

Deborah Gjeloshaj & Kitchen Youth Opera

Safeguarding Policy and Operational Procedures

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DEBORAH GJELOSHAJ & KITCHEN YOUTH OPERA

SAFEGUARDING POLICY & OPERATIONAL PROCEDURES

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1. POLICY STATEMENT

Deborah Gjelošhaj and Kitchen Youth Opera (herein referred to as 'We, Us and Our') have a duty of care to safeguard from harm all children and young people with whom We interact. Children and young people occupy a central place within our work. We strongly believe that all children and young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all Our staff, including those who work on a volunteer and freelance basis.

Our policy ensures that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to Our staff members and freelance artists with regards to legal requirements and good practice.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. We will work extensively with external agencies and the police wherever appropriate to ensure as far as possible that children and young people are protected.

The terms "child" and "children" are used to refer to anyone under the age of 18. The terms "young person", "young people" are used to refer to any participant in activities aged 18 or over.

We will not tolerate bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

As the director and founder of Kitchen Youth Opera, Deborah Gjelošhaj takes responsibility for all safeguarding issues, and has the appropriate training, qualification and experience to do so. Deborah is the Designated Safeguarding Officer.

2. RESPONSIBILITIES

As part of our safeguarding management activities, We will:

- Review and update Our safeguarding policy on an annual basis or when necessary
- Maintain contact with Local Authority Social Services in the event that We believe that a child/young person is at risk of harm
- Manage complaints about poor practice and allegations against staff/volunteers
- Refer relevant issues of safeguarding to external advisers for consideration
- Collecting monitoring data on all safeguarding activities
- Ensure safer recruitment procedure and promoting safeguarding across the organisation
- Act as a point of contact for any persons concerned about the welfare of a child/young person
- Provide guidance to staff concerned about a child protection issue
- Keep accurate records of concerns about children and young people and actions taken
- Ensure that this policy and Our procedures are fully implemented and followed by all staff/volunteers

All staff/volunteers have a responsibility to safeguard children and young people from harm, including:

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm
- Reporting any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer
- When taking a disclosure from a child/young person remembering not to ask any leading questions

Staff and volunteer responsibilities will be detailed in all employment contacts, engagement letters or briefing letters. (see section 4).

3. RECRUITMENT, SELECTION AND TRAINING OF STAFF

3.1 SAFER RECRUITMENT & SELECTION OF STAFF

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. We recognise and take seriously Our responsibility to adopt practice which minimises risk to the children and young people by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children and young people or who are unsuitable to work with them. The safety and well-being of children and young people is borne in mind at all times throughout the recruitment and selection process. We will ensure that:

- Appropriate checks, including DBS checks where required, are carried out on new staff/volunteers
- DBS checks will be repeated every three years where required
- The safety of children and young people is explicitly stated in employment contracts, engagement letters or briefing letters. (see section 4).
- We will carry out enhanced Disclosure and Barring Service (DBS) for relevant roles
- Whenever new staff join Us, there will always be an additional person in the room who has knowledge and experience of good practice
- We have an open door policy when rehearsing or during a development process, this means at any time another member of staff may enter space to observe a session. This offers transparency and an opportunity to feedback and reflect on good practice.

We will ensure that permanent, freelance and volunteer staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

Permanent staff:

- Applicants will be required to complete an application form in which they specify safeguarding training;
- Selected candidates will be required to provide at least two written references;
- Staff will undergo any safeguarding training required and will require a probationary period.

Freelance staff:

- Where relevant written references will be obtained to confirm their suitability for working with children and young people;
- Staff will be monitored by Us, and we will offer appropriate advice/guidance.

3.2 TRAINING

Where appropriate, we use online training providers to provide training from Level 1 – 3 as well as in house safeguarding guidance prior to the commencement of events involving new staff or volunteers.

Persons who have completed a Level 1 Course should update their knowledge every 2-3 years with a refresher course.

The level 3 Safeguarding Training does not expire; however knowledge should be refreshed through regular CPD and subscription to updates such as CASPAR.

We will keep a record of all Safeguarding Training undertaken by all staff and will remind them when they are due to undertake further training. We require all freelance or contracted staff to demonstrate that they have taken responsibility for their own training and development and to seek further training as and when required.

4. IDENTIFYING & RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON

At times Our staff may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm of a child/young person. Alternatively, a child/young person we are working with may disclose abuse directly to you. This section provides information and guidelines on our procedures in these situations.

4.1 IDENTIFYING TYPES & INDICATORS OF ABUSE

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse. The Government's *Working Together to Safeguard Children* (2010) details four key types of abuse: Physical, Sexual, Emotional and Neglect.

All staff are required to acquaint themselves with indicators of abuse (please see appendix 3).

