



Dynamik Theatre Group

Child Protection & Safeguarding Policy

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01 March 2020*

Amendments Declaration

Amendment By	Amendment Made	Date
J. Poxon	Original Publishing	01 Jan 2018
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Introduction

Dynamik Theatre Group incorporates; Dynamik Theatre, Dynamik Musical Theatre, Dynamik Youth, Dynamik Orchestra and Dynamik Production.

Dynamik Theatre Group recognises its statutory and moral duty towards safeguarding the welfare of children, young people and adults at risk from any form of abuse whilst receiving education, training and attending workshops / performances. We expect all staff, volunteers and partners to endorse and practice this duty at all times. As a result, we have a zero-tolerance approach to abuse and other harmful behaviour. At Dynamik Theatre Group, safeguarding and promoting the welfare of children, young people and adults at risk is everyone's responsibility, everyone who comes into contact with children, their families and carers has a role to play in safeguarding. We comply with all government policy and UK legislation such as *"Keeping Children Safe in Education 2016"*.

Purpose

At Dynamik Theatre Group we are committed to safeguarding and promoting the welfare of all Members, staff, volunteers, visitors, contractors and partners. Any reference in the policy to a child, young person or learner applies to all those aged under 18. Any reference in the policy to an adult at risk applies to anyone aged over 18yrs who may for a variety of reasons be in need of community services and/or unable to protect him or herself from significant harm or exploitation.

Dynamik Theatre Group has developed procedures in line with, and taking account of, guidance issued by the Department for Education, Leaders in Safeguarding and other relevant bodies. We operate in line with the requirements of the local authority (Borough) safeguarding arrangements.

Whilst overall responsibility for safeguarding children, young people and vulnerable adults is vested in the Chief Executive Officer; Dynamik Theatre Group has a named Designated Safeguarding Lead (DSL) and Designated Safeguarding Officers who are responsible for ensuring compliance to this policy and its procedures. The role and responsibilities and contact details of the DSL and DSO's can be found at Appendix A.

Scope

This policy applies to all Members and particularly children, young people and adults who may need support and all staff, volunteers, partners and families visiting and working at our centres, other external facilities, in the workplace and at performance venues.

In order to help ensure that children, young people and adults at risk are protected from abuse, all complaints, allegations or suspicions will be taken seriously and in accordance with this policy detailed herein.

Dynamik Theatre Group has incorporated child protection into the whole organisational approach to safeguarding and the term safeguarding is deemed to include child protection in all our policies and procedures.

It is our aim to help protect children and vulnerable adults from harm; preventative care and support will be made available to all learners as early as possible in an attempt to stop abuse from occurring. However, where a concern arises that a learner may have been abused then these procedures explain what to do about that risk.

This policy will be revised each year to ensure it is completely up to date with the most recent and relevant guidance and legislation. All staff must declare that they have read this policy by signing on their individual policy signing sheet each year.

The legal framework for the role of Dynamik Theatre Group:

Keeping Children Safe in Education (2018)

Sets out the safeguarding statutory responsibilities of schools and colleges, as well as good practice recommendations in relation to children. This covers the relevant legislation; the responsibilities of Governing Bodies and Principals; safer recruitment practice; recruitment and vetting checks; dealing with allegations of abuse or misconduct against staff; and also checklists, flowcharts and examples.

Working together to Safeguard children (2015) and (2016) and (2018)

Provides statutory guidance on the roles and responsibilities of agencies working together to safeguard children/young people. In addition it sets out the framework for the formation of Local Safeguarding Children Boards and details the allegation management process. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. Access is allowed for children's social care from the local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment. Safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board (LSCB).

Safeguarding Vulnerable Groups Act 2006

The Disclosure and Barring Service (DBS) has been introduced to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Mental Capacity Act (2005)

Provides a way in which people who may need help to make decisions can get that help from someone who can be trusted to act in their best interests. Mental Capacity under the Act means being able to make your own decisions. The Mental Capacity Act and its Code of Conduct contain a set of rules, procedures and guidance. The Act applies in full to those aged 18 or over, the entire Act except making Power of Attorney or Making a Will applies to 16 and 17 year olds. The Act only applies to those under 16 in very limited circumstances and these would have to be determined by a court.

