

c21 Theatre Company

CHILD PROTECTION POLICY

1/27/2015

c21 THEATRE CO. Safeguarding Policy

Issued October 2013

STATEMENT OF INTENT C21 THEATRE COMPANY

are committed to safeguarding the welfare of children and young people, and recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. C21 THEATRE COMPANY. believes that the welfare of the child is paramount, and that all children without exception have the right to protection from abuse.

This policy has been approved and endorsed by senior management and the Board of Directors.

PRINCIPLES OF GOOD PRACTICE

At all times, C21 THEATRE COMPANY. will:

- Treat children and young people with care, respect and dignity
- Put the welfare of children at the heart of all our work
- Ensure communication with children and young people is open and clear
- Assess the risks to children of its activities
- Recognise children's rights as individuals and accord them the respect they deserve by considering, listening to, acknowledging and valuing their opinions and needs
- Train all staff in child protection issues
- Review its policy and procedures regularly

Code of Conduct

All C21 THEATRE COMPANY. staff must sign up to and abide by the Code of Conduct attached to this Policy. The induction of staff will include detailed discussion of the requirements of this Code.

Any breach of the code of conduct will result in relevant disciplinary action.

Recruitment and Induction of Staff

C21 THEATRE CO. is committed to equality and fair treatment of all core staff, freelance employees and potential candidates for posts within the company. C21 THEATRE CO. is also committed to ensuring that the welfare of the child is of paramount consideration and that company recruitment systems do not increase or ignore the potential risk of harm to the children with whom C21 THEATRE CO. works nor do they compromise or put at risk individual staff members or candidates.

C21 THEATRE CO. is currently a registered body with Divis Joint Development Committee, and requires enhanced disclosures from all staff that have regular contact with children. As part of C21 THEATRE CO.'s recruitment and selection process, offers of employment to positions where working with children and young people is an expected part of the job will be subject to a Divis Joint Development Committee check. This applies to persons engaged on staff, casual or freelance contracts. On occasion, and dependent on the nature of the role, C21 THEATRE CO. will require employees to be registered with the Independent Safeguarding Authority.

A detailed operational document on recruitment and selection is attached.

Induction and Training

Core Staff

Training on child protection will form part of the company induction programme, and will then be updated as updates are required.

Induction for Project-based/Activity- based Employees

For all staff employed on project/activity-based contracts, a practical induction session of not less than one hour with written guidelines will be a compulsory element of the preparation period of any project. The content will cover all aspects of the company's policy and procedures and will have additional elements depending on the nature of the activity to take place. The practical advice and written guidelines will be reviewed and updated regularly in accordance with changes in legislation and best practice.

Use of photographic/filming equipment

C21 THEATRE CO. will request all relevant consent in advance of any filming or photography and will adhere to the following guidelines:

- Will provide a clear brief about appropriate content and use of image
- Identify photographer to host group
- Will not permit unsupervised access to children
- Avoid using names of children if image is used

All consent forms will be stored in line with data protection legislation.

Reporting Systems

C21 THEATRE CO. is aware of the importance of responding to, reporting and recording concerns, allegations and disclosures and following the correct reporting processes to support any investigation.

This is highlighted by

- Providing guidelines as to what constitutes a child protection concern
- Providing guidelines about how to respond to such concerns
- Implementing a procedure for recording and reporting information in a confidential manner
- Appointing a Designated Officer to deal with safeguarding issues

Designated Officer

The Designated Officer will be member of the Board of C21 THEATRE CO.

Her role is to:

- Be the first person staff, volunteers or members of the public approach with concerns
- Train all stakeholders in the safeguarding policy
- Ensure that safeguarding policy and procedures are being implemented
- Contact statutory organisations about concerns and make referrals if necessary

What constitutes a child protection concern?

