



**CRASH BANG WALLOP THEATRE STUDIOS**

**Safeguarding Policy for**

**Children and Vulnerable Adults**

**Section 1: Our Safeguarding Policy**

**Section 2: Practical Measures to Assist Best Practice**

**Section 3: Safeguarding Procedures**

**Updated: 9<sup>th</sup> May 2024**

This Policy will be formally reviewed every two years, and also updated at other times, if required

**Current Lead Trustee for Safeguarding is: Dan Brookes**

**SECTION 1: CBW Theatre Studios Safeguarding Policy**

**FOR CHILDREN AND VULNERABLE ADULTS**

## **NOTE TO ALL HIRERS OF CBW THEATRE STUDIOS**

**All children's groups, and other groups that have some children or vulnerable adults in their membership, will be agreeing to fully comply with this policy when signing a hire agreement.**

### **DEFINITIONS**

A child is a person up to the age of 18.

A vulnerable adult is someone 18 years or over, who receives a health, personal or social care service from a professional. Personal services include help with financial matters, feeding, washing or dressing. As a result of amendments to the Safeguarding Vulnerable Groups Act 2006, an adult is no longer considered 'vulnerable' because of their personal attributes, characteristics or abilities.

Abuse can take many forms, and includes physical, verbal, emotional, sexual abuse, or neglect.

CBW Personnel refers collectively to the trustees, the rehearsal leaders, their assistants, any parents or other volunteers who help with CBW productions, and any students on placement with CBW.

### **SAFEGUARDING POLICY STATEMENT**

As a community organisation and registered charity, 'Crash Bang Wallop Youth Theatre', fully recognises its responsibilities for the protection and safety of children and vulnerable adults who attend CBW Studios, or are involved in CBW productions at other venues. All CBW personnel will aim to ensure that children and young people feel safe and are able to enjoy and benefit from their activities whilst at CBW Theatre Studios, by providing an open and transparent environment that protects them from physical or psychological harm. CBW leaders and their assistants will also fully consider the specific requirements of children with special needs and any vulnerable adults who wish to use this facility.

### **SCOPE OF THIS POLICY**

This Policy applies to all CBW personnel and all hirers of these premises. All these people need to be fully aware of this safeguarding policy and to work together to maximise the protection offered to children and vulnerable adults.

**NB.** While CBW personnel have a primary responsibility for all children involved in CBW rehearsals and CBW productions, they do not have any formal involvement with children or vulnerable adult users of the Theatre Studios by hirers. Hence, the primary responsibility for the safety and protection of those children or vulnerable adults lies with the hirers and the 'responsible adult' leaders of those groups, clubs or societies.

### **AIMS AND KEY PRINCIPLES**

The **aim** of our Safeguarding Policy is to:

- **Create and maintain a safe environment** for children and any vulnerable adults attending CBW's Theatre Studios
- **Promote best practice** for all CBW personnel and its hirers (SEE SECTION 2)
- **Allow CBW personnel to make confident responses** to any concerns that may be brought to their notice by either young people, vulnerable adults, hirers or others. (SEE SECTION 3)

The **key principles** underpinning this policy are:

- The young person's welfare is, and must always be the paramount consideration
- All children and vulnerable adults have a right to be protected from abuse, regardless of their gender, race, disability, sexual orientation, religion or belief, or age.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.

## **DUTIES OF THE TRUSTEES AND THE LEAD TRUSTEE FOR SAFEGUARDING**

The Trustees have a shared responsibility for oversight of this Policy and monitoring its implementation. The Designated Lead Trustee for Safeguarding (Jennifer Williams) leads on this oversight, and she would work with the Youth Theatre Director (Dan Brookes) in respect of any reported safeguarding concerns that might arise at the Theatre Studios or at outside CBW events. Ultimately it is the Lead Trustee for Safeguarding who would decide whether or not a concern was appropriate for referring on to the local authority, although the Theatre Director (Dan Brookes) would make any referral that was deemed necessary.