Duties

The role of the Safeguarding Board

The Safeguarding Board is committed to ensuring that Dynamik Theatre Group:

- raises awareness of issues relating to safeguarding and promotes the welfare of all
- provides a safe environment for children, young people and adults at risk
- identifies those who are suffering or at risk of suffering significant harm and takes appropriate action to ensure they are kept safe
- has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers
- operates safe recruitment procedures

- designates a member of staff with sufficient authority to take a lead role for safeguarding
- remedies any weaknesses and areas for improvement relating to safeguarding that are brought to their attention
- ensure all staff members receive appropriate child protection and safeguarding training which is regularly updated.

The role of Staff

Staff member with lead responsibility

There is a designated member of staff with lead responsibility for safeguarding issues. The key responsibility of that member of staff is to lead on raising staff awareness concerning all issues relating to safeguarding, and to promote Dynamik Theatre Group as a safe environment for learning and being cared for. They have received the appropriate training as required by the Local Safeguarding Children Board, and will maintain the currency of their knowledge on safeguarding issues. The Designated Safeguarding Lead (DSL) is responsible for

- overseeing the referral of cases of suspected abuse or allegations
- giving advice and support to staff on matters relating to safeguarding
- maintaining a proper record of any safeguarding referral, complaint or concern received
- ensuring that parents/carers of children, young people and adults at risk are aware of the safeguarding policy
- liaising with other agencies as necessary
- liaising with secondary schools sending learners to ensure that appropriate arrangements are made for them
- ensuring there is liaison with employers and training organisations providing learners with placements to ensure proper safeguarding arrangements are in place
- ensuring that all staff receive training about safeguarding matters and the procedures
- providing termly reports to the Safeguarding Board
- reporting any flaws in procedure to the Safeguarding Board as soon as possible
- recording rigorous reports and/or statements
- storing all information and recording in a secure manner and in accordance with Data Protection Act 2018 (GDPR).
- dealing with individual cases, including attending case conferences and review meetings as appropriate
- having received training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Children's Board, and will receive refresher training at least every 2 years.

In the absence of the DSL a deputy DSL will carry out the same responsibilities. In the absence of both of these, the Director of Human Resources or CEO will carry out their responsibilities.

All staff

The CEO, members of the Board, members of the Senior Management Team and all staff will receive training to familiarise them with safeguarding issues and the policy and procedures, with refresher training at L2 (L3 for DSLs) at least every two years.

Definitions and Concepts

Child

Within the context of this policy a “child” is defined as anyone under the age of 18 (the Children Act 1989, Education Act 2002). Further, the additional duties regarding support, protection and safeguarding also extends to learners within the 14 to 16 age range from local schools.

Adult at Risk

It is recognised within this policy that any adult may be vulnerable or become a victim of abuse. Specifically an “adult at risk” is defined as any person who is 18 years of age or over and has a reduced capacity to give consent (as defined within the Mental Capacity Act 2005) to disclosure of abuse allegations or suspicions. As defined by the Law Commission (1995) we use the following indicators to identify an adult who is, or may become “at risk” whilst they are registered with us:-

The individual:

- is or may be in need of community care services by reason of mental or other disability, age or illness;
- is or may be unable to take care of himself or herself;
- is unable to protect himself or herself against significant harm or serious exploitation

Whilst not definitive, the main categories of people covered by the definition of “adult at risk” include those who:

- have a learning disability
- have a physical or sensory impairment
- have a mental illness including dementia
- are old and frail
- are detained in custody or under a probation order
- are considered vulnerable and who may experience abuse due to problems with alcohol or drugs (or be vulnerable due to other circumstances such as being an asylum seeker)

Children in Need of Protection and early help

Some children and young people are in need because they are suffering or likely to suffer “significant harm”. Where local authorities believe a young person is suffering, or likely to suffer, significant harm, they have a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person, this can be done through contacting the local authority early help team to share concerns and ensure the early identification of needs within families.

Children in Need

Children and young people who are defined as being “in need” under Section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of service(s). A child with a disability is a child in need.

Looked after children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. We will ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. The appropriate staff will have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated teacher/person for looked after children will ensure that the designated safeguarding coordinator will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

Significant Harm

The concept of significant harm is the threshold that justifies compulsory intervention into family life in the best interests of the child or young person and gives local authorities a duty to make enquires as to whether to take action (Section 47, Children Act 1989) to safeguard or promote the welfare of a young person who is suffering, or likely to suffer significant harm. The Act also gives powers to the police to take emergency action to protect a young person from significant harm.