A concern which relates to the possibility of a child suffering harm or abuse. The most likely examples of this in the context of C21 THEATRE CO. activities are:

- Worrying remarks made by a child
- Situations where a child has been exposed to potential risk of harm
- Concern about the behaviour of a worker (e.g. inappropriate or unacceptable behaviour, negligence or favouritism)
- Disclosures –when a child tells you that they are/have been harmed or abused in any way

Responding to concerns

It is not C21 THEATRE CO. staff's responsibility to investigate any concern, or decide whether or not it constitutes abuse. Employees simply need to ensure that all information is passed to the Designated Officer without delay.

All concerns should be recorded, no matter how insignificant the information may seem.

In the case of a child disclosing abuse, C21 THEATRE CO. employees should:

- Follow recommended practice re dealing with disclosures detailed in induction process
- Find designated Child Protection Officer and report concern
- Complete report form: form should then be copied leaving one with Child Protection Officer and retaining one
- Notify C21 THEATRE CO. Designated Officer at earliest opportunity
- All records will be held confidentially and supplied for any further investigation
- Employees will be supported in any investigation even after their contract of employment has ended

In the case of an allegation made against an C21 THEATRE CO. employee:

1. Whether the allegation comes from a child or a parent/guardian, the parent/guardian will be responsible for notifying the C21 THEATRE CO. 's Designated Officer at the earliest opportunity.
2. Any employee against whom an allegation is made will be suspended by C21 THEATRE CO. on full pay for the duration of their contract or until such time as the investigation is complete. Allegations made against core staff should be notified to C21 THEATRE CO. 's Board of Directors through the Chair.

In all cases:

1. C21 THEATRE CO. 's Board of Directors will be notified when an incident has taken place.

If C21 THEATRE CO. dismiss or cease to use any employee or volunteer because it is thought they have harmed or pose a risk of harm to a child, C21 THEATRE CO. will refer the case to the **Independent Safeguarding Authority (ISA)** through the appropriate channel.

COMMUNICATION OF THE POLICY

C21 THEATRE CO. is committed to promoting awareness of issues that may cause harm to children and raising understanding of their rights as individuals. C21 THEATRE CO. is also committed to promoting good practice generating a culture of 'openness' within its own work and in a wider context.

C21 THEATRE CO. will communicate its policy practically, publicly and in the promotion of good practice.

Practical Communication

C21 THEATRE CO. will draw attention to its policy in its literature and guidelines sent to host schools/organisations. It will make them aware of its reporting and complaints procedures and gather information on their policies. Where appropriate, it will provide supplementary information for distribution to parents and carers. Host organisations such as theatres will be notified of the policy and where appropriate will be provided with notices for display and other relevant literature.

Public Communication

C21 THEATRE CO. will make its safeguarding policy and procedures available through its web-site. Where appropriate, it will carry literature relating to its policy for distribution to members of the public. It will also be open to enquiries, concerns and complaints about issues relating to safeguarding. It will gather information about practices engaged by other organisations and will contribute to wider debates about training and appropriate behaviour.

Promotion of Good Practice

C21 THEATRE CO. will make the welfare of the child a paramount consideration in all areas of its work.

Management and Monitoring

C21 THEATRE CO. is committed to managing the implementation of this policy in full and ensuring that it is reviewed regularly and amended as necessary.

Responsibility for Management

Final responsibility of the policy will rest with the Board of Directors of C21 Theatre Co. The daily and ongoing management of the policy will be undertaken by the Creative Director taking a lead role in record-keeping and implementation of procedures. All other employees regardless of their length of contract or duties will have a responsibility to adhere to the organisation's child protection policy and follow all procedures as required.

Monitoring

- C21 THEATRE CO. will monitor its recruitment, selection and vetting procedures to ensure potential candidates are compliant with the requirements of this policy
- Induction and training will be recorded for all staff and with each new intake of project-based staff. C21 THEATRE CO. will keep a record of those employees who return for subsequent contracts and provide references as appropriate
- C21 THEATRE CO. will keep detailed and accurate records of any reported incidents, allegations or concerns and comply with all requirements to supply information as appropriate in line with data protection legislation
- C21 THEATRE CO. will be pro-active in gathering information on changes in law and practice and disseminate these/review procedures as appropriate
- C21 THEATRE CO. will retain all relevant records and will hold confidentiality as a primary consideration.
- C21 THEATRE CO. Board of Directors will make spot checks to ensure all procedures are being fully implemented

Review

C21 THEATRE CO. will review its policy annually alongside other company policies. This will be undertaken at Board level. The review will take into consideration:

- Any issues that have arisen during the year from the implementation of the policy
- Any incidents reported and their implications for changes to be made
- Comments and suggestions from any source
- Changes in legal responsibility or recommended practice
- Issues arising from outside the sphere of child protection (e.g. changes in other legislation)

Any amendments required to policy and procedures will be discussed and approved at a Board meeting.

