



FLYING CHAIRS

SAFEGUARDING POLICIES

DEFINITIONS

THE COMPANY	Flying Chairs Theatre Company.
COMPANY DIRECTOR	This refers to one of three main Directors of Flying Chairs Theatre Company: The Artistic Director, The Creative Director or The Executive Director.
COMPANY EMPLOYEE/MEMBER	This refers to a member of Flying Chairs Theatre Company. The company members are employees of the company that may work in drama workshops or on theatrical productions.
ABUSE	A cruel act in any form from one individual/group to another individual/group.

SAFEGUARDING (1.0)

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SAFEGUARDING CHILDREN (1.0)

- 1.1** Flying Chairs Theatre Company value children's welfare. Children under the supervision of Flying Chairs will receive effective support if the need of a child is identified.
- 1.2** The Company follows the principles set in the Children Acts 1989 and 2004, which puts children's welfare of paramount importance. Safeguarding is everyone's responsibility. Flying Chairs will, if necessary, collaborate with other authorities and/or organisations to promote the child's safety under section 10 of the Children Act 2004. Employees of Flying Chairs who work with children have a responsibility to identify the symptoms of abuse and neglect, to share that information and provide children with the help they need.
- 1.3** Flying Chairs will provide access and support to all children with disabilities in compliance with section 2 of the Chronically Sick and Disabled Persons Act (CSDPA) 1970.
- 1.4** All Flying Chairs members who work with children will undergo safeguarding training, will be trauma-informed and will be DBS checked.
- 1.5** Members of Flying Chairs who work with children will apply the following in the workplace:
- Vigilance: to notice when things are troubling the child.
 - Understanding and action: to ensure the child feels heard and understood; and to have any new understanding about the child acted upon.
 - Respect: to treat children with the expectation that they are competent.
 - Explanation: to inform the parent and/or child of the outcome of assessments and decisions and reasons when their views have not met with a positive response.
 - Advocacy: to provide the child with advocacy and to assist them in putting forward their views.
 - Protection: to protect every child against all forms of abuse and discrimination.
- 1.6** Flying Chairs will not accept any form of abuse towards anyone in any physical or online session. This includes but is not limited to:
- Bullying.
 - Emotional abuse.
 - Extremism
 - Physical abuse.
 - Radicalisation.
 - Sexual abuse.
 - Sexual exploitation.
 - Sexual harassment.
 - Teenage relationship abuse.
 - Terrorism.
 - Threatening behaviour.

1.7 Flying Chairs strive to create a safe space for all individuals. If anyone experiences abuse in Flying Chairs workshops, the company will resolve the matter with the involved individuals. If the matter cannot be resolved or if the abuse continues, the abuse perpetrators may be refused to return to future workshops resulting in any money already paid for future workshops being refunded. Refusal of an individual to future workshops will be discussed between Company Directors before a final decision is made.

1.8 Flying Chairs employees working in children's drama workshops will write a written report to a Company Director if they suspect any of the following:

- Child criminal exploitation.
- Controlling or coercive behaviour.
- Female genital mutilation and other honour-based violence.
- Domestic abuse.
- Neglect.
- Online abuse.
- Trafficking.

This list is not exhaustive. If a Flying Chairs employee suspects any form of abuse, they will write a written report to a Company Director.

1.9 Flying Chairs employees should report any safeguarding concerns to a company director. The company directors will then discuss the issue and contact the relevant people and/or authorities. If the company directors are concerned about a child's welfare, they should contact a local authority for children's social care. If the company directors have a concern about a child being a potential victim of human trafficking or modern slavery then they should make a referral to the National Referral Mechanism.

If any Flying Chairs employee does not feel supported enough to safeguard children, they should approach the Artistic Director directly for further support. If they do not feel supported by the Artistic Director, they can approach another Company Director. If they do not feel supported by any company Directors, they can contact the local council to raise their concerns.

1.10 Any concerns should be reported as soon as they are identified by any member of the company. Flying Chairs are responsible for reporting safeguarding problems effective immediately to the Company Directors or appropriate authorities. Flying Chairs or a local authority must produce an assessment about the child, following any concerns raised within 45 working days in line with the Children Act 1989. If this assessment is not produced within 45 working days, Flying Chairs or another body has a right to question why there has not been a completed assessment. If any concerns are reported to a governing body, Flying Chairs have an obligation to follow any further actions or plans they are given by said governing body and to contribute to any further plans for the child, if requested to do so. If a case is reported to an external body, Flying Chairs should also ensure they are informed of case progressions with the external body so that they can adapt their sessions appropriately to meet the needs of the child.

