

# **Theatre Unboxed**

## **Safeguarding Children and Vulnerable Adults Policy Statement**

This policy will enable Theatre Unboxed to demonstrate its commitment to keeping safe the children and vulnerable adults with whom it works. Theatre Unboxed acknowledges its duty to act appropriately upon any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Theatre Unboxed to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of children and vulnerable adults. Children are defined as persons under 18 years of age.

Vulnerable adults are defined as people aged 18 or over:-

- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

(No Secrets, Department of Health, 2000)

The policy applies to all staff, including paid staff, volunteers, and anyone working on behalf of Theatre Unboxed.

It is acknowledged that significant numbers of children and vulnerable adults are abused and it is important that Theatre Unboxed has a Safeguarding Policy, a set of procedures to follow, and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy the Theatre Unboxed will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

**Theatre Unboxed:-**

- will ensure that all staff, volunteers, service users, and carers/families are familiar with this policy and procedures
- will work with other agencies as required, especially Essex County Council.
- will act within it's confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will pass information to Essex County Council when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to vulnerable adults or children
- will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- will make a referral to the Essex County Council as appropriate
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of children and vulnerable adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of abuse to the relevant statutory agencies (Police/Essex County Council)

The Designated Named Person for Safeguarding in Theatre Unboxed is Laura Thomas (director), 113 Ross Close, Saffron Walden CB11 4DU, telephone 07784066410.

The Deputy Named Person is Corrine Boddington (deputy director), 70 Cromwell Road, Saffron Walden CB11 4BE, telephone 07708051760

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with Essex County Council's Safeguarding Adults Policy.

These are held by the Designated Named Person.

# **Procedures**

## **1. Introduction**

Theatre Unboxed provides a theatre training service to children and adults. These procedures have been designed to ensure the welfare and protection of any child or adult who accesses services provided by Theatre Unboxed. The procedures recognise that abuse can be a difficult subject for workers to deal with. Theatre Unboxed is committed to the belief that the protection of vulnerable children and vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all staff and volunteers act appropriately in response to any concern around abuse.

## **2. Preventing abuse**

Theatre Unboxed is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers, and to ensuring that all those involved with Theatre Unboxed will be treated with respect.

Therefore this policy needs to be read in conjunction with the following policies:

- Equal Opportunities
- Employment
- Data Protection

Theatre Unboxed is committed to safer recruitment policies and practices for paid staff and volunteers. This will include DBS disclosures for staff and volunteers, ensuring references are taken up and providing adequate training on Safeguarding for staff and volunteers.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Information will be available about abuse and the complaints policy and the Safeguarding policy statement will be available to service users and their carers/families.

### **3. Recognising the signs and symptoms of abuse**

Theatre Unboxed is committed to ensuring that all staff and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. Theatre Unboxed will ensure that the Designated Named Person and other members of staff and volunteers have access to Safeguarding training.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

#### **Abuse includes:**

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

#### **4. Designated Named Person for safeguarding**

Theatre Unboxed has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for workers, service users or carers to consult with. The Designated Named Person(s) for Safeguarding within Theatre Unboxed are:

Designated Named Person:-

Laura Thomas (director)

Mobile Number: 07784066410

Deputy:-

Corrine Boddington (deputy director)

Mobile number: 07708051760

**Should either of these named people be unavailable then staff, volunteers or service users should contact Essex County Council directly. See below for contact details.**

The roles and responsibilities of the named person(s) are:

- to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a child or vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to Essex County Council or to the allocated social worker/care manager where necessary.
- to follow up any referrals and ensure the issues have been addressed.
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome.

## **5. Ensuring Safety in classes & workshop sessions**

All adults will maintain a safe & appropriate distance from children  
Adults will only touch children when it is absolutely necessary in relation to the particular activity

Adults will only physically remove children from a situation which is harmful to their physical wellbeing or poses a serious threat to other people in the room

Where a member of the group is disrespectful to another person they will be reminded of the code of conduct, which is to respect each other, the venue & other people's property.

Where a member poses a threat to the safety and well-being of other members of the group; If we can support that member of the group to take part in activities safely they will be allowed to continue. If we cannot provide such support they will be asked to leave the group.

When a member of the group wishes to make a complaint about a member of the group; the matter will be dealt with, in the first instance, by the class teacher. If the matter is not sufficiently dealt with the complainant will contact Laura Thomas, company director. If the complaint is against the class teacher, the matter will be dealt with by Laura Thomas, company director. Any complaints about the company director will need to be dealt with by Chris Salter, company administrator & safeguarding officer.