4.2 RADICALISATION

We recognise the positive contribution We can make towards protecting children and young people from radicalisation to violent extremism. We will support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. We will also continue to promote the development free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer immediately.

4.3 FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Although the age of the children and young people with whom We engage is such that they are not necessarily in the 'high risk' category for FGM, a child/young person may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child/young person may talk about a long holiday to a country where the practice is prevalent
- A child/young person may confide that they or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A child/young person may request help from a teacher or another adult
- Any girl/young person born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk

Any information or concern about a child/young person or member of their family being at risk of FGM must be reported to the Designated Safeguarding Officer as matter of urgency. This may be treated as an immediate child protection referral to the child/young person's home borough.

4.4 HEARING A DISCLOSURE

If a child/young person says or indicates that they are being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as possible.

REASSURE:

- Reassure the child/young person that they have done the right thing by telling you.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

REACT:

- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;
- Do not ask 'leading' questions, for example 'what did they do next?' (This assumes they did!), or 'did they touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

RECORD:

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.
- Use Our Incident Report Form (see appendix 4) to ensure all the required information is recorded.

REMEMBER:

- To share your concerns with the Designated Safeguarding Officer who will take the matter forward.

4.5 REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

It is not the responsibility of anyone working with Us to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then you should raise these with the Designated Safeguarding Officer who will be responsible for documenting your concern on an Incident Report Form (see appendix 4). All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

All Incident Report Forms are securely stored by Us.

4.6 MAKING A REFERRAL TO SOCIAL SERVICES

If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Officer to formally report this concern.

We will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, We will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then We will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

5. ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against an employee (staff or voluntary), We have a dual responsibility in respect of both the child/young person and employee. We will seek independent assistance from individuals experienced with HR matters so that the same person will not have responsibility for dealing with the welfare issues about children and young people and the any staff employment issues.

Two separate procedures must be followed:

- I. In respect of the child/young person the Designated Safeguarding Officer will lead the process related to the child/young person;
- II. In respect of the staff member against whom the allegation is made an independent assistant with experience in HR matters will lead the process related to the staff member.

With regards to the child/young person, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1. We will make formal contact with an appropriate local council responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. We are legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children and young people has:
 - a.) Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people;
 - b.) Possibly committed a criminal offence against a child/children and/or a young person/young people;
 - c.) Behaved towards a child in a way that indicates they are unsuitable for such work.
3. The LADO will instruct Us on procedure and what information may be shared with the person who is the subject of an allegation. We and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, We will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances We will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the

progress and outcome of any investigation and the implications for any disciplinary or related process.

Contact details for Kent's LADO (the home borough of Our organisation) are provided in appendix 1.

A flowchart for allegations against staff is provided in appendix 4.

6. COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

6.1 COMMUNICATION VIA TELEPHONE, MESSAGING OR EMAIL

We recognize that We are a small team of staff, freelance performers and volunteers, often with pre-existing relationships between the team and the children and young people coming into our care. Staff should carefully consider all circumstances in which they make or receive calls or texts to or from those children and young people using their personal mobile phone numbers. All mobile devices should be pin locked so that data is not accessible by others. Staff members should, where possible, take calls in an open environment where the conversation can be witnessed and should use open group messaging forums wherever possible rather than direct messaging.

Any staff member who engages in regular calls or direct messaging to a child or young person should make the Designated Safeguarding Officer aware of why this is occurring, the content and be prepared to discuss its appropriateness.

Staff will, on occasion, be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and should include the Designated Safeguarding Officer as a Cc recipient. Staff members who have concerns regarding content of an email that they send or receive from a child/young person should consult the Designated Safeguarding Officer for guidance.

6.2 SOCIAL MEDIA

We recognise that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, Tik Tok and Instagram, to name but a few.

Other than where relationships have existed with a child or young person prior to their engagement with Us in a teaching or event capacity, staff - permanent, freelance or volunteer - must not do any of the following on their personal social media accounts:

- Send or accept any friend requests from children or young people with whom they come into contact through Our team on Facebook
- Request to follow them on other social media platforms
- Send or respond to any private messages from them on social media

Any staff member who engages in the above contact with a child or young person who is part of Our teaching or events due to a pre-existing relationship should make the Designated Safeguarding Officer aware of the relationship and why this is occurring, the content and be prepared to discuss its appropriateness.

We do not expect Our staff to protect their personal Twitter/ social media accounts (thereby making sure their tweets/ content is only be visible to followers approved by the account holder) however We do ask all staff to respect their association with Us and potential reputational risk to Us when using them.

7. PHOTOGRAPHY AND VIDEO

Parental/guardian consent for photography or video recording of any child is obtained during enrolment for events or individually if required. Photographs and videos of children and young people will be stored securely.

Any camera used by staff for the purpose of photographing children and young people engaged in Our activities must have its memory wiped as soon as content has been transferred securely. We will ensure that any professional photographers or video-makers contracted by Us to make photos/videos of children under the age of 16 and vulnerable adults have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement. We will announce at all performances that "Video and photography is not permitted during the performance".

8. RESIDENTIAL & OVERNIGHT ACTIVITY

Our programme of work may include opportunities for children and young people to attend residential activities both in the initial training and also when performing with Our company. In circumstances where We provide accommodation options we will ensure that the following considerations are made:

- Staff members over the age of 25 will sleep in separate but nearby quarters.
- Where bedroom, bathroom or toilet facilities are shared, children and young people will be placed in accommodation of the same gender (where appropriate).
- Where single room, en-suite accommodation is provided children will be placed in accommodation of the same gender, young adults may be placed in accommodation of mixed gender (where appropriate).
- A member of pastoral staff is available on call.

9. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

9.1 CHECK LEVELS

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and young people. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

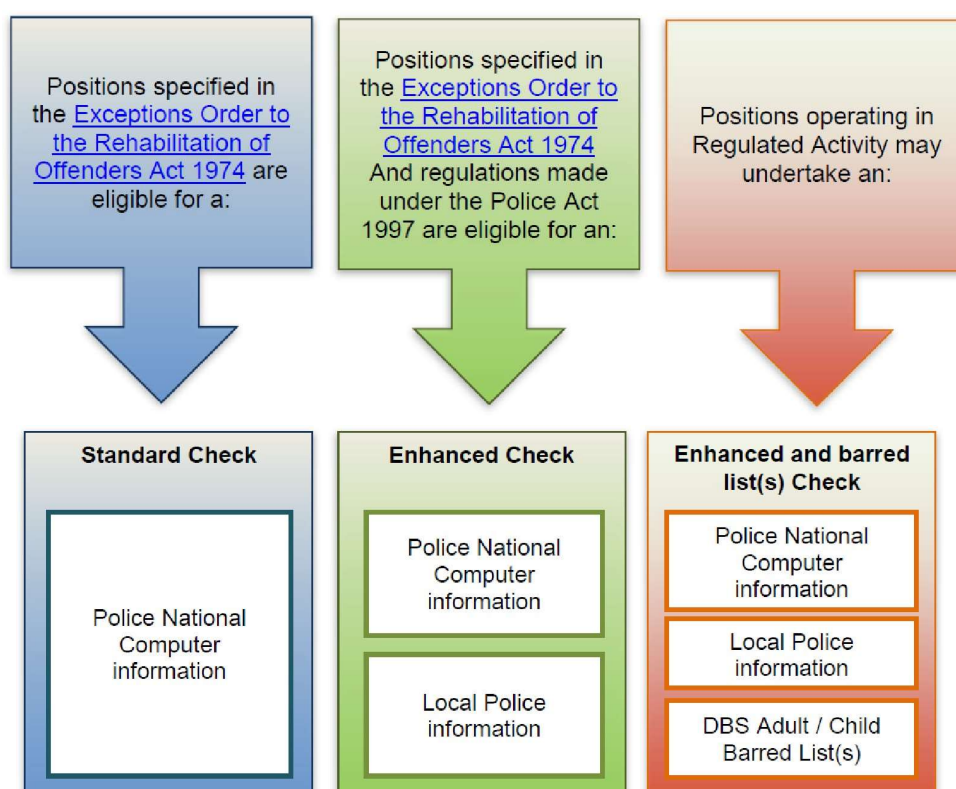
Disclosure and Barring Service (DBS) disclosures are required for any staff member (paid or unpaid) who will be working in a regulated activity. For most of the Our work the only relevant regulated activity is unsupervised activities with children: to teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being. This work is Regulated Activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. If the person is providing occasional or temporary services they are not in a regulated activity.

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. There are currently three levels of check:

1. **Standard checks** reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

2. **Enhanced checks** reveal the same information as Standard Checks but also check against information held by local police forces (for instance, relevant on-going investigations). To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997, which includes work with children.
3. **Enhanced checks (with barred list)** are used to check against lists of people prohibited from working with children and vulnerable adults. These are known as 'barred lists' (see below). To be eligible for an Enhanced and Adult/Child Barred list(s) check the position must meet the above criteria and fall within the DBS definition of 'Regulated Activity' (see below).

The minimum age at which someone can apply for a DBS check is 16. Organisations wishing to undertake a check should choose between three routes depending on the nature of the role:



9.2 REGULATED ACTIVITY DEFINITION

Regulated Activity is work a person who appears on the DBS barred lists is prohibited from doing. This includes work that involves close and unsupervised contact with vulnerable groups, including children.