The lead trustee will ensure that:

- Safeguarding awareness is actively promoted within CBW
- there are accurate, confidential and up to date records of all reported safeguarding incidents, concerns and allegations
- all CBW personnel are responding appropriately to any safeguarding concerns, and if not, to facilitate support, guidance or training for the individuals concerned to rectify any issues.

## **THE EXPECTATIONS OF CBW PERSONNEL**

All CBW personnel must adhere to (i) the Safeguarding policy, (ii) the examples of best practice covered in Section 2 and (iii) the formal procedures for Safeguarding covered in Section 3.

All incidents, concerns, suspicions or allegations reported to any CBW personnel must be recorded immediately on the **'Safeguarding Report Form' (APPENDIX I)**. The form is numbered from 1-9:

1. Who completed the form and date completed
2. Date of the incident/concern
3. Who first reported the incident or concern
4. Who they reported it to
5. Who was present at the time of the incident or concern
6. Nature of the incident or concern
7. The form should then be passed to either Dan Brookes (Theatre Director) or to Jennifer Williams (Lead Trustee for Safeguarding)
8. Dan Brookes and/or Jennifer Williams will complete the 'Action Taken'
9. The form should be checked and signed by the Lead Trustee for Safeguarding **The record must be stored securely and shared only with those who need to know**

CBW will ensure that a BASIC DBS CHECK is sought from the Disclosure and Barring Service in respect of any CBW personnel who may have occasion to work directly with children or vulnerable adults, either in the Theatre Studios or at CBW events.

If a serious allegation of abuse is made against any member of CBW Personnel, the individual would be suspended immediately from their duties, until the outcome of any investigation was known.

## **EXPECTATIONS OF ALL HIRERS**

For each hire agreement, it is the named 'responsible adult(s)' on the booking form who hold(s) primary responsibility for the safety and protection of the children and any vulnerable adults in attendance. Where parents are present, they must accept full responsibility for the safety, activities and behaviour of their children, whilst their children are on CBW Theatre Studio's premises. The

'responsible adult(s)' have a duty to inform those parents of CBW Theatre Studio's expectations of them.

**REGARDING EMERGENCY MEDICAL TREATMENT** - In the event that a 'responsible adult', of any group using CBW Theatre Studios, considers that there is a need for Emergency Medical Treatment, they should:

- (i) Arrange to call for an ambulance.**
- (ii) Inform the person's parents of this, if it is possible** to contact them. The hirer's organisation should already have in place the written consent of the parents/guardians for emergency medical treatment and also the contact numbers of all the parents/carers of their group members.
- (iii) Inform CBW's Theatre Director (Dan Brookes 07958 122 473)** as soon as it is possible to do so following the emergency

**THE USE OF PHOTOGRAPHY** - All Hirers and 'responsible adult(s)' must be aware that great care is required whilst using photographic and film equipment. There is no intention by CBW Theatre Studios to prevent appropriate groups using video and other photographic equipment as a legitimate training/teaching aid. However, all children and vulnerable adults and their parents/carers should be given prior notice, if this is going to be part of any group's programme, and the hiring organisation should already have the parents'/carers' written consent for this. Any film material and parental consents should be stored safely by the hirer. Inappropriate photographs or film footage of children or vulnerable adults in vulnerable positions is not allowed, and all 'responsible adults' of groups hiring CBW Studios must be vigilant regarding these issues, particularly in the light of how social media can be used. The use of all forms of camera equipment in dressing rooms and other inappropriate environments is expressly forbidden.

**INCIDENTS, CONCERNS, OR ALLEGATIONS ABOUT A CHILD'S OR A VULNERABLE ADULT'S WELFARE**- If any safeguarding issues arise during any group's hiring of the premises, then in addition to any safeguarding procedures of the hiring organisation, the fact that an incident, concern or allegation (but not the detail of the event) must be reported immediately to the CBW Theatre Director (07958 122 473), who will then inform the Lead Trustee for Safeguarding.