If concerns are not substantiated by a local authority or Flying Chairs, Flying Chairs still have an obligation to discuss the case with the child, parents, staff involved and other involved parties. The case should also be reviewed for at least two weeks afterwards by Flying Chairs.

- 1.11** If a child discloses information to a member of Flying Chairs that is seen as a safeguarding concern, the company member cannot ask any leading questions and must let the child speak freely. Any written reports by any member of Flying Chairs must state the facts and not make any assumptions.
- 1.12** A child or parent can discuss any concerns with a Company Director of Flying Chairs or if they do not feel comfortable reporting a concern to a Company Director, they can report said concern to a local authority.
- 1.13** As of the Data Protection Act 2018 and General Data Protection Regulations (GDPR), a child's information will only be shared with the relevant employees of Flying Chairs. Employees who are considered relevant to obtain a child's information will be given only necessary information. The only time Flying Chairs will share a child's information with anyone outside of the company is if required to for a lawful basis. Flying Chairs have an obligation to consider and identify the lawful basis for sharing a child's information and ensure it meets at least one of the specific standards for processing information as under Article 9 of the GDPR. Flying Chairs will not need consent from the child or legal guardians to share information if it is required for a legal basis.
- 1.14** Flying Chairs have an obligation to create an updated risk assessment plan for each session.
- 1.15** Any Flying Chairs Directors and Trustees are responsible for ensuring that anyone who works with or for the company are not harmed in any way through contact with Flying Chairs.
- 1.16** Flying Chairs will annually review the safeguarding policy to promote and safeguard the welfare of children.
- 1.17** Flying Chairs will publish at least one report every 12 months, stating how effective the child safeguarding policy has been in practice and what arrangements are needed, if any, to improve upon the policy.
The report should include:
 - Evidence of safeguarding training and the impact of the work Flying Chairs have done.
 - What the objectives of the drama workshops are and whether the benefit of them has been met.
 - A record of any safeguarding incidents and decisions made in regards to any alterations in local or national child safeguarding regulations.
 - Methods where Flying Chairs have utilised feedback from children and families to improve the workshops.

Flying Chairs have an obligation to send the report to the council or any local safeguarding partners if requested or if the company deem it necessary.

- 1.18** Serious child safeguarding cases include:
 - Known or suspected abuse or neglect of a child.
 - Death or serious harm of a child.

Serious harm of a child includes, but is not limited to: serious and/or long-term impairment of a child's mental or physical health, or serious and/or long-term impairment of a child's behavioural, emotional, intellectual or social development.

Concerns of serious incidents should always be reported. Even if a child recovers from a one-off incident, serious harm may still have occurred.