Code of Behaviour

This document outlines how C21 THEATRE CO. expects its employees to behave when representing the company. While it does not cover every possible situation that might arise, it will help employees use their judgement, to act and respond appropriately and avoid situations that are risky, inappropriate or open to misinterpretation.

Workshop facilitators will need to be particularly sensitive to how their behaviour impacts on children. All guidance should be applied before and after activities as well as during.

Any breach of the Code of Conduct will result in C21 THEATRE CO. disciplinary procedures.

DO:

- Show respect, be patient and listen
- Set a good example by using appropriate language, attitude and demeanour at all times
- Conduct activities within sight or hearing of others. Where possible involve more than one child in a conversation
- Stop or cancel activities if conditions are unsafe or unreasonable demands are being made
- Keep physical contact to an appropriate level. What that level is in relation to a specific activity should be discussed with the company beforehand and then with the lead contact person in the host organisation. Be prepared to adjust the activity to allow for changing circumstances
- Avoid excessive physical contact with children and refrain from activities such as wrestling or tickling. Ask the child if a particular physical activity is okay
- Stay in prescribed areas and avoid wandering around the facilities
- Use staff not children's toilets and always ask for a private changing area
- Be as careful leaving as arriving
- Secure equipment of any kind that could be used unsafely or as a weapon (scissors, staple guns, penknives, etc) must be kept away from children and used by them only under supervision

Never:

- Work or perform without supervisory staff/volunteers present. The parents /guardians are responsible for supervising children and no C21 THEATRE CO. employees – individually or together – should be left alone with children for any length of time.
- Hit or physically assault or abuse children
- Show favouritism towards a child
- Comment on personal appearance or dress
- Promise to keep secrets
- Belittle or demean children
- Embarrass, ignore or single out a child
- Allow or engage in inappropriate touching
- Engage in sexually provocative games
- Allow children to engage in abusive peer activities, e.g. bullying, mocking or initiation ceremonies
- Offer lifts to children or permit them to travel in the company vehicle
- Arrange meetings with children outside organised activities without the prior consent of parents and C21 THEATRE CO.
- Bring any alcohol into a host organisation, even for consumption during non- working hours
- Turn up for work smelling of alcohol
- Smoke inside school grounds, or in the presence of children or young people

- Bring any type of prescription drugs into a host organisation, unless medically necessary. If necessary (e.g. inhaler , epi –pen) ensure they are kept on your person at all times, or with the host organisation
- Bring items of value should be left at home or given to the Company Stage Manager or host group during activities. Mobiles must be switched off during all activities
- Swearing and having conversations of an adult nature should be avoided while in the host organisation. Many schools and groups have ‘no swearing’ policies which C21 THEATRE CO. must respect
- Never undermine, ridicule or insult the staff or volunteers of a host group
- Offer alcohol, cigarettes or drugs (even headache tablets) to a child

Recruitment

Robust recruitment and selection procedures will help organisations to screen out unsuitable individuals and prevent them from working with children.

Any recruitment to a post of regulated activity must be checked with the ISA.

C21 THEATRE CO. can identify 2 groups of potential employment or involvement:

1. Core permanent and/or senior staff (Full-time, part-time, Volunteer)

All core staff must be subject to some level of vetting. The level of vetting is detailed below.

Creative Director – although this post does not itself fall under the remit of regulated activity as contact with children and young people is neither regular nor intensive, they manage posts of regulated activity, this post should be subject to enhanced disclosure with annual checks.