Abuse

"Abuse" relates to the mistreatment of an individual's human and civil rights by any other person or persons, and may consist of single or repeated acts. Incidents of abuse can be either to one person or more than one person at a time. Abuse and/or harmful behaviours can be either deliberate or the result of negligence, ignorance, lack of training, knowledge or understanding. Somebody may abuse or neglect an individual by inflicting harm or by failing to prevent harm.

Within the context of this policy abuse and harmful behaviours are defined through six main categories:

- **Physical:** this may involve hitting, slapping, pushing, kicking, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, inflicting inappropriate physical sanctions, or otherwise causing physical harm to a child, young person or vulnerable adult including fabricating the symptoms of, or deliberately causing the individual ill health (DfE 2014, DoH 2000).
- **Emotional/psychological:** this is the persistent emotional ill-treatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. This may involve the imposition of age or developmentally inappropriate expectations resulting in fear, exploitation or corruption. This may also include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Threats of harm or abandonment; humiliation; blaming; intimidation; coercion; harassment; verbal abuse, bullying (including cyberbullying) and being prevented from receiving services or support are all forms of emotional abuse (DoH 2000). Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- **Sexual:** such as rape, sexual assault or sexual acts occurring through force or enticement and which a child, young person or vulnerable adult could not have consented to, or to which they were pressurised into consenting. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving the child, young person or vulnerable adult in looking at, or in the production of, pornographic material, watching sexual activities or encouraging them to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. (DoH 2000).
- **Neglect or acts of omission:** this includes the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psycho-social needs, and which are likely to result in a serious impairment of the individual's health or development. This may include failing to provide adequate food, shelter and clothing, or educational services and/or neglect of, or unresponsiveness to, a child, young person or vulnerable adult's basic emotional needs (DoH 2000).
- **Financial or material:** this may include theft, fraud, and exploitation, pressure in connection with money or material possessions. This may also include loss of jewelry or personal property, loss of money from a wallet or purse (DoH 2000).
- **Discriminatory:** this may include abuse, bullying and harassment based on the individual's age, sex, disability, religion, race or sexual orientation (DoH 2000).
- **Specific issues and further information:** specific advice should also be sought in relation to specific situations including forced marriage, the effects of domestic violence on young people, female genital mutilation, children and young people who sexually abuse or who are exploited and those affected by drug and alcohol abuse in families.
- **Abuse of trust:** under the Sexual Offenders Act 2003 it is an offence for a person over 18 to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that young person, even if the relationship is consensual. This includes teaching and a range of support staff within educational establishments.
- **Radicalisation:** The process by which a person comes to support terrorism and forms of extremism leading to terrorism (Prevent Strategy.Gov.uk)
- **Online Abuse:** any type of abuse that happens on the web, whether through social networks, playing games online or using mobile Phones. Refer to E-safety policy.
- **Child sexual exploitation:** Is a type of abuse where children are sexually exploited for money, power or status.
- **Female genital mutilation:** FGM is the total or partial removal of the external female genitalia for non-medical reasons.
- **Domestic abuse:** witnessing domestic abuse is child abuse; Teenagers can suffer domestic abuse in their relationships.
- **Child trafficking:** Is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.
- **Harmful sexual behaviour:** Children or young people develop sexual behaviours that harm themselves or other.

Radicalisation and acts of terrorism The Counter Terrorism & Security Act (2015) & The Prevent Duty

Prevent is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The Prevent strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with

The strategy covers all forms of terrorism, including far-right extremism and some aspects of non-violent extremism.

The Home Office works with local authorities, a wide range of government departments, and community organisations to deliver the Prevent strategy. The police also play a significant role in Prevent, in much the same way as they do when taking a preventative approach to other crimes. The Home Offices uses a range of measures to challenge extremism in the UK, including:

- where necessary, preventing apologists for terrorism and extremism from travelling to this country
- giving guidance to local authorities and institutions to understand the threat from extremism and the statutory powers available to them to challenge extremist speakers
- funding a specialist police unit which works to remove online content that breaches terrorist legislation
- supporting community-based campaigns and activity which can effectively rebut terrorist and extremist propaganda and offer alternative views to our most vulnerable target audiences - in this context they work with a range of civil society organisations
- supporting people who are at risk of being drawn into terrorist activity through the Channel process, which involves several agencies working together to give individuals access to services such as health and education, specialist mentoring and diversionary activities.

This Act places a duty on specified authorities including skills training, further and higher education, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty).

Dynamik Theatre Group is committed to supporting vulnerable Members through its safeguarding policies and procedures and recognises that this can support the contribution to the Prevent duty.