The DBS has recently reduced the scope of Regulated Activity, so that some roles that previously needed a barred list check no longer do so. However, those posts taken out of Regulated Activity remain eligible for Enhanced Checks. In reducing the scope there is now a greater role for organisations in deciding whether a person is a suitable candidate for a particular role. To do this effectively they must also use other safeguarding measures rather than rely on legal provisions alone.

Activities that place a staff member in Regulated Activity with Children are:

1. *Unsupervised activities*: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;

- II. *Work for a limited range of establishments* ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;
- III. *Relevant personal care*, for example washing or dressing; or health care by or supervised by a professional, even if done once.
- IV. *Registered childminding*; and foster-carers.

Work under (i) or (ii) is Regulated Activity only if done regularly. 'Regularly' means carried out by the same person frequently (once a week or more) or on four or more days in a 30-day period (or in some cases overnight). Activity under (iii) and (iv) does not have a frequency restriction and is Regulated Activity even if performed only once.

Broadly speaking, the new definition of Regulated Activity relating to children no longer includes certain activities done on an irregular or ad-hoc basis or some activities properly supervised by someone who themselves is in Regulated Activity.

10. CHILD PERFORMANCE LICENSING

10.1 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
- Child performance and activities licensing legislation in England (April 2015)

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

The aforementioned 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 Our responsibility to establish contact with the relevant local authority to obtain instructions as to whether a license is required.

It should be noted that for our annual, amateur Kitchen Opera performance a licence is not required, see EXEMPTION sections below.

The Child performance and activities licensing legislation in England (April 2015) only applies to actual performances and the following information does not apply to rehearsals or regular workshops.

More information on child licencing and the rules that We abide by can be found here:

[The Children \(Performances and Activities\) \(England\) Regulations 2014](#)

[Child performance and activities licensing legislation in England](#) (2015)

10.2 CHILD PERFORMANCE LICENCE EXEMPTIONS

EXEMPTION ONE - THE FOUR DAY RULE:

The “four-day rule” is an exemption that can be considered for use by both professional and amateur companies. This exemption states that a licence is not required for a child if:

- they perform for only 4 days in any 6-month period; and
- they do not need time off from school to undertake the performance; and
- they do not receive any payment other than expenses.

We will use the four-day rule where appropriate.

EXEMPTION TWO - BODY OF PERSONS LICENCE:

We do not hold a license, and this exemption does not apply to Us.

APPENDIX 1 – CONTACT DETAILS

| Role | Postholder | Email Address |
|---|------------------------|--|
| Founder and Designated Safeguarding Officer | Deborah Gjelošhaj | debgjeloshaj@gmail.com |
| NSPCC Helpline | Helpline 0808 800 5000 | help@nspcc.org.uk |

| Children and young people's Social Care Service | Contact number |
|---|---|
| Kent Local Authority Designated Officer (LADO): kentchildrenslado@kent.gov.uk | 03000 41 08 88, or in emergency 03000 41 11 11 |
| Emergency Duty Team (5pm to 9am, Weekends and Bank Holidays) | 03000 41 91 91 |

| NHS Service | Contact number |
|-------------------|--------------------------------|
| Emergency Contact | Dial 999 and request ambulance |

APPENDIX 2 - CODE OF CONDUCT FOR STAFF, FREELANCERS AND VOLUNTEERS

All staff, volunteers and trustees will be expected to be aware of and follow Our Safeguarding Policy and Operational Procedures.

All staff, freelancers and volunteers will be expected to adhere to the below code of conduct.

Staff, freelancers and volunteers will ALWAYS:

- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all children and young people equally.
- Plan activities that involve more than one other person being present, or in sight/hearing of others.
- Follow recommended ratios between adults and children/young people for meetings and activities.
- Respect a child/young person's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.
- Allow children and young people to talk about any concerns they may have.
- Remember someone else might misinterpret your actions, no matter how well-intentioned.
- Take any allegations or concerns of abuse seriously and refer immediately.

Staff, freelancers and volunteers will NEVER:

- Form a relationship with a child/young person that is an abuse of trust.
- Engage in inappropriate behaviour or contact - physical, verbal, sexual.
- Make suggestive remarks or threats to a child/young person.
- Use inappropriate language – writing, phoning, email or internet.
- Let allegations, suspicions, or concerns about abuse go unreported.

On occasion, one-to-one contact will be unavoidable, in such cases:

- Make sure it is for as short a time as possible.
- Ensure you remain accessible to others.
- Tell someone where you are going, what you are doing and why.
- Try to move with the child/young person to areas where there are more people.
- Try to avoid unnecessary physical contact.

APPENDIX 3 - DEFINITIONS & SIGNS OF ABUSE

In order to effectively protect children and young people, staff should be familiar with the key signs and indicators of abuse, which are detailed below:

PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child/young person.