Designated Officer– as the lead signatory for checks and the Designated Officer for child protection issues, this post is subject to an Enhanced Disclosure with annual checks.

For all other freelance staff, a decision must be based on whether the post will be considered regulated activity.

Regulated activity covers anyone working closely with children either paid or unpaid on a frequent or intensive basis. Frequent is defined as once a week or more. Intensive is 4 days or more in a single month.

Regulated activity can include, but is not limited to, any of the following:

- teaching, training or instruction, care or supervision of children
- teaching, training or instruction for vulnerable adults
- providing advice or guidance wholly or mainly for children, which relates to their physical, emotional or educational wellbeing
- providing advice, guidance or assistance wholly or mainly for vulnerable adults
- any form of treatment or therapy provided to children or vulnerable adults
- driving a vehicle that is being used only for the purpose of conveying children or vulnerable adults and their carers
- working in a specified place (including schools)
- roles that involve managing or supervising, on a regular basis, the day-to-day work of those carrying out specified activities or working in specified settings.

Even if the post does not include regulated activity, if employees will be visiting a school, or will have contact with children or young people, they should be subject to an enhanced disclosure.

2. Board or Directors

The role of the Board of Directors does fall within the remit of regulated activity, but it is exempt from ISA registration. This is an important distinction as although Board members do not have to register with ISA, if a barred person attempts to join the Board, they are committing a criminal offence. Board members should undergo an enhanced disclosure with checks every 2 years.

The B

oard of Directors are selected each year through the general elections. However, c21 Theatre Co. will put in place the following step-by-step system to secure and monitor its recruitment system:

- Complete relevant Divis Joint Development Committee checks
- Obtain 2 forms of identification
- Sign written agreement to abide by Code of Conduct
- Ensure all new recruits undergo an induction process and are familiar with safeguarding policy and procedures.

For detailed information on vetting checks, please see Appendix A

Signed

Dated 27.1.2015

Appendix A - Guidance on vetting systems

C21 THEATRE CO. has been registered with 'Divis Joint Development Committee' the organisation for vetting the C21 THEATRE CO. staff and volunteers, who will be involved in the activities related to children and Young people.

Detailed information about 'Divis Joint Development Committee' Greater Falls Neighbourhood Partnership
Frank Gillen Centre, 1a Cullingtree Road, Belfast, BT12 4JT, Telephone: 02890 200346

C21 THEATRE CO. contact details in 'Divis Joint Development Committee' is **Sinéad McDonald** and can be contacted at 02890 200 346

For the benefits of the reader of this document, details of the **Regulated activity and Controlled Activity** are given below

What is a 'regulated activity'?

- Any activity of a specified nature that involves contact with children or vulnerable adults frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of social services and trustee of certain charities.) 'Regulated activity' is when the activity is frequent (once a month or more) or 'intensive' (takes place on three or more days in a 30-day period).

How does 'regulated activity' work?

- Anyone providing a regulated activity must be registered with the ISA.
- It will be a criminal offence, punishable by up to five years in prison, for a barred individual to take part in a regulated activity for any length of time.
- It will be a criminal offence for an employer to take on an individual in regulated activity if they fail to check that person's status.
- It will be a criminal offence for an employer to allow a barred individual, or an individual who is not yet registered with the ISA, to work for any length of time in any regulated activity.

What does this mean for domestic employees, e.g. private tutors and care workers?

- It will be an offence for a barred individual to take part in any regulated activity in domestic circumstances.
- Domestic employers do not have to check an individual they wish to employ – such as a home tutor, nanny or carer – but the new scheme will give them the opportunity to check the status of an individual (with his/her consent) if they wish to do so.

What is a 'controlled activity'?

- Frequent or intensive support work in general health settings, the NHS and further education. (Such work includes cleaners, caretakers, shop workers, catering staff, car park attendants and receptionists.)
- Individuals working for specified organisations (e.g. a local authority) who have frequent access to sensitive records about children and vulnerable adults.
- Support work in adult social care settings. (Such jobs include day centre cleaners and those with access to social care records.)

'Controlled activity' is when this type of activity is 'frequent' (once a month or more) or 'intensive' (takes place on three or more days in a 30-day period).

How does 'controlled activity' work?

- It will be a criminal offence for an employer to take on an individual in a controlled activity if they fail to check that individual's status.
- An employer can permit a barred individual to work in a controlled activity **only if sufficient safeguards are put in place.**

Appendix B

Useful Contacts

ACE (Advisory Centre for Education) Advice on bullying	www.ace-ed.org.uk Helpline 0808 800 5793
Anti-bullying Alliance	www.antibullyingalliance.org
Behaviour Management	www.parenting-ed.org
Bullying Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email.	www.bullying.co.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Child Protection in Sport Unit (CPSU) Newsletter email "subscribe" to cpsu@nspcc.org.uk	pstephenson@nspcc.org.uk www.thecpsu.org.uk 028 90351135
Childline Northern Ireland Got a problem? Childline has helped hundreds of thousands of children in trouble or danger. If you feel you can't face ringing them, check out their website. There are fact sheets on many subjects including bullying.	www.childline.org.uk Helpline 0800 11 11 1st Floor, Queens House , 14 Queen Street, Belfast BT1 6ED. Tel: 0870 336 2945
Children's Law Centre	www.childrenslawcentre.org Philips House, York St, Belfast, BT15 1AB CHALKY Helpline 0808 808 5678
Counselling for young people	www.contactyouth.org
Department Of Culture Arts and Leisure	www.dcalni.gov.uk
Domestic Violence	www.womensaid.org.uk
Drugs and alcohol	www.contactyouth.org
Health	www.kidsallergies.co.uk
Health and Social Care Trust Gateway Teams Belfast HSC Trust Gateway Team Northern HSC Trust Gateway Team South-Eastern HSC Trust Gateway Team Southern HSC Trust Gateway Team	028 90507000 0300 1234333 0300 1000300 08007837745

<p>Western HSC Trust Gateway Team</p> <p>Out of Hours Contact</p> <p>There will be a recorded message at each of the above numbers which will provide Emergency Out of Hours numbers.</p>	<p>028 71314090</p>
<p>Internet Safety</p>	<p>www.iwf.org.uk</p>
<p>Kidscape</p> <p>Open Monday to Friday between 10am and 4pm. Nearly everyone is bullied at some time in their lives according to this charity. It offers information and support to young people and their parents.</p>	<p>www.kidscape.org.uk</p> <p>020 7730 3300</p>
<p>National Children's Bureau</p>	<p>www.ncb.org.uk</p>
<p>NI Anti-Bullying Forum</p>	<p>www.niabf.org.uk</p>
<p>NI Commissioner for Children & Young People</p>	<p>www.nC21 Theatre Co. y.org</p>
<p>NSPCC Child Protection Helpline</p>	<p>www.nspcc.org.uk</p> <p>Helpline 0808 800 5000</p>
<p>Parentline Plus</p> <p>Advice for parents on supporting a child who is being bullied.</p>	<p>www.parentlineplus.org.uk</p> <p>Freephone 0808 800 2222</p>
<p>Parents Advice Centre</p> <p>Parenting Education Project, Parenting Forum NI and The Men's Project -</p>	<p>www.parentsadvicecentre.org</p> <p>Freephone 0808 8010 722</p>
<p>Parents Centre</p>	<p>www.parentscentre.gov.uk</p>
<p>Special Education Needs</p>	<p>www.throughtheroof.org</p>
<p>Sport Northern Ireland</p>	<p>www.sportni.net</p> <p>Tel: 028 90381222</p>
<p>Suicide and self-harm</p>	<p>www.pipsproject.com</p> <p>www.samaritans.org</p>
<p>There4Me</p> <p>NSPCC On line advice service for 11- 16 year olds</p>	<p>www.there4me.org.uk</p>
<p>Volunteer Development Agency</p> <p>028 90236100</p>	<p>For further information on developing Safeguarding policy and procedures are provided in the documents Our Duty to Care and Getting it Right available at www.volunteering-ni.org</p>

Appendix C

Recognition of Abuse and Poor Practice

What is Abuse?

Child Abuse is defined by Chapter 2 of the DHSSPS Co-operating to Safeguard Children as falling into the following four categories:

- Physical:** Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- Neglect:** Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).
- Sexual:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not 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 the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Emotional:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

The ACPC procedures also recognised the particular impact of bullying and the vulnerability of those with a disability.

Bullying:

Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).
Chapter 9.48

Those with a Disability:

Safeguards for those with disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities as children who are disabled are at a higher risk of abuse. Not every child with a disability is vulnerable in every situation. However it can be said that certain factors may mean that children with a disability are more vulnerable and could therefore be more open to abuse. The following list examines some of the reasons why children with a disability may be more vulnerable:

- Historically, children with a disability have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has meant they are more vulnerable to be bribed and manipulated.
- Limited life experiences and social contacts may mean that many young person with a disability have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.
- Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.
- Continuing dependency on others may make some people feel powerless.
- Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.
- Individuals requiring intimate care could be in an increased vulnerable situation, especially if they have to rely on a number of different carers to support their needs.
- The general thought that a young person with a disability are not abused may make it difficult for them to be believed if they report an incident.
- Intrusion into body space for physical and medical care can lead to young people with a disability never developing ownership of their own bodies.
- Some disabilities may mean that an adult's emotional and developmental age is less than their chronological age.

Young People who display Sexually harmful Behaviour

It is estimated that children and young people are responsible for about 1/3 of all sexual abuse against children (Grubin 1998, The Research Team 1990), this may be an under estimate due to low rates of reporting and even lower prosecution rates. Any effort to prevent child sexual abuse must address the problem of young people who display sexually harmful behaviour (SHB).

Poor Practice

Poor practice can be viewed as the behaviour that can place a child or young person in a risky situation or leave a leader vulnerable to allegations that they were acting inappropriately. The following are a list of some incidents of poor practice but is not exhaustive;

- working in a private or unobserved situations and encouraging an environment of secrets,
- not treating young people with respect and dignity,
- not following agreed guidelines if physical support is needed, or seeking the parents'/ carers' views,
- not being up to date with the technical skills, qualifications and insurance for the activity,
- banning parents or carers, or
- constantly giving negative criticism.

Appendix D

REPORT FORM FOR AN ALLEGATION OR SUSPICION OF ABUSE

As an employee or artist employed by C21 THEATRE CO. , you have a duty of care to ensure that the children who work with us are kept safe from harm. Abuse of a child or of an adult with a learning disability is a criminal offence. If you have a suspicion that someone is being or has been abused, or if an allegation of abuse has been made to you by a child or another individual, it is vitally important that you faithfully, truthfully and swiftly record the details. It is also important that you comply fully with the Child Protection procedures in place of the host organisation (school, youth club) in which you are working, *C21 THEATRE CO.* 's Safeguarding Policy and Procedures and the full requirements of the law.

You may not be able to, and are not expected to, complete all of this form. It is designed to act as a checklist for you to record your suspicions or any allegations made to you. There is space provided for you to add any other information you feel relevant and you can provide as many additional sheets as you need.

In addition to completing this form, you must comply with the reporting system demonstrated during your induction. Any suspicion or allegation must be directed to the Child Protection Officer of the host organisation who is listed on their completed Questionnaire supplied to *C21 THEATRE CO.* , or to *C21 THEATRE CO.* 's Operations Manager (the Artistic Director in their absence). If you are touring with a *C21 THEATRE CO.* show, you should inform the Production Manager that you have a concern and you have the right to be accompanied by them to see the Child Protection Officer.

Please remember you should not discuss the details of your concerns with any other party outside of those directly involved.

Name of child: _____ Age: _____ yrs

Any special factors: _____

Are you expressing your own concerns or passing on those of somebody else? If you are passing on concerns, please record some details about the person who has raised these to you.

What has raised these concerns? Please include dates, times, etc of any specific incidents.

Have you perceived any physical or behavioural signs?

