

Safeguarding Policy: **Safeguarding Children, Young People and Vulnerable Adults**

First written: February 2015

Date Updated: May 2024

Next assessment due: May 2025

Audience	Parents, Board of Directors, Staff, Public
Date for renewal/updates/reviews	March 2025, annually thereafter
Senior Designated Person	Shami Chakrabati (Chair of Board of Trustees)
Designated Person for child protection	Nicola Clements (Executive Director)
Other Key Company members	Paige Evans (General Manager) Updates and disseminates policy within Gate Team.
Location of Child Protection information and main policy documents	The Gate's Company files (hosted on Sharepoint)

POLICY STATEMENT

The Gate Theatre is committed to a practice which protects children, young people and vulnerable adults from harm. This Policy details organisational behaviour and best practice, which is applicable to all Gate staff, including those who work with the Gate on a volunteer or freelance basis, as well as the Gate's Board of Trustees.

For the purposes of this policy, a child is defined as anyone under the age of 18.

For the purposes of this policy, vulnerable beneficiaries are defined as children under the age of 18 or anyone over the age of 18 who requires activities which lead to them being considered vulnerable to significant harm or exploitation at that time.

A vulnerable beneficiary can be anyone:

- Who receives social care services or personal care
- Who requires assistance in relation to general household matters such as paying bills, shopping etc. due to a physical or sensory impairment, learning disability or mental health problem
- Who is detained by Her Majesty's Government or in contact with probation services

For ease of reading in this document whenever the terms *Child, Children* or *Young People* are used, it refers to all vulnerable beneficiaries, including vulnerable adults.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which could cause vulnerable beneficiaries harm.

The Gate will safeguard children, young people and other vulnerable adults by:

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with relevant agencies who need to know and involving parents and children appropriately and doing so in a swift and appropriate manner.
- Following carefully the procedures for recruitment and selection of staff, volunteers and any freelancers.

- Providing effective management for staff and volunteers through supervision, support and training.
- This Policy will be made readily available to all staff and volunteers and will also sit on the Gate's website.
- Reviewing our policy annually and reflecting on any reports made, reviewing the effectiveness of the reporting process every quarter.
- The Policy has been agreed with the Board of Trustees and is fully supported by the Executive Director and all members of Gate staff.

This policy is accompanied by three appendices. Appendix A is an Incident Report Form, Appendix B details Useful Contacts and Appendix C details definitions of abuse.

ROLE OF THE DESIGNATED PERSON FOR CHILD PROTECTION

The Designated Person is responsible for:

- Providing the 'first port of call' and offering advice and support to all staff regarding child protection issues.
- Establishing and maintaining a liaison role with the relevant social work department, family and social services departments, where necessary.
- Making referrals as necessary.
- Keeping up to date with changes and developments in child protection.
- Disseminating policy and good practice to all school staff, in particular:
 1. Ensuring that staff and volunteers understand their responsibilities for being alert to the signs of abuse and for referring any concerns to the designated person responsible for child protection.
 2. Ensuring that all staff have read/are aware of the specific Gate Safeguarding Policy and Procedures and know where to access these.
- Ensuring that new staff receive induction about child protection procedures and existing staff receive training as required
- Organising information relating to child protection so that this is accessible to all staff.

In the absence of the Designated Person for Child Protection, the Senior Designated Person for Child Protection will assume responsibility for this role.

ROLE OF PARENTS

Parents / persons with parental responsibility are always ultimately responsible for their children's welfare, and they should be assured that the Gate Theatre is a credible organisation.

We achieve this by:

- Publishing a full copy of the Safeguarding Policy on The Gate's website: www.gatetheatre.co.uk
- Making paper copies available for all parties to view
- Endeavouring to provide, on request, other formats for those with additional needs.

CODES OF BEHAVIOUR - STATEMENT OF INTENT

It is the policy of the Gate Theatre to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of the Gate's programmes, training events, workshops or other activities. Personnel should, always, show respect and understanding individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the Gate.