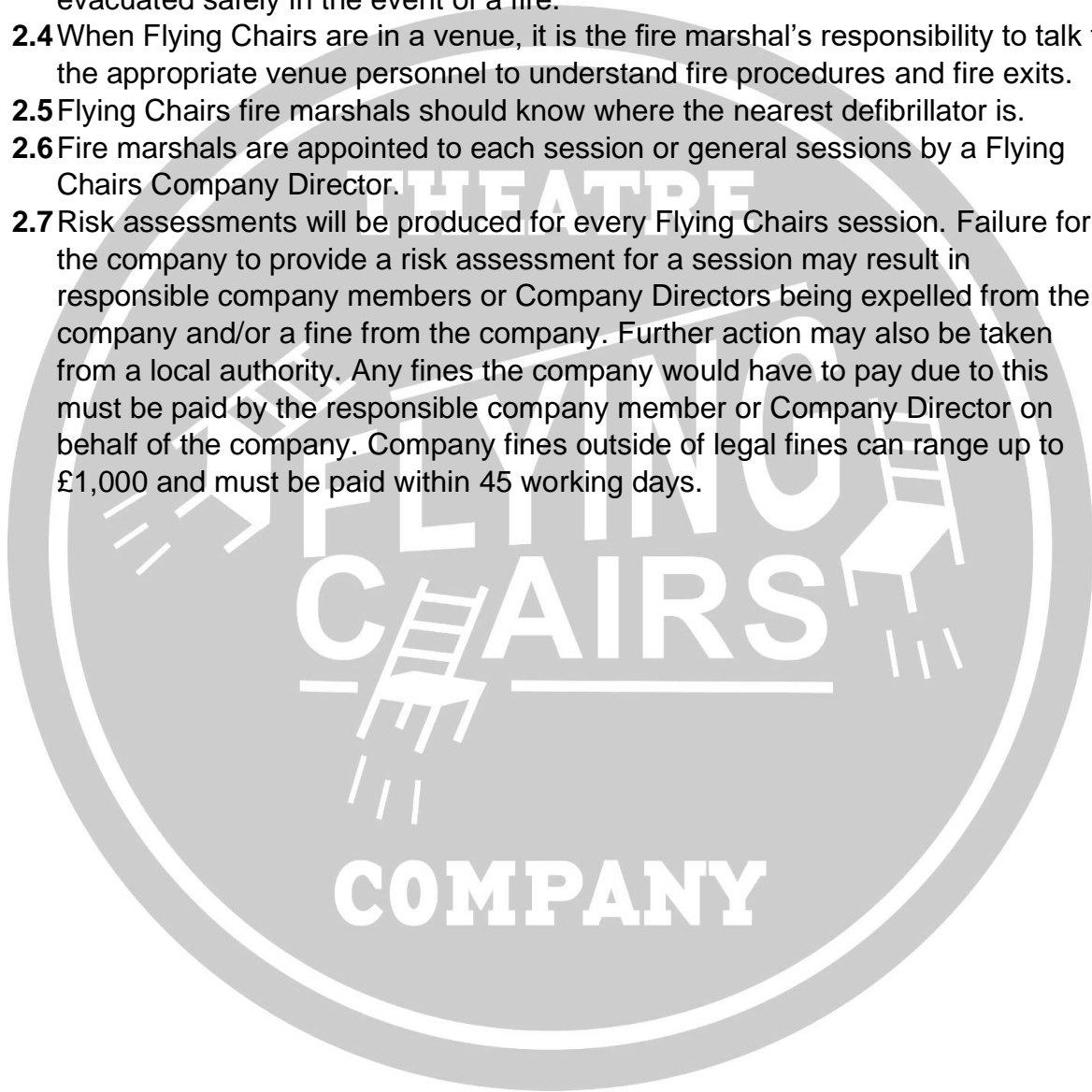
- 1.19** Flying Chairs will deliver trauma-informed workshops. Understanding that every child has some sort of trauma, Flying Chairs will issue trigger warnings where appropriate and implement trust exercises to build a positive working-relationship with every child.
- 1.20** Flying Chairs understand that drama can put children into a vulnerable place which may trigger trauma. Flying Chairs understand that when a child is vulnerable, it is essential to make them feel safe to prevent trauma being more detrimental and triggering for the child. Flying Chairs aim to promote a child's confidence and self-esteem through workshops by creating a safe environment to develop their creative skills. Flying Chairs will give children space to work in the sessions and express their creative expressions.
- 1.21** Flying Chairs understand the influence of drama and that with appropriate support, children can overcome traumatic experiences.
- 1.22** Flying Chairs realise the widespread impact of trauma and understand that drama can act as a path to recovery. Flying Chairs aim to recognise the signs of trauma in children and respond by seeking to actively resist re-traumatisation.
- 1.23** If a child does not wish to participate in any Flying Chairs sessions, they will be able to sit-out of a session with a Flying Chairs employee.
- 1.24** Flying Chairs will always supervise any children in all of their sessions.
- 1.25** Flying Chairs trauma-informed approach follows steps outlined by SAMHSA's Concept of Trauma and Guidance for a Trauma-informed Approach 2014. Subsequently, Flying Chairs understand and agree to SAMHSA's concept of trauma: individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as emotionally or physically harmful or life threatening resulting in adverse effects on the individual's functioning and emotional, mental, physical, social, or spiritual well-being.
- 1.26** Flying Chairs apply SAMHSA's 6 key principles of a trauma-informed approach in their drama workshops:
 - Collaboration and Mutuality
 - Cultural, Historical and Gender Issues
 - Empowerment, Voice and Choice
 - Peer Support
 - Safety
 - Trustworthiness and Transparency
- 1.27** Flying Chairs will create a safe space which is transparent about workshop operations and aims to build trust with children.
- 1.28** Flying Chairs will encourage positivity within workshops and will build an environment where children's peers support one-another. An environment where children can contribute to decisions made in a devising process. Flying

Chairs strive for children to feel empowered and have their voices heard through the performances they create.