An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury. A delay in seeking medical treatment for a child/young person when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children and young people with different skin tones or from different racial groups and specialist advice may need to be taken. Patterns of bruising that are suggestive of physical child abuse include:

- Bruises that are seen away from bony prominences;
- Bruises to the face, back, stomach, arms, buttocks, ears and hands;
- Multiple bruises in clusters;
- Multiple bruises of uniform shape;
- Bruises that carry the imprint of an implement;
- Cigarette burns;
- Adult bite marks;
- Scalds.

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child/young person who has unexplained signs of pain or illness should be seen promptly by a doctor. Behaviour changes can also indicate physical abuse:

- Fear of parents being approached for an explanation;
- Aggressive behaviour or severe temper outbursts;
- Flinching when approached or touched;
- Reluctance to get changed, for example wearing long sleeves in hot weather;
- Depression; or withdrawn behaviour;
- Running away from home.

EMOTIONAL ABUSE

Emotional abuse happens where there is a relationship between a carer and a child/young person and can manifest in the child/young person's behaviour or physical functioning.

Emotional abuse can be difficult to measure, and often children, young people and vulnerable adults who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of children and young people not being allowed to mix/play with other children and young people. The physical signs of emotional abuse may include:

- Failure to thrive or grow;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g., sulking, hair twisting, rocking;
- Being unable to play; or fear of making mistakes;
- Fear of parent being approached regarding their behaviour;
- Self-harm.

SEXUAL ABUSE

Sexual abuse involves the use of a child/young person for gratification or sexual arousal by a person for themselves or others.

Adults who use children, young people and/or vulnerable adults to meet their own sexual needs abuse young people of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the behaviour of children/young people/vulnerable adults which may cause you to become concerned, although physical signs can also be present. In all cases children/young people/vulnerable adults who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously. The physical signs of sexual abuse include:

- Pain or itching in the genital/anal areas;
- Bruising or bleeding near genital/anal areas;
- Sexually transmitted disease; vaginal discharge or infection;
- Stomach pains;
- Discomfort when walking or sitting down.

The following changes in behaviour may also indicate sexual abuse:

- Sudden or unexplained changes in behaviour (e.g. becoming aggressive or withdrawn);
- Fear of being left with a specific person or group of people;
- Sexual knowledge which is beyond their age or developmental level;
- Self-harm or mutilation, sometimes leading to suicide attempts;
- Suddenly having unexplained sources of money;
- Acting in a sexually explicit way towards adults;
- Sexual drawings or language.

NEGLECT

Neglect results in a child/young person suffering significant harm or impairment of development as a result of being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Neglect can be a very difficult form of abuse to recognise. The physical signs of neglect may include:

- Hunger, sometimes stealing food from others;
- Constantly dirty or smelly;
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

BULLYING

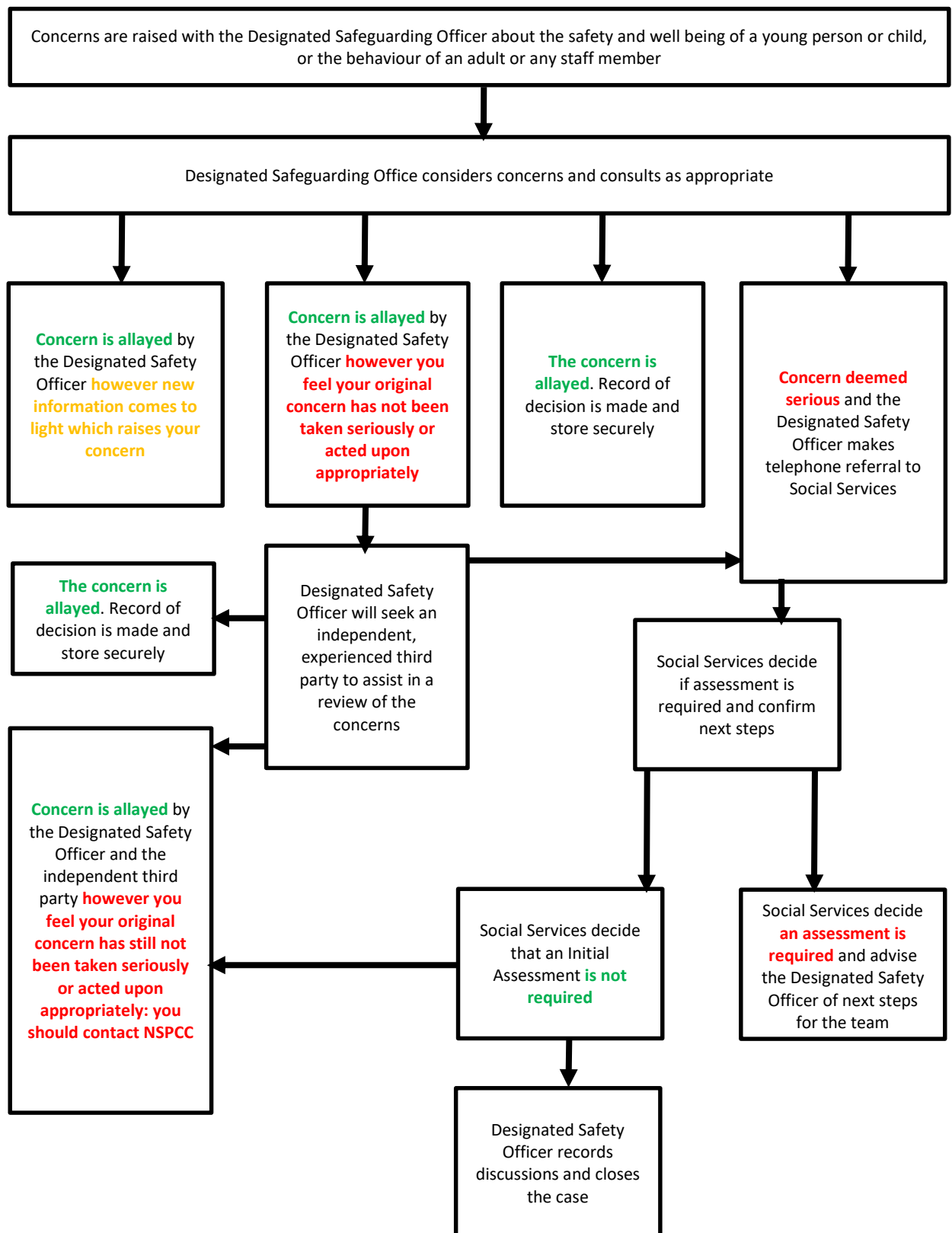
Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It's usually repeated over a long period of time and can hurt a child/ young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

You can't always see the signs of bullying. And no one sign indicates for certain that a child's being bullied. But you should look out for:

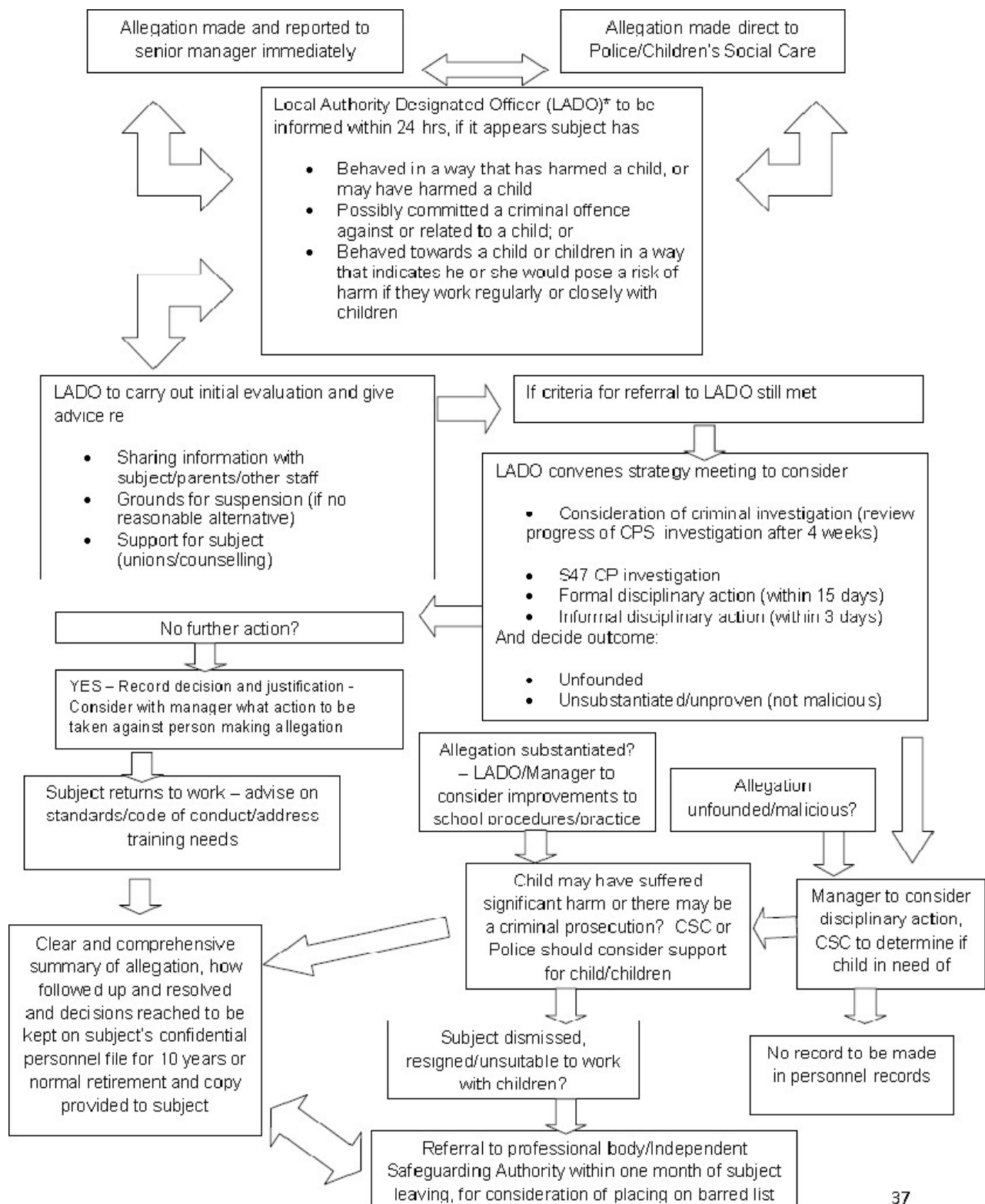
- belongings getting "lost" or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence, or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others.

APPENDIX 4 –REPORTING PROCEDURES FLOWCHART

This quick guide flowchart is designed to advise on the most appropriate action to be taken if you suspect abuse, poor practice or breach of the code of conduct:



APPENDIX 5 – REPORTING FLOWCHART FOR ALLEGATIONS MADE AGAINST STAFF



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APPENDIX 6 – INCIDENT REPORT TEMPLATE - ensure that the report is submitted to the Designated Safeguarding Officer

| YOUR DETAILS | |
|--|--|
| Your name: | |
| Your role: | |
| Date/time report completed: | |
| CHILD’S/ YOUNG PERSON MAKING DISCLOSURE DETAILS (these details may be available internally) | |
| Child/young person’s name: | |
| Child/young person’s address: | |
| Child/young person’s date of birth: | |
| INCIDENT/DISCLOSURE DETAILS | |
| Date/time of incident or disclosure & names of other people present: | |
| Information regarding the nature of the allegation/disclosure e.g. location, type of disclosure, relationship to person making disclosure, method of disclosure. | |
| Concise account of what was said by the victim, using their own words. | |
| Description of any injury’s sustained | |
| Date passed onto Designated Safeguarding Officer | |
| EXTERNAL AGENCIES CONTACTED (for DSO to fill in) | |
| Police – Details of name of contact and advice received: | |
| Social Services – Details of name of contact and advice received: | |
| Other - Details of name of contact and advice received: | |

APPENDIX 7 – CHILD PERFORMANCE LICENSE REQUIREMENTS

The following chart shows the regulations of times and hours as required by The Children and young people (Performances) Regulations 1968. All categories of children and young people's entertainment licensing, including both licence exemptions are subject to these times and hours.

| | | |
|---|---|---|
| Performances (same nature) | 2 per day | 1 Performance & 1 rehearsal OR 2 Performances |
| Performances per Week | Max. 6 days per 7 day week | Max. 8 consecutive weeks requires 2 week interval before performing again in ANY production |
| Time Gap between performance days | 14 hours must elapse between the end of the previous days performance and the beginning of the following days performance | |
| Performance Time | Max. 3 hrs 30 mins | Including breaks |
| Appearance in Performance | Max. 2 hrs 30 mins | aggregated |
| Intervals | 1 1/2 hours minimum | Between 2 performances OR 1 performance & 1 rehearsal |
| Exception to Intervals (in any week) | On not more than 2 days minimum of 45 minutes interval between performances and/or rehearsals. Maximum 6 hours at place of performance | |
| School Day | Attending school after the morning session | 1 performance OR 1 rehearsal ONLY |
| Performance Hours | Age 12 & Under | Age 13 and over |
| Earliest Arrival | 10.00 a.m. | 10.00 a.m. |
| Latest Departure | 10.00 p.m. | 10.30 p.m. |
| Exception (1) | 10.30 p.m. | 11.00 p.m. |
| Exception (2) | Not later than 11.00 p.m. on not more than 3 evenings per week, provided that he is not so present on more than 8 evenings in a period of 4 consecutive weeks. | |
| Medical (1) | YES (period longer than 1 week) | Performing over 6 consecutive days |
| Medical (2) | NO (period less than 1 week) | Performing under 6 consecutive days |
| Arrangements for getting Home | Applicant shall ensure that suitable arrangements (having regard to the child's age) are made for the child to get to his home or other destination after the last performance or rehearsal or the conclusion of any activity on any day. | |