Has the child spoken to you? If so, what was said (include what was said to them as well as by them if possible).

Has anybody been alleged to be the abuser? If so, record details.

Has anyone else been consulted or spoken to?

Have you any further details you wish to add?

Signed: _____

Your Name: _____

Your Address: _____

Your Contact Tel No: _____

Appendix E
Induction Register

Name:

Date:

I can confirm that I have been given induction training on C21 THEATRE CO. 's Safeguarding policy.

This covered in detail the following areas:

- **Code of Conduct**
- **Recognising Abuse**
- **Reporting Abuse**
- **Guidelines on the use of Photography**

I have been given copies of:

- **C21 THEATRE CO. 's Safeguarding Policy**
- **Report Form**
- **Designated Officer contact details**
- **Code of Conduct**
- **C21 THEATRE CO. 's Complaints Procedure**

I understand that any breach of policy or code of conduct will result in disciplinary action.

Signed:

Dated:

Appendix F

Training Register

Name	Disclosure check	Induction training	Refresher training	Refresher training

Appendix G

Documentation Clearance Form

Many of the activities organised by C21 Theatre Company are recorded on film, still photography and sound devices for archive and promotional purposes. Equally young audience/participants create artefacts, drawings, collages etc in our associated workshop activities.

This form asks parents/guardians permission to record and use these (images, sound, artefacts) for C21 Theatre Company archival and general promotions only.

Also on occasion local press and broadcast media record C21 Theatre Company events. Importantly, C21 Theatre Company **will not publish any address details or surnames of any young people** in captions associated with any film, still photography, sound or artefacts.

Participation in any filming is always optional. If you choose to withhold your permission your **child will not be excluded or penalised, unless the entire activity is being recorded.**

Parents/Guardians who wish to give permission for their children to be included/recorded in such activities **please sign below**

Name of young person _____

Name and date of Activity _____

Signature of Parents/Guardian _____

Date: _____

Parents/Guardians who do not wish their children to be included in such activities, are asked to contact C21 Theatre Company in writing, stating the name of the child and the arts activity they are involved in. Please send these details to **C21 Theatre Company** by email to **c21_hotmail.co.uk**

If you have any queries regarding the above, please do not hesitate to contact me on 028 9020 8040 Thank you for your co-operation with this matter.

E Dooris
Designated Officer

Appendix G

INFORMATION ON SAFEGUARDING FOR PARENTS AND GUARDIANS WHO BRING CHILDREN AND YOUNG PEOPLE TO ATTEND AN ACTIVITY WORKSHOP, PERFORMANCE OR CULTURAL EVENT DELIVERED BY c21 Theatre Company.

c21 Theatre Company is dedicated to providing audiences with high quality theatre, that is entertaining, thought provoking and memorable. Established in 2005 c21 Theatre Company is a company limited by guarantee.

c21 Theatre Company operates a Safeguarding Policy committing it to making sure children are protected and kept safe from harm while they are with c21 Theatre Co. The company is also committed to ensuring that the rights of children are respected and understood by its employees, including freelance artists, and volunteers.

What we expect from you

c21 Theatre Company's policy is available on the website www.c12theatrecompany.com. c21 Theatre Company expects all parents and guardians to accompany their children at all times when with c21 Theatre Company and under no circumstances are they to leave the children with anyone else. c21 Theatre Company also expects all parents to read a copy of the Safeguarding Policy before bringing the children and Young people to an c21 Theatre Company workshop/learning event.

What you can expect of us

You can be assured that anyone from c21 Theatre Company who will provide training or supervision for any activity or workshop has undergone an Enhanced Disclosure check by *Divis Joint Development Committee*.

If you have any concerns about the appropriateness of an activity, we will be open to your comments and will examine whether or not a particular aspect of our work should be adjusted accordingly.

If at any point you have a concern about the behaviour of one of our employees, contact **c21 Theatre Company Designated Officer, Emer Dooris** on 077 84 273 168 . If she is not immediately available, please explain that it is an urgent call. A message will be passed to her and your call will be returned as soon as possible, within 24 hours.