## **6. Responding to people who have experienced or are experiencing abuse**

Theatre Unboxed recognizes that it has a duty to act on reports or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To ensure that the incident is recorded in the Incident Log Book, which is held by the Designated Named Person.

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Essex County Council. The alleged victim will be told that this will happen.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Essex County Council.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.



Suspected or actual  
abuse

The Designated Named Person may take advice at the above stage from Essex County Council and/or other advice giving organisations such as the

Police  
Immediate threat or  
crime committed? Contact Police or  
Emergency Services

**Essex County Council Contact Details:-**

Adult Social Care Team; 0345 603 7630

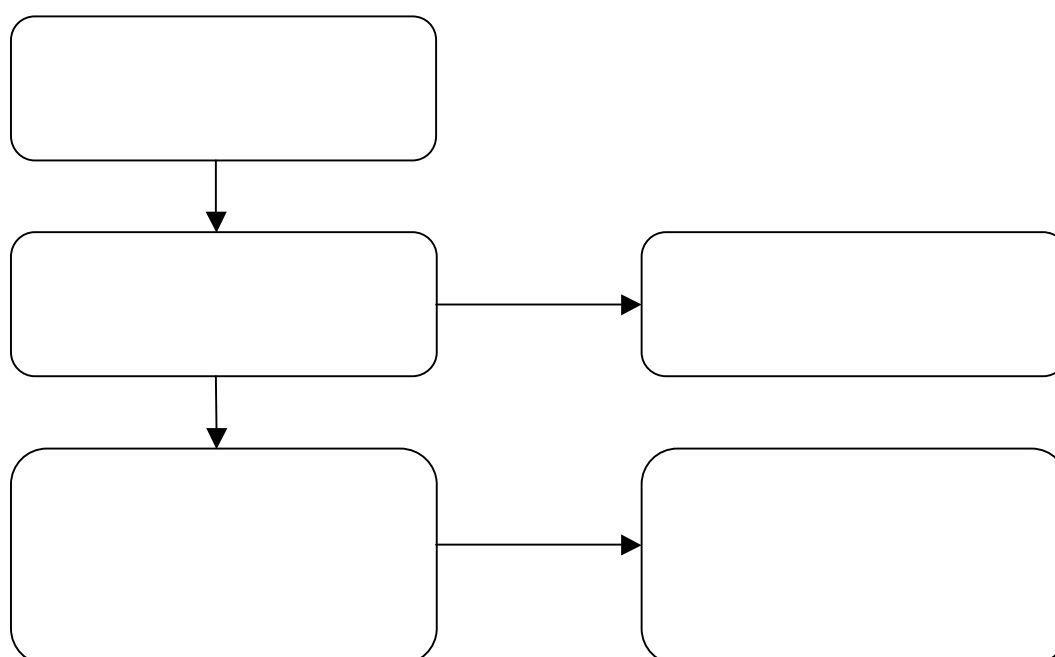
Essex Safeguarding Children Board; 0345 603 7627

Both of the above lines are open Monday – Friday 0930 – 1730.

Essex Police: Alert made to Essex  
County Council

Named Person or  
their Deputy Phone: 101 or 01245 491491

If you believe someone is in immediate danger, dial 999



Essex County Council will then decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

The Designated Named Person will have an overview of the process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

## **7. Managing allegations made against member of staff or volunteer**

Theatre Unboxed will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with Essex County Council to discuss the best course of action and to ensure that the Theatre Unboxed's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Theatre Unboxed's stance on whistle blowing is included within its Employment Policy. Staff will be supported to use this policy.

## **8. Recording and managing confidential information**

Theatre Unboxed is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with those who need to know. For further information, please see Theatre Unboxed's Data Protection policy.

All allegations/concerns should be recorded in the Incident Log Book held by the Designated Named Person. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection. Access to this information will be restricted to the Designated Named Person and their Deputy.

## **9. Disseminating/Reviewing policy and procedures**

This Safeguarding Children and Vulnerable Adults Policy and Procedure will be clearly communicated to staff, volunteers, service users, parents and carers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Policy and Procedures will be reviewed annually by the Designated Named Person, who will ensure that any changes are clearly communicated to staff and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

Review date: February 2022

Reviewed by: .....LThomas.....

Date: ...1/9/2021