ATTITUDES

Guidelines for all Gate staff and volunteers:

- Staff and volunteers should be committed to treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution everyone can make
- Encouraging and praising each child or young person

STAFF CONDUCT

Staff and volunteers should:

- Endeavour to provide an example which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy
- Always dress appropriately professionally
- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow themselves to enter become embroiled in inappropriate situations, including tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child, young person or vulnerable adult

CONTACT WITH CHILDREN, YOUNG ADULTS AND VULNERABLE ADULTS

Staff and volunteers should:

- Should actively avoid spending any time alone with children or vulnerable beneficiaries, away from others
- In the unlikely event of having to meet with an individual child or vulnerable beneficiary this meeting must be as open as possible and other Gate staff members will be informed of the location and approximate length of the meeting. The meeting should not take place in a room that is private, unless necessary. If no adult is available as company to the meeting, the young person will be encouraged to bring a friend.

Physical Contact

- Staff and volunteers should never engage in any type of physical contact with any young person or vulnerable beneficiary without first asking permission.
- The Gate will always require a responsible adult to accompany any vulnerable beneficiaries or groups of vulnerable beneficiaries. The responsible adult will never be a member of Gate staff.
- If a child or vulnerable beneficiary is reliant upon an adult for any aspects personal care, e.g. toileting or assistance of movement, The Gate will engage the responsible adult, which will never be a member of Gate staff.
- Staff and volunteers should never allow inappropriate touching of any kind.

Online Contact

- The Gate will only contact a child directly via email or telephone in reference to workshops, performances or related Gate work.
- Where possible, all contact with children will be conducted via schools, or relevant and responsible adults.
- The Gate will not contact a child directly regarding non-professional or personal matters.
- Gate staff and volunteers will never issue or accept “friend requests” or equivalent from social networking sites from a child.
- If a child contacts a company member via social media, the member of the company should report it to the Executive Director, who will ensure it is followed up and the appropriate action taken. On no account should the company member respond of their own volition.
- Gate staff and volunteers will not take or share photos or video footage of children without confirmation from the Executive Director that the appropriate permissions have been sought and received.
- The relevant member of related to any given project is responsible for distributing and collating photo permission forms to schools and for discussing how best to document projects, and will circulate this information
- Confidential data that is collected on children including addresses, dietary needs, medical conditions etc. should be treated in confidence and with respect and should be shared between adults only on a need-to-know basis.
- When sharing information, Gate personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.
- All children and vulnerable adults have a right to know the information the Gate holds on them.

CHILD PERFORMANCE LICENSING

Requirement to licence

All children who perform on stage or in television, films, commercials or who work as models, have their welfare and safety protected by the following children in entertainment legislation:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10, & No. 2384

For the purposes of children in entertainment, a child is a person aged from birth until the end of their compulsory schooling.

The legislation requires licences to be issued by each Local Authority (LA) for children who take part in one of the following categories: broadcast performances (films, TV, video) covers performances that will be broadcast; non-broadcast performances (theatre, modelling) covers performance that are not broadcast.

It is the responsibility of the Gate to establish contact with the relevant local authority in which a child resides to obtain instructions as to whether a license is required.

The Children (Performances) Regulations 1968 only apply to actual performances and therefore the following information does not apply to rehearsals or regular workshops. Rehearsals are, however, affected by the Regulations, if they take place during the currency of a licence (between first and last performing day). Rehearsals are then subject to the same restrictions and conditions applicable to that licence i.e. time at place of performance, performing times and so forth. Rehearsals also count as a performance when calculating length of working week i.e. 5 days broadcast, 6 days theatre/other.

Chaperones

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones acts in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child.

Regulations require a ratio of 1 chaperone to 12 children. A chaperone's first priority is always to the child and the chaperone must not take part in any activity that would prevent them from proper supervision and care of the children they are responsible for. A chaperone will have total charge of a child - unless the child is being chaperoned by his/her parent/carer - whilst the child is at the theatre/performance location, and is responsible for the child's care and control. If the child has completed his performance and is then handed into the care and control of his parent/guardian who is outside of the stage performance area, the chaperone will no longer have responsibility for the child.

Chaperones are required by law to keep a record for each child, per performance:

It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present, for inspection by an officer of the Local Authority in whose area the performance takes place.

Upon completion of the production, the daily record sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which the Licence has been granted.

Licensed Chaperones are approved by Local Authorities and will be familiar with the law regarding children in entertainment

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

It is imperative that each member of the Gate staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of the Gate's procedures. Each member of staff will receive this Policy as part of the Company Handbook when they start work at the Gate.

- The Gate will issue the company handbook to each new starter at the Gate, which clearly lays out the Safeguarding Policy
- Any training in relation to vulnerable beneficiaries and safeguarding needs of each individual staff members are identified.