Management of processes

Dealing with disclosure of abuse and procedure for reporting concerns

A member of staff may suspect that a member is being abused or is at risk of significant harm. A member may disclose to a member of staff that s/he is being abused.

In these circumstances the following procedure should be followed.

Significant concerns

If a member of staff has concerns about a member but does not believe that they are being abused or are at risk of immediate harm, the member of staff should:

- Speak to the member about the concerns
- Speak to a Designated Safeguarding Lead who will consider and advise whether Dynamik Theatre Group should register the concern.

Disclosure of abuse

If a disclosure is made or abuse is suspected, staff should:

- Listen carefully and stay calm
- Question without pressure to be sure that what is being said is properly understood by the member of staff
- Reassure the individual concerned that s/he has done the right thing
- Explain to the individual who has disclosed that the information must be passed on but only to those who need to know about it. Say who will receive the information
- Note the main points carefully - what the individual said/did and the questions asked by the member of staff
- Make a note of the date, time and place.
- Complete a Safeguarding Incident / Concern Form

Staff must not:

- Ask leading questions or put words into the mouth of the disclosing individual
- Investigate concerns/ allegations
- Promise confidentiality

Reporting to designated staff

Staff should report concerns, suspicions or disclosures of abuse immediately to the DSL. If they are not available the report should be made to the Deputy DSL.

Reporting to the DSL

The designated member of staff must notify the C E O as soon as possible and always within 24 hours of a serious disclosure or suspicion being raised.

Contact with external services

The DSL or CEO (deputising senior manager) must report the matter to children's social care/ adult services or the police by phone immediately, followed up by written confirmation or email within 48 hours. Where a request for service form or an early help assessment is completed and sent via email to children's social care, staff can expect a response via email within 48 hours. A written record of the date and time of the report must be made and the document should include the name and position of the person to whom the matter is reported. The telephone contact must be confirmed in writing using the appropriate local authority form within 24 hours. The designated member of staff should note down the detail of the discussion about action to be taken to inform the parents/carers, depending on the

circumstances. The process for keeping The Square Metre Group informed of further action should also be discussed.

Confidential reporting

A whistle blowing and safeguarding scheme is available to all staff and volunteers under Dynamik Theatre Group.

Procedure for managing allegations of abuse against staff

Dynamik Theatre Group is required to comply with the detailed local safeguarding children's board procedure for managing allegations against staff. These procedures apply to all staff, whether teaching, administrative, management or support, as well as to volunteers.

Introduction

In rare instances, staff of education institutions have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Dynamik Theatre Group recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and those investigations are thorough and not subject to delay.

Dynamik Theatre Group Recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within Dynamik Theatre Group will do so with sensitivity and will act in a careful, measured way.

Receiving an allegation

A member of staff who receives an allegation about another member of staff should follow the guidelines for dealing with disclosure. The allegation should be reported immediately to the Director of Human Resources and CEO. If the Director of Human Resources is the person against whom the allegation is made, the report should be made to the CEO. The DSL and Director of Human Resources, if the allegation is against the CEO should:

- Obtain written details of the allegation from the person who received it, that are signed and dated. The written details should be countersigned and dated by the DSL/Director of Human Resources.
- Record information about times, dates, locations and names of potential witnesses.

Initial assessment by the designated person

The Director of Human Resources should make an initial assessment of the allegation, consulting with the DSL and the relevant local authority's children's services safeguarding team as appropriate.

An allegation is information which indicates that a person who works with a child, young person or vulnerable adult has:

- behaved in a way that has harmed or may have harmed a child or young person.
- possibly committed a criminal offence against or related to a child or young person.
- behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children and young people.

It is important that the Director of Human Resources does not investigate the allegation. The initial assessment should be on the basis of the information received and is a decision whether or not the allegation warrants further investigation.

If the assessment of the allegation is that it requires to be investigated then an investigation will take place in accordance with Dynamik Theatre Group's disciplinary policy. The local authority designated officer (LADO) will be advised and kept fully informed of progress and outcome.

Enquiries and investigations

Child protection enquiries by Social Services or the police are not to be confused with internal, disciplinary enquiries by Dynamik Theatre Group may be able to use the outcome of external agency enquiries as part of its own procedures. The child protection agencies, including the police, have no power to direct Dynamik Theatre Group to act in a particular way however, Dynamik Theatre Group should assist the agencies with their enquiries.

