protecting people from harm is central to KTT's culture.
- To ensure that appropriate policies and procedures are in place, aligned with statutory guidance and which are understood and followed by staff.
- To ensure a Designated Safeguarding Officer is appointed, with competency for the above duties and to provide training where necessary.
- To ensure that staff are competent and supported in relation to safeguarding.
- Safeguarding is the responsibility of all Trustees. A Lead Trustee for Safeguarding may be appointed to provide oversight on policies and procedures and safeguarding matters, who should make regular reports to the Board.

Role of Staff and Volunteers

- To be aware of the systems which support safeguarding including the child protection and safeguarding policy, staff code of conduct and how to report a safeguarding matter of concern.
- To report any matters of concern to the DSL immediately.
- Staff working directly with children and young people, for example through the Rose Youth Theatre, should know what to do if a child tells them they are being abused, exploited or neglected. Appropriate training will be given.
- To be aware of and comply with the Behaviour Statement (see Appendix A).

In the Event of a Policy Breach

Breach of this policy by employees may result in disciplinary action under KTT's disciplinary procedure.

Breach of this policy by volunteers may result in disciplinary action under KTT's Volunteer Agreement.

Breach of this policy by Trustees could constitute a gross misconduct offence and may result in removal as a Trustee in accordance with Section 26.8 of the KTT Articles of Association.

KTT recognizes its legal duty to report any concerns about unsafe practices by any of its staff, volunteers or Trustees to the Disclosure and Barring Service (DBS). All staff, volunteers and Trustees are provided with a copy of the Rose Theatre's Safeguarding Policy which is also available to view on the Rose Theatre's website.

Objectives

In order to achieve its safeguarding duty, KTT will:

- Create an environment where children, young people and vulnerable adults feel safe and secure, have their viewpoints valued, are encouraged to talk and are listened to.
- Promote an open and positive culture in relation to safeguarding ensuring all involved feel able to report concerns, and are confident that they will be heard and responded to.
- Provide safeguarding training to staff where appropriate to their role.
- Ensure that all staff are aware of the safeguarding reporting procedures.
- Ensure that outside agencies are involved as appropriate.
- Share information with parents / guardians / carers on safeguarding procedures.

- Ensure children, young people and vulnerable adults know that there are Designated Safeguarding Officers at the Rose Theatre and how to contact them.

How to report concerns about a child, young person or vulnerable adult

If staff suspect or hear an allegation or complaint of abuse from a child, young person or vulnerable adult, or a third party, they must act immediately following the procedure below. Staff should not assume that someone else will take action.

All staff should:

- Listen carefully without interruption and avoid asking leading questions
- Reassure the child or vulnerable adult that the allegation will be taken seriously and they will be supported and kept safe.
- Do not promise absolute confidentiality. Explain that the information needs to be shared with the DSL so they can ensure the correct action is taken.
- Pass all information onto the DSL via email. Use the child or vulnerable adult's own words as reported to you. Do not summarise or make assumptions about what was said.
- Do not approach or discuss with the person against whom the allegations have been made.

All incidents should, ideally, be written up within the hour. Legally they must be recorded within 24 hours. The report to the DSL must be emailed as a password protected attachment marked confidential, and must include the name of the child(ren) making the report, date, time and place of report, who was present and what was said.

If appropriate, concerns will normally be shared with the parents or carer as soon as possible. However, there may be circumstances when this could put the child, young person or vulnerable adult at greater risk.

How to report concerns about the behaviour of a member of staff (working in a paid or unpaid capacity)

All concerns about the behaviour of a colleague should be reported to the DSL no matter how insignificant. If the concern is regarding the DSL, it should be reported to the Chief Executive. If the concern is regarding the Chief Executive, the report must be made to the Chair of Trustees.

Concerns are defined as either low-level concerns (where behaviour is inconsistent with the code of conduct) or those that meet the harm threshold (defined below). Examples of both are provided below.

Actions taken in regard to concerns about the behaviour of a member of staff will be subject to the local authority's Safeguarding Children Partnership arrangements under the definition of risk of harm.

A risk of harm is defined as:

- behaved in a way that has harmed a child or vulnerable adult or may have harmed a child or vulnerable adult
- possibly committed a criminal offence against or related to a child or vulnerable adult
- behaved towards a child / vulnerable adult in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children / vulnerable adults
- behaved or may have behaved in a way that indicates they may not be suitable to work with children / vulnerable adults, including behaviour that may have happened outside of KTT.

Concerns that meet the harm threshold will be reported to the LADO by the DSL or CEO. Concerns or allegations that do not meet the harm threshold are classed as low-level concerns and must still be reported.

A low level concern does not mean it is insignificant. It may give no more than a sense of unease or a 'nagging doubt'. It may appear as inadvertent or thoughtless behaviour through to inappropriate behaviour or grooming behaviour which is intended to enable abuse.

All incidents should, ideally, be written up within the hour. Legally they must be recorded within 24 hours. The report to the DSL must be emailed as a password protected attachment marked confidential, and must include the name of the member of staff the concern is about, the details of the concern and the context within which the concern arose. Records will be kept in compliance with UK GDPR.

Monitoring and Record Keeping

The Head of Operations (also DSL) will take responsibility for the safe storage and processing of all reports which will be held in compliance with UK GDPR.

If a child is under 16 written permissions must be sought from the parent or legal guardian to collect and process their data. Collecting data from children under the age of 13 is prohibited under GDPR. All information will be stored in accordance with GDPR. KTT is aware that it has a professional duty to share information with other agencies in order to safeguard children, young people and vulnerable adults. The

public interest in safeguarding children, young people and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only as judged by the DSLs and CEO.

All staff must be aware that they cannot promise children, young people or vulnerable adults or their families/carers that they will keep secrets.

Safeguarding children, young people or vulnerable adults taking part in a production

Rose Theatre Productions

KTT recognizes its duty to safeguard from harm any children, young people or vulnerable adults it casts in a Rose Theatre Production. Where such castings are made, KTT will:

- Apply, administrate and secure approved local authority licences for all children, young people and vulnerable adults it engages.
- Employ legally licensed chaperones as per government regulations for children in entertainment who will act as guardian to the young people/ vulnerable adults and tend to their welfare whilst they are in the building. Where there are young people/ vulnerable adults of different genders involved in the production, KTT will employ at least one licensed chaperone to act as guardian for each gender.

Visiting Productions

- When a visiting company has young people/vulnerable adults in its production, the young people/ vulnerable adults must be licensed by the local authority, and the visiting company must also employ a licensed chaperone.
- This Safeguarding Policy must be issued to visiting companies. Confirmation of receipt must be given.
- When KTT hosts events for outside organisations, they must be satisfied that the event organisers have employed licensed chaperones, or be satisfied that they have the relevant staff in place as recognised necessary by the local authority. This Safeguarding Policy must be issued and a copy of the Borough's agreement for hire of rooms and public halls supplied to all such organisations. Confirmation of receipt must be given.
- The KTT Safeguarding Policy takes precedence over the safeguarding policies of any visiting companies and / or event organisers whilst they are operating on KTT premises.

Appendix A: Behaviour Statement

Staff are expected to:

- Treat others as they would expect to be treated
- Provide an example they wish others to follow
- Ensure that another adult is present when they are in the company of young people and vulnerable adults (ideally mixed genders) including situations when a young person/vulnerable adult is waiting to be collected.
- Respect a person's right to privacy
- Encourage young people and vulnerable adults to feel comfortable enough to point out attitudes and behaviours they do not like
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned
- Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse
- Be aware of the possible implications of physical contact with young people and vulnerable adults

Staff should never:

- Show favouritism to any individual
- Make suggestive remarks or gestures
- Do things of a personal nature for a child or a vulnerable adult that they could do for themselves
- Allow young people or vulnerable adults to use inappropriate language unchallenged (i.e. swearing, racial/sexual taunts). Where content of script or drama exercise demands strong language or adult themes it must be the responsibility of the staff to ensure students feel comfortable and safe.
- Permit abusive youth peer activities (e.g. bullying, ridiculing or initiation ceremonies)
- Jump to conclusions
- Allow themselves to be drawn into any inappropriate attention seeking behaviour by young people or vulnerable adults (e.g. tantrums, crushes)
- Exaggerate or trivialise child abuse issues
- Rely upon just their good name to protect themselves
- Believe "it could never happen to me", both dealing with abuse or being accused of committing abuse

Staff should avoid being in the presence of a young person or vulnerable adult alone. If one-to-one contact is unavoidable staff should:

- Make sure it is for as short a time as possible
- Ensure they remain accessible to others
- Tell someone where they are going, what they are doing and why
- Try to move with the young person or vulnerable adult to areas where there are more people
- Obtain permission from the young person or vulnerable adult before any physical contact is made, for instance if first aid is required
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child/vulnerable adult or other people
- Avoid where possible giving young people or vulnerable adults a lift alone, however short the journey. When this is unavoidable, it is advisable to get consent from the young person's/vulnerable adult's parents or guardian. Ensure the young person or vulnerable adult sits in the back of the car. Staff should also take insurance cover into account when considering giving lifts to young people, as KTT insurance does not cover this.

Staff should be aware of, and help to implement, the Rose Youth Theatre Behavioural Code of Conduct which all members of the Youth Theatre must subscribe to.