- 1.29** Flying Chairs will move past cultural biases and stereotypes. The company aim to recognise historical trauma and will be responsive to any cultural, ethnic or racial needs of any individual in their sessions.
- 1.30** If any child is triggered by anything during a workshop and begins to dysregulate, Flying Chairs facilitators and assistant facilitators will promote calming strategies to de-escalate a situation whilst aiming to keep all environments safe.
- 1.31** Flying Chairs will offer optional, anonymous feedback forms to children at the beginning and end of each term so children have a chance to express what they liked about Flying Chairs drama workshops and what can be improved. Flying Chairs will review returned feedback forms to improve drama workshops.
- 1.32** If an external body becomes involved with Flying Chairs, Flying Chairs have an obligation to verify the validity of the credentials of external body before collaborating with them and sharing any information.
- If an external body/person, such as a commissioner or reviewer for a local child safeguarding practice review, wishes to attend a Flying Chairs session, Flying Chairs must ensure that they have identification from a recognised body for the external person before allowing them to attend any sessions.
- If Flying Chairs have a concern about a commissioned person, they should note the concerns and report them to the commissioning body.
- If a local child safeguarding practice review involves Flying Chairs, Flying Chairs employees who work with children's drama workshops should be involved in reviews and invited to contribute their perspectives. If Flying Chairs practitioners are not asked to contribute to a review, they can question this. If invited to give reviews about the company, Flying Chairs employees should speak freely and without fear about any questions they are asked.
- 1.33** If a child involved in the Flying Chairs workshops dies, Flying Chairs must give any requested information to a child death review partner. Flying Chairs must verify the validity of the child death review partner. If any questions by a child death review partner seem inappropriate, Flying Chairs can query why certain questions are being asked.
- 1.34** If a Flying Chairs employee is found to conduct criminal charges or break the terms of the rules and regulations set by Flying Chairs, Flying Chairs can terminate their contract and expel them from the company.

HEALTH AND SAFETY (2.0)

- 2.1 Flying Chairs Theatre value safety and take responsibility for everyone's safety in all sessions.
- 2.2 Flying Chairs Theatre company must ensure all health and safety procedures are in place.
- 2.3 Flying Chairs will have a fire marshal for each session who will understand all fire escapes and be responsible for ensuring everyone in their sessions are evacuated safely in the event of a fire.
- 2.4 When Flying Chairs are in a venue, it is the fire marshal's responsibility to talk to the appropriate venue personnel to understand fire procedures and fire exits.
- 2.5 Flying Chairs fire marshals should know where the nearest defibrillator is.
- 2.6 Fire marshals are appointed to each session or general sessions by a Flying Chairs Company Director.
- 2.7 Risk assessments will be produced for every Flying Chairs session. Failure for the company to provide a risk assessment for a session may result in responsible company members or Company Directors being expelled from the company and/or a fine from the company. Further action may also be taken from a local authority. Any fines the company would have to pay due to this must be paid by the responsible company member or Company Director on behalf of the company. Company fines outside of legal fines can range up to £1,000 and must be paid within 45 working days.



THE FLYING CHAIRS SAFEGUARDING POLICIES HAVE BEEN DEFINED FROM THE FOLLOWING GUIDELINES:

- SAMHSA's Trauma and Justice Initiative, (2014) Substance Abuse and Mental Health Services Administration. *SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach* [online PDF]. Pp. 2-20. [Accessed 08 July 2022].
- HM Government, (2018) Working Together to Safeguard Children. *A guide to inner-agency working to safeguard and promote the welfare of children* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf [Accessed 08 July 2022].
- HM Government, (2015) What to do if you're worried a child is being abused. *Advice for practitioners* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf [Accessed 08 July 2022].
- Department for Education, (2017) Child sexual exploitation. *Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf [Accessed 08 July 2022].
- Department for Education, (2021) Keeping children safe in education. *Statutory guidance for schools and colleges* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf [Accessed 08 July 2022].
- Department for Education, (2015) The Prevent Duty. *Departmental advice for schools and childcare providers* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf [Accessed 08 July 2022].
- Department for Education, (2021) Sexual violence and sexual harassment between children in schools and colleges. *Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads* [online PDF]. Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014224/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf [Accessed 08 July 2022].