## **SECTION 2: PRACTICAL MEASURES TO ASSIST BEST PRACTICE FOR**

### **CBW TRUSTEES, CBW LEADERS, VOLUNTEERS, AND ALL HIRERS**

The checklists, below, provide a number of practical measures which help to:

- ensure the protection and safety of children and vulnerable adults,

- provide adult leaders with better protection from allegations being made about them

### EXAMPLES OF BEST PRACTICE

- Displaying consistently high standard of behaviour and commitment –i.e. a good role model
- Treating all children and vulnerable adults in their care equally, and with respect and dignity
- Providing effective and consistent levels of supervision of the whole group
- Listening carefully to the group members
- Empowering individuals to share in decision making, when appropriate
- Giving enthusiastic and constructive feedback
- Ensuring that activities are fun, enjoyable and inclusive, and promote fair play
- Building balanced relationships based on mutual trust
- Using language that is appropriate and socially acceptable
- Ensuring that group members do not use inappropriate language, unchallenged
- Tackling directly peer activities such as humiliation, ridicule and other bullying behaviour
- Having clear strategies for dealing with difficult behaviour that excludes any kind of physical punishment or physical restraint.
- Working in an open environment, and always avoid private or unobserved situations
- Encouraging open communication – with no secrets
- Avoiding all 1:1 communication with children via social media, phone or text. Where a leader/teacher needs to make urgent contact with only one individual, e.g. altering a rehearsal time etc, they should copy their colleague or the young person's parents into the message, to maintain avoidance of all 1:1 interactions.
- Maintaining a safe and appropriate physical distance from children and vulnerable adults
- Ensuring that if any form of manual/physical support is required, it should be provided openly in front of other individuals, and have the prior consent of the individual concerned, having adequately explained why the support is required
- Encouraging the involvement of parents, carers, or guardians, where appropriate, to assist with the group's activities
- Securing parental consent in writing, in case the need arises to either administer emergency first aid or seek emergency medical treatment

- Keeping a written record of any physical injury, along with the details of any treatment given. (This information must also be given to the CBW Theatre director)

### **EXAMPLES OF UNACCEPTABLE PRACTICE**

- Inadequate or inconsistent supervision of children and vulnerable adults
- Allowing or appearing to condone ridiculing, humiliation, and other bullying behaviour
- Reducing an individual to tears as a form of control
- Excessive training and preparation, or pushing individuals too hard against their will
- Doing things of a personal nature for children or vulnerable adults that they are able to do for themselves
- Discouraging parental involvement and participation in the group's activities
- Using photographic/filming equipment without formal permission of parents
- Engaging in rough physical or sexually provocative games, including horseplay
- Making suggestive comments or gestures to a child or a vulnerable adult, even in fun, or within the company of the group
- Allowing or engaging in any form of inappropriate touching
- Contacting young people privately via social media, phone or text, particularly when there is no professional reason to contact them.
- Spending time alone with a child or vulnerable adult – away from other individuals
- Transporting children alone in a car on journeys, however short
- Allowing allegations, suspicions or disclosures by a child or a vulnerable adult to go unchallenged, unrecorded or not acted upon

If poor practice by hiring organisations is observed, less serious concerns would hopefully be resolved following discussion between (i) the hirer, (ii) any other person responsible and (iii) CBW Theatre Director. Less serious concerns about any CBW personnel would also be dealt with in a similar way. The CBW Theatre Director and the Lead Trustee for Safeguarding would wish to take actions to support the individual to avoid poor practice in the future.

However, more serious incidents and concerns would be dealt with through the formal procedures for Safeguarding. This is covered in the next section, below.

## SECTION 3: THE SAFEGUARDING PROCEDURES

Safeguarding children is an activity undertaken to protect children from suffering harm, and although the legal and policy base is different when responding to the safeguarding needs of vulnerable adults, the procedures for CBW personnel are the same as for any child or young person.

### HOW SAFEGUARDING INCIDENTS, CONCERNS, OR ALLEGATIONS SHOULD BE HANDLED BY CBW PERSONNEL

#### 1. MAINTAINING CONFIDENTIALITY AT ALL TIMES

If an incident, concern or allegation comes to the attention of CBW Personnel, they must complete the 'Safeguarding Report Form' and pass this directly to the Theatre Director, Dan Brookes, who would then inform the Lead Trustee for Safeguarding. Hence, the passage of information from the person who receives the concern should be restricted to:

- **The Theatre Director**
- **Designated Lead Trustee for Safeguarding**

There should be no discussion with other individuals, as **confidentiality is crucial**. The Theatre Director would then discuss any concern with the Designated Lead Trustee for Safeguarding, in order for the Lead Trustee to decide whether it is a significant concern for the Theatre Director to refer to the statutory authorities. All concerns, whether or not they are referred on the local authority, **must be recorded** on a 'Safeguarding Report Form' (See Appendix I)

#### 2. RESPONDING TO MORE SERIOUS CONCERNS / ALLEGATIONS OF ABUSE

For matters like this, it is not the responsibility of any CBW personnel, hirers or others, to decide whether or not abuse has taken place. However, all CBW Personnel would have a responsibility to complete the 'Safeguarding Report Form' and inform the Theatre Director immediately. The Theatre Director would discuss the allegations or suspicions with the Lead Trustee for Safeguarding before a decision was taken to contact the local authority. It is for the statutory authorities to establish whether or not an investigation is required. The parents or carers of the child or vulnerable adult would be contacted as soon as possible, **but only following specific advice from either the local authority or the Police**. Very often the statutory agencies decide that they will contact the parents, carers or guardians themselves.

If a child or vulnerable adult makes a '*disclosure*' of abuse to either a member of a hiring organisation or to CBW personnel directly, **NO-ONE MUST TRY TO INVESTIGATE THE MATTER THEMSELVES, OR ASK THE INDIVIDUAL ANY LEADING QUESTIONS.**

**However,**

- Don't stop an individual from talking if they are continuing to 'disclose' information
- Simply **listen** to what they are saying, and **allow them to speak at their own pace**
- The only questions you could ask would be to clarify what they said, if you did not hear them.
- Do not explore or investigate yourself as this is a specialist task, and is the responsibility of the statutory agencies, who work in conjunction with the Police. Inappropriate questioning, or asking leading questions, **could lead to vital evidence being inadmissible in court.**

- Simply make a **mental note** of the specific words and phrases that they use.
- Note down what you can at the time, or as soon as possible afterwards, and retain those original notes, no matter how rough or untidy the notes look to you, **as the words an individual uses during a disclosure are crucially important**. Then Date and Sign any notes.
- Do not promise to keep their information a secret, and make it clear that you will need to share their information with others, but only with the people who need to know, and with those who should be able to help them.
- Re-assure the child or the vulnerable adult that they have done the right thing in telling someone

It is the local authority, in conjunction with the Police, who will decide what action to take. In cases where a disclosure alleges abuse by a parent or a carer, neither the responsible adult, the hirer, nor any CBW personnel should contact and inform the parents/carers, as this is a matter that will be dealt with by the local authority, in conjunction with the Police.

**Latest Update: 20<sup>th</sup> January 2022**



**Appendix I**

**CBW THEATRE STUDIOS**  
**Safeguarding Report Form**

**TO BE COMPLETED FOR ALL REPORTED SAFEGUARDING  
INCIDENTS/CONCERNS/ALLEGATIONS**

1. Report form completed by: **DATE COMPLETED:**
  
2. Date of incident or concern:
  
3. Who reported the incident /concern?
  
4. Reported to whom? :
  
5. Who was present at the time of the incident / concern? :
  
6. Nature of incident/concern
  
- 7. NOW PASS THE FORM TO EITHER DAN BROOKES OR JENNIFER WILLIAMS**
  
8. Action Taken
  
9. Checked and signed by the Lead Trustee for Safeguarding .....

Date signed .....

**STORE SECURELY**