APPENDIX 8 – REFERENCE FORM FOR POSTS REQUIRING ACCESS TO CHILDREN AND YOUNG PEOPLE

| | |
|---|--------------------|
| This reference is for: | |
| Post offered: | |
| Please confirm employment dates: | From: To: |
| The applicant's most recent job title: | |
| Main duties/responsibilities of the post: | |
| Reason for leaving employment: | |
| How long have you known the applicant? | |

| | |
|---|--|
| Does the candidate perform their duties satisfactorily? | Yes • No • |
| If no please provide details of any areas needing improvement: | |
| Please confirm the how many days sickness absence the applicant has had in the last 24 months: | |
| Can you think of any reason why this person might not be suitable for the above role? | |
| Please comment on the effectiveness of the applicants interactions with children and young people: | |
| Are you completely satisfied that the applicant is suitable to work with children and young people? If no please provide details: | Yes • No • |
| To the best of your knowledge has the applicant had an allegation made against them regarding their behaviour towards children and young people? | Yes • No • If yes please give details: |
| Has the applicant been subject to any disciplinary action relating to their suitability to work with children and young people in which penalties were imposed? | Yes • No • If yes please give details: |
| Would you re-employ the applicant? | Yes • No • If no please give details: |

| | |
|---|---|
| | |
| Has the DBS check been carried out by your organisation? | <p>Yes • No •</p> <p>If yes please state when:</p> |
| Please state whether you would recommend this candidate for the post without reservation: | |
| Printed name | |
| Signature | |
| Position | |
| Organisation name | |
| Date | |

Please return the reference by email using a recognised employer's email and making sure that you include the organisation's logo on the email.

APPENDIX 9 – Appropriate language, Personal space, Work and home, Collusion, Modelling behaviour, Confidentiality, Gifts, loaning and borrowing

Based off of “Safeguarding: Maintaining professional boundaries, a head teacher update 2016”

Appropriate language

You can and should develop good strong trusting relationships with the members that you engage with, but you are not forming “friendships” with them. On this basis always be thoughtful about the language that you might be using. Sensitive thought and challenge should be explored in relation to inappropriate language or terms. Examples to avoid include:

- Use of inappropriate names or terms of endearment.
- Inappropriate conversation or enquiries of a sexual nature.
- Inappropriate comments about either party’s appearance, including excessive flattering or personal criticism.
- Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation.
- Humiliation, profanity or vilification.
- Suggestive humour, “banter”, jokes or innuendo of a sexual nature.
- Obscene or inappropriate gestures and language.
- Names such as buddy, mate, pal, friend and so on may give confusing messages.

Personal space

Respect the personal space and privacy of all members. Remember that young people can read different interpretations into our actions. It is also very easy for these situations to escalate if we are not sensitively, proactively and dynamically challenging and managing boundaries. The exception to this will always be related to safeguarding and the safe management of risk. Examples to avoid:

- Unwarranted or unwanted touching of a member personally or with objects (e.g. pencil, book, ruler etc).
- Corporal punishment (physical discipline, pushing, shoving, smacking).
- Initiating, permitting or requesting inappropriate or unnecessary physical contact with a member (hugs, kisses, tickling, play fighting) or facilitating situations which unnecessarily result in close physical contact.

Work and home

Work and home or the personal and the professional should be held separately. Remaining “in role” at all times minimises the likelihood of false, or unfounded allegation and ensures that professional codes of conduct are adhered to. Examples to avoid:

- Inviting, allowing or encouraging members to meet you outside of your working dynamic.
- Allowing members to access to a staff member’s personal internet locations and personal devices (e.g. social networking sites).
- Attending member’s accommodation or their social gatherings.
- Being alone with a member outside of a staff member’s responsibilities unless agreed by a senior member of staff.
- Entering changing rooms or toilets occupied by members when supervision is not required or appropriate or using toilet facilities allocated to members. Undressing using facilities set aside for members, or in their presence.
- Transporting a member unaccompanied without prior permission.
- One-to-one tutoring, mentoring or coaching of members without the prior agreement.
- Giving personal gifts or special favours. Singling the same members out for special duties or responsibilities.

Collusion

Be careful not to collude with members. Be aware that children and young people can draw adults into conversations and situations. We should always remain within the boundaries of our professional role.

Modelling behaviour

Challenge anti-discriminatory language/jokes. We are role models to the members that we work with, and it is important that we promote and respect difference. We also have a responsibility to challenge negative ideas, assumptions, behaviour and language whenever it occurs. This is how young people will learn new ways of thinking about themselves and others.

Confidentiality

Avoid discussing information regarding other team members. Be aware of being overheard while on your mobile phone or talking to other staff.

Gifts, loaning and borrowing

Avoid giving members gifts and lending or borrowing items. There are issues of power, control and equality involved in these areas. Members should be discouraged from offering gifts to staff.