Dynamik Theatre Group will instigate its own internal enquiries regardless of any formal police or social services investigations but will ensure that this will not prejudice the investigation. Any internal enquiries shall conform with the existing staff disciplinary procedures.

If there is an investigation by an external agency, for example the police, the DSL and/or Director of Human Resources should normally be involved in, and contribute to, the interagency strategy discussions. The DSL and CEO are responsible for ensuring that Dynamik Theatre Group gives every assistance with the agency's enquiries.

He/she will ensure that appropriate confidentiality is maintained in connection with the enquiries, in the interests of the member of staff about whom the allegation is made. The DSL (or Director of Human Resources) shall advise the member of staff that he/she should consult with a representative, for example, a trade union.

The Director of Human Resources will consult with Social Services, the police or the Children's Integrated Services Safeguarding Team, particularly in relation to timing and content of the information to be provided, and shall:

- inform the learner or parent/carer making the allegation that the investigation is taking place and what the likely process will involve.
- ensure that the parents/carers of the learner making the allegation have been informed verbally and in writing that the allegation has been made and what the likely process will involve.
- inform the member of staff against whom the allegation was made of the fact that the investigation is taking place and what the likely process will involve.
- inform the member of staff making the allegation that the investigation is taking place and what the likely process will involve.
- inform the Dynamik Theatre Group Safeguarding Board of the allegation and the investigation.

The Director of Human Resources shall keep a written record of the action taken in connection with the allegation.

Suspension

Suspension should not be automatic. In respect of staff, other than the CEO or senior post holders, suspension can only be carried out by the nominated member of the senior management team. In respect of senior post holders, suspension can only be carried out by the CEO.

Suspension may be considered at any stage of the investigation. It is a neutral, not a disciplinary act and shall be on full pay. Consideration should be given to alternatives: e.g. paid leave of absence; agreement to refrain from attending work; change of, or withdrawal from, specified duties.

Suspension should only occur for a good reason. For example:

- where a member is at risk.
- where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.
- where necessary for the good and efficient conduct of the investigation.

If suspension is being considered, this will be conducted in accordance with the existing Dynamik Theatre Group disciplinary procedures.

Allegations without foundation

False allegations may be indicative of problems of abuse elsewhere. A record should be kept. In consultation with the DSL, the CEO shall:

- inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary or child protection action will be taken. Consideration should be given to offering counselling and support in order to rebuild the member of staff's confidence. Inform the parents/carers of those involved that the allegation has been made and of the outcome.
- where the allegation was made by a learner other than the alleged victim, consideration to be given to informing the parents/carers of that learner.
- prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.
- in some circumstances, consider the broader disclosure of details of the outcome of the investigations, for example if the matter is of general importance, has become common knowledge or the subject of general gossip. There is a need to provide accurate details for public information.

Records

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the member of staff's personal and confidential file. Where the allegation is found to be without foundation, a record of the allegation, investigation and outcome should be retained.

Confidentiality

Dynamik Theatre Group will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Education Act 2011 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a learner from the same school or college (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions will apply until the point that the

accused person is charged with an offence, or until the Secretary of State or the General Teaching Council for Wales publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions will also cease to apply if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restriction in response to a request to do so.

Safer recruitment and selection procedures

Dynamik Theatre Group has in place robust recruitment procedures which ensure that care is taken to protect young or vulnerable learners. The procedures apply to all staff and volunteers and they are reviewed regularly to take account of following principles:

- The post or role will be clearly defined.
- The key selection criteria for the post or role will be identified.
- Vacancies will be advertised widely in such a way as to ensure a diversity of applicants.
- Requirement of documentary evidence of academic and vocational qualifications.
- Obtaining of professional and character references.
- Verification of previous employment history including the explanation of any gaps

Teaching Learners about Safeguarding

Dynamik Theatre Group will teach members about safeguarding, including online risks, through teaching and learning opportunities as part of providing a broad and balanced Syllabus.

Dissemination

The DSL will ensure this policy is known and used appropriately:

- the policy will be reviewed every two years
- the procedures and implementation will be updated and reviewed regularly
- the policy will be available publicly and parents will be made aware of the fact that referrals about suspected abuse or neglect may be made and the role of Dynamik Theatre Group.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding

Links to other policies

This policy has links to the following policies and procedures:

- Staff Disciplinary Policy and Procedures
- Anti-bullying Policy
- Equality and Diversity Policy
- Whistle Blowing

Monitoring compliance with and the effectiveness of policy documents

Process for monitoring compliance and effectiveness of dealing with disclosure of abuse and procedure for reporting concerns

- **Termly:** The safeguarding board will receive a report on safeguarding incidents and reports.

- **Termly:** The senior management team will receive a report from the safeguarding board on safeguarding incidents and reports.
- **Annually:** The DSL and safeguarding board will review the safeguarding policy and produce a report that will be presented to the SMT and CEO.

Process for monitoring compliance and effectiveness of dealing with allegations against a member of staff

- Where an allegation has been made against a member of staff, the DSL and safeguarding board including the CEO and director of human resources, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that could lead to the improvement of the procedures and/or policies. Consideration should also be given to the training needs of staff

APPENDIX A – Safeguarding Board and Persons

Senior Person / Designated Safeguarding Lead:

Jamie Poxon

Chief Executive Officer / Artistic Director

07969 997796 / Jamie.poxon@dynamiktheatre.co.uk

Deputy Senior Person:

Steph Westwood

Company Manager / Head of Marketing

07917 463162 / Steph.westwood@dynamiktheatre.co.uk

Deputy Designated Safeguarding Leads:

Larissa Moss

Head of Dynamik Youth

07754 103415 / larissa.moss@dynamiktheatre.co.uk

Amy Pinfold

Head of Stage

07773 386865 / amy.pinfold@dynamiktheatre.co.uk

APPENDIX B – Safeguarding Statement

Dynamik Theatre Group is committed to protecting young people and adults at risk from harm.

As a Safe Organisation:

We ensure that all our employees are aware of their responsibilities to safeguarding children and adults at risk.

We do this by:

- Adopting safer recruitment practices of staff to work with young people and adults at risk.
- Clear expectations of staff about personal conduct and responsibility to promote the wellbeing of young people and adults at risk at all times.
- Good induction systems and ongoing training/updates for staff on safeguarding young people and adults at risk.
- Ensuring all staff have access to information and guidance on procedures for child protection and protection of adults at risk.
- A team of named managers trained to provide access to specialist advice on child protection and the protection of adults at risk.
- Sound data protection, information sharing and referral procedures.
- The promotion of a culture of safeguarding throughout the company.
- Listening to the concerns of young people and vulnerable adults with an open mind.
- Clear procedures for investigating allegations of harm to young people or adults at risk by persons in positions of trust within the company, including independent advice and referral to the police as necessary.
- Regular reporting of safeguarding incidents to the Senior Management Team.
- A clear and accessible complaints procedures where there are concerns to be raised.

APPENDIX C – Safeguarding Referral Form

Significant Event Record Form

Incident Record (Highlight as appropriate)

Notifiable Event

Major Incident

Name of young person.....Date.....

Address.....
.....

Date of Birth.....

Form Completed by

The items below are known as notifiable events – In the first instance your line manager needs to be informed. The line manager will then inform the relevant senior manager or director.

Notifiable Events:

Please Highlight as appropriate.

Absconding

Safeguarding / Disclosure

Restraint

Injury to Person

Police Called

Damage to Property

Bullying / Harassment

Criminal Offence

If **other** please state what

Does this event/incident relate to known behaviour?

Date of event/incident.....Time of event/incident.....

Details of the event/incident

Where did this event take place?
What triggered this event?
Was this a new trigger to those already known about?

Name of staff members involved:
Name of Learners involved:
Name of witnesses:

What support was in place to meet the needs of the learner(s) involved prior to event taking place?

How did the incident end?

--

Signed Staff member completing form.....Date.....

Name of staff member (capitals).....

Reflection and Implementation of Actions

(Team Leaders / managers and directors)

What action has been taken after the incident?	
Advise staff to follow up with student	Yes/No
Advise manager	Yes/No
Contact Parent/Carer	Yes/No
Contact Support Worker (details of who and which agency)	Yes/No
Referral Other	Yes/No
CAF referral	Yes/No
Safeguarding referral	Yes/No
Accident form completed	Yes/No
Review risk assessment	Yes/No
Instigate disciplinary procedure	Yes/No

Signed.....Date.....

Name of Staff member (capitals).....

What actions will be put in place to ensure this does not occur again?

Have all actions been carried out? Yes / No If no reason why and follow up date:

Return to a manager to sign off actions as complete.

Signed.....Date.....

Name of staff member (capitals).....

Follow up actions completed:

Date	Comments	Staff Name