- After each annual review, the Safeguarding Policy will be shared with current and incoming staff members, so updates within the Policy are known and upheld by all staff and volunteers.

Induction

Each new member of staff or volunteer is made familiar with the Gate's policies and procedures including the Code of Behaviour.

Probationary appraisals

Each new member of staff undergoes a 3 month appraisal, at which they are asked to rate their understanding of all Gate policies, including our Safeguarding Policy, and to discuss and plug any gaps in their knowledge.

Annual appraisal

There is an official annual appraisal system for each member of staff.

Training

At the Gate the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in. After each appraisal, a personal training plan is drawn up for each staff member, which can be added to the year, and this assesses any Safeguarding training needs.

GUIDELINES ON RECRUITMENT

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and vulnerable adults.

The same recruitment procedure will be adopted whether the company members are paid or unpaid, full, part-time or freelance.

Recruitment procedure

This process will be adhered to for any role at the Gate that directly relates to working with children, young people or vulnerable adults.

- Advertisements for roles that involve work with children will state that applicants will be expected to have a current DBS check. In most circumstances, company members will have obtained their own check, which should have taken place within the last 3 years. In particular circumstances the Gate may arrange this. They may not work with children until a clean check is received.
- All applicants must submit a CV or application form detailing their experience relevant to the role.
- Successful applicants, including volunteers, will be interviewed to assess suitability for the role.
- Substantial gaps in employment will be queried.
- Two references should be taken up before appointing paid company members.
- For posts in which there will be direct contact with children, one reference should be regarding previous work with children.

On appointment

- An enhanced DBS (formerly CRB) check must be held by all Gate staff and volunteers who will be working directly with children, young people and/or vulnerable adults.

- The DBS check must be cleared before work commences. If this is not possible, the individual must always be accompanied by a DBS checked adult in carrying out their duties in working with children, young people or vulnerable adults and when they sign their contract they must sign a Self-Declaration form.
- Individuals who have a valid DBS check in place on appointment should have had their DBS check issued within the last 3 years and must present a copy of their DBS to the Designated Child Protection Officer (Executive Director) for verification.
- Copies of DBS checks for company members and volunteers will be held in the Gate office in a locked filing cabinet. This information will be kept for no less than 30 years. Only the Executive Director will have access to these files
- As with all staff members, evidence of identity (passport or driving licence with photo) will be required and kept in a lockable cupboard at the Gate Theatre.
- In addition, all permanent company members and/or those working directly with children will be required to read the Safeguarding Policy.

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where someone the Gate has concerns or an allegation is made, a record will be made using a standardised format [Appendix 1]. Details must include:

- Name of Child/ Vulnerable Beneficiary
- Date of Birth of Child/ Vulnerable Beneficiary (if available)
- Approximate Age of Child/ Vulnerable Beneficiary if Date of Birth is not available
- Name of staff member completing the form
- Date the incident took place
- Time the incident took place
- Location the incident took place
- Names of others involved, or others who witnessed the incident
- Details of the incident as a statement of fact
- Action Taken
- Were the parents informed?

The record must then be signed by the completing person and the designated Child Protection Officer.

DISCLOSURE

- Never guarantee absolute confidentiality, as Protection of Vulnerable Beneficiaries will always have precedence over any other issues.
- Ensure you never use closed questioning or leading questions
- Offer them reassurance without making promises and take what is said seriously.
- Allow the child to speak without interruption, accept what is said – it is not your role to investigate or question.
- Do not overreact or respond with emotive language.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact one of the Gate Designated Persons for advice / guidance.

- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- Record any discussions or actions taken as soon as is practicable.

RECORD-KEEPING

- All records, information and confidential notes should be kept secure in password protected files or locked drawers
- Only the designated Persons will have access to these files.

RESPONDING TO CONCERNS MADE BY A CHILD OF SUSPECTED ABUSE

1. Get verbal account of incident from child
2. Record concern on Incident Report Form
3. Report concerns to Safeguarding Officer
4. Contact guardian of child if not already present and if appropriate
5. Report concerns to Social Services/Police.
6. Record

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER

1. Report concern on Incident Report Form
2. Report to Safeguarding Officer
3. Consider Precautionary suspension where appropriate
4. Initial Assessment to establish the basic facts
 - Inappropriate behaviour?
 - Serious poor practice/misconduct?
 - Possible Child Abuse*? (*see Appendix C)
5. Safeguarding Officer will report concerns to Police/Social Services
6. Situation will be managed due to Disciplinary Procedures and Manager will take appropriate action

Possible Outcomes:

- Police investigation
- Criminal Proceedings
- Civil Proceedings
- Disciplinary hearings
- Further training and support agreed
- Formal / informal discussions and warnings

Referral procedure

The Gate Theatre protection referral procedure for identified suspicion or concern will be always followed. This is outlined below:

Gate staff identify a Child Protection concern:

- All Vulnerable Beneficiary protection concerns should first be referred to one of the Designated Persons. No member of staff should act alone.
- Do Not Delay, the concern should be discussed between the referring member of staff and the relevant Designated Person as soon as possible, other Gate staff consulted as appropriate, and a decision made.
- If the concern is deemed of a serious nature, particularly one that warrants a referral to Social Services, the Designated Person will inform the Deputy Senior Designated Person.
- Wherever possible an identified concern will be discussed with the social worker responsible for the child (if possible) before any further action is taken. Advice from the social work department

will be taken and any concerns discussed. The Designated Person will lead on this but the person who identified the concern will assist.

- The person who identified the concern will be asked to complete a referral form.
- Information sharing needs to be proportional to the level of concern. Relevant Gate staff and other agencies involved with the child will only be given information on a need to know basis.

Gate staff are made aware of a child currently on a child protection plan:

- When a child who is already subject to a Child Protection Plan is involved with The Gate Theatre the Designated Person will be notified and provided with any relevant information on a need to know basis. This information will be shared with other Gate staff on a need to know basis.

Designated Child Protection Persons

For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons:

1. Nicola Clements
Executive Director, the Gate Theatre
5-7 Buck Street, London
NW1 8NG
Tel: 07826 171914
2. Shami Chakrabarti
Chair, the Gate Theatre
5-7 Buck Street, London
NW1 8NG

The Designated Person(s) will inform relevant parties outside organisation of the incident.

Social Services

Children & Families Contact Service
Tel: 020 7974 3317 (9am to 5pm)
Out of Hours Tel: 020 7974 4444
Email: LBCMASHadmin@camden.gov.uk
Secure Email: LBCMASHadmin@camden.gov.uk.cjism.net
Fax: 020 7974 3310

Address:

Children & Families Contact Service
9th Floor
5 Pancras Square
London
N1C 4AG

Police

C.A.R.E Units
Tel: 028 9065 0222 – 24 hours
Ask for Child Abuse and Rape Enquiry Unit

NSPCC Help line

Tel: 0800 800 500 – 24 hours, Freephone

Child Line (NI) Tel:

0800 1111 – Freephone

APPENDIX A

Incident Report Form

Name of Child/ Vulnerable Beneficiary: Date of Birth/ Approximate Age:	Name of staff member completing form:
Date the incident took place: Time:	

Where did the incident take place:	
Who else was involved/witnessed the incident:	
Details- Please provide a statement of fact:	
Action taken:	Parents informed? Yes/No

Signature of staff member reporting incident: _____
 Signature of designated C.P. officer: _____
 Date: _____

APPENDIX B

Useful Contacts

The NSPCC (National Centre)

42 Curtain Road
 London, EC2A 3NH
 0808 800 5000
www.nspcc.org/uk

Disclosure and Barring Service (DBS)

Helpline 01325 953795
 01752346984

Available 5pm to 8:30am Monday to Friday and all day Saturday and Sunday

Childline UK

Freepost 1111
London, N1 0BR
0800 1111

Children & Families Contact Service

Tel: 020 7974 3317 (9am to 5pm)
Out of Hours Tel: 020 7974 4444
Email: LBCMASHadmin@camden.gov.uk
Secure Email: LBCMASHadmin@camden.gov.uk.cjasm.net
Fax: 020 7974 3310

APPENDIX C

WHAT IS ABUSE?

The following definitions are taken from The Department for Children Schools and Families (2013) Working Together to Safeguard Children document.

ABUSE: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

PHYSICAL ABUSE: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

EMOTIONAL ABUSE: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may 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 serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - Protect a child from physical and emotional harm or danger;
 - Ensure adequate supervision (including the use of inadequate care-givers); or
 - Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs