

SAFEGUARDING POLICY (CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS)

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Contents

1.Introduction	3
2.Purpose	3
3.Applicability	3
4.Policy Statement of Intent	3
5.Roles and Responsibilities	5
6.Recruitment, Selection and Employment Procedures	6
7.Code of Behaviour	7
8.Managing Concerns/Disclosures of Abuse	9
9.Storing of and Access to Confidential Child Protection Data	11
10.Risk Assessment	12
11.Online Safeguarding	13
12.Breaches of Policy	15
13.Training	15
14.Communication and Review	15
15.Document Review Record	16
Appendix 1: Pro-Forma For Recording Concerns/Allegations of Abuse	17
Appendix 2: Local Contact Information Sheet	19
Appendix 3: Code of Conduct for Young People working digitally with Ten Feet Tall Theatre	20
Appendix 4: Guidelines for Remote Working with Children and Young People	21
Appendix 5: Parental/Guardian Photographic and Recording Permission Form	26

1. Introduction

Ten Feet Tall Theatre is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. As an organisation which promotes arts education and engagement, Ten Feet Tall Theatre recognises its responsibility to take all reasonable steps to promote safe practice and to protect children; young people and vulnerable adults from harm, abuse and exploitation.

All staff and freelance practitioners will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.

This policy relates to children and young people up to the age of 18 years and vulnerable adults.

2. Purpose

- 2.1. To state the responsibilities of Ten Feet Tall Theatre in relation to safeguarding children and vulnerable adults in response to current legislation and guidance.
- 2.2. To provide clear guidance to staff about how to respond when a case of possible harm, abuse or neglect is identified or suspected.
- 2.3. To ensure a prompt and effective response is taken when it appears a young person or vulnerable adult may be at risk of abuse or neglect.
- 2.4. To ensure staff are briefed in the implementation of Ten Feet Tall Theatre Safeguarding Policy (Children, Young People and Vulnerable Adults).
- 2.5. To ensure the roles and responsibilities of the key staff for child protection are known and understood by staff.
- 2.6. To establish the necessary reporting lines to enable complaints, allegations and concerns to be dealt with appropriately.

3. Applicability

- 3.1. The Policy applies to all employees, contractors and partners of Ten Feet Tall Theatre.

4. Policy Statement of Intent

Ten Feet Tall Theatre will endeavour to ensure that children, young persons and vulnerable adults are protected from harm while they engage in Ten Feet Tall led participation activity. It will be done by:

- 4.1. Making sure that staff are carefully selected.
- 4.2. Providing appropriate training for staff in issues of child protection.
- 4.3. Taking all reasonable steps to ensure the health, safety and welfare of any child or vulnerable adult in contact with the activities of Ten Feet Tall Theatre.
- 4.4. Not physically, emotionally or sexually abusing any child or vulnerable adult in contact with Ten Feet Tall Theatre. Being aware of the definitions of abuse and knowing where to source guidance when one recognises or suspects signs of abuse.
- 4.5. Taking all reasonable steps to prevent any staff member, contractors, partners or member of the public from putting any child or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety.
- 4.6. Taking all reasonable steps to prevent any staff member, partners or member of the public from physically, emotionally or sexually abusing any child or vulnerable adult.
- 4.7. Reporting to a Child Protection Officer any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused whilst in contact with the activities of Ten Feet Tall Theatre.
- 4.8. Referring to statutory authorities all incidents reported to the Child Protection Officer.
- 4.9. Implementing this policy in conjunction with our Health and Safety guidelines already in place.

5.Roles and Responsibilities

5.1. Institutional Responsibilities

5.1.1.Ten Feet Tall Theatre has a responsibility to carry out enhanced criminal record checks through the Disclosure Scotland, Protection of Vulnerable Groups (PVG) scheme for any staff or freelance contractors working with children and vulnerable adults in appropriate roles. Posts for which a Disclosure Scotland check is required will be identified during the recruitment process.

5.1.2.Ten Feet Tall Theatre will ensure that staff or contractors who are working with children, young persons and vulnerable adults on behalf of Ten Feet Tall Theatre, whenever practicable, are always in the company of another appropriately qualified adult (parent, guardian, teacher, PVG checked adult).

5.1.3.Ten Feet Tall Theatre has a responsibility to refer information to Disclosure Scotland if they have moved or dismissed an individual because of harm or risk of harm to a child or vulnerable adult.

5.2. Director

5.2.1.The Director holds overall responsibility for the protection of Children, Young Persons and Vulnerable Adults.

5.2.2.In case of absence of the designated child protection officer the Director must assume the responsibility for child, young person and vulnerable adult's protection.

5.3. Management

5.3.1.Managers are responsible for ensuring that staff or contractors are aware of the requirements of the Safeguarding Policy and that they act in accordance with it. They are responsible for providing the necessary support and guidance to do so.

5.4. All staff

- 5.4.1. Every one working for or with Ten Feet Tall Theatre must be aware that any child, young person or vulnerable adult may be the victim of abuse or may be at risk of physical abuse, neglect, emotional abuse or sexual abuse.
- 5.4.2. All staff must fully comply with Ten Feet Tall Theatre's policies, procedures, systems and guidance.
- 5.4.3. It is the responsibility of all members of staff to act immediately if they become aware of an actual case of abuse/neglect or become suspicious that there may be a risk of abuse/neglect.
- 5.4.4. It is not the responsibility of individual members of staff to investigate or make judgements on suspected instances of risks of harm to the welfare of a child or vulnerable adult. That is a matter for the relevant external agencies, or, in appropriate cases, Ten Feet Tall Theatre through the actions described in the accompanying Procedures.

6. Recruitment, Selection and Employment Procedures

- 6.1. Ten Feet Tall Theatre will take all appropriate steps to ensure that unsuitable people are prevented from working with children, young people or vulnerable adults.
- 6.2. Where the risk assessment has identified that staff or freelancers are likely to have regular contact with, or encounter, children, young people or vulnerable adults, rigorous checks into their eligibility will be required. Such processes will be compliant with Ten Feet Tall Theatre's Equality and Diversity Policy.

7.Code of Behaviour

All staff at Ten Feet Tall Theatre are encouraged to demonstrate exemplary behaviour in order to safeguard the welfare of children, young people and vulnerable adults. Ten Feet Tall Theatre requires all workers with access to children to be checked by Disclosure Scotland. Our aim is to strive towards creating a positive culture and climate by adhering to the following guidelines:

7.1.When working with young people or vulnerable adults, you should:

- Help to develop an ethos which promotes difference and diversity, where all people are treated equally and with dignity and respect
- Always put the care, welfare and safety needs of a child, young person or vulnerable adult first
- Actively encourage children, young people and vulnerable adults to be involved in making choices and decisions which directly affect them
- Respect a young person's or vulnerable adult's culture and/or religious beliefs
- Respect a young person's or vulnerable adult's right to privacy and personal space
- Ensure that in all activities external to Ten Feet Tall Theatre building, a teacher, parent or other responsible adult is present at all times. Ten Feet Tall Theatre staff never work "in loco parentis" and should not be solely responsible for children, young people or vulnerable adults
- Be aware that any physical contact with a child may be misinterpreted and so must be avoided whenever possible
- Speak to another member of staff immediately if you suspect that a child is experiencing bullying or harassment
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have heard immediately to your Line Manager or Child Protection Officer
- Only restrain a child, young person or vulnerable adult who is at risk of inflicting harm to themselves or others.

7.2.When working with young people or vulnerable adults, you should not:

- Exaggerate or trivialise another member of staff's concerns about a child, young person or vulnerable adult.

- Ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'
- Discuss personal issues about a young person or vulnerable adult or their family with other people except with your Line Manager or Child Protection Officer when you are concerned about the young person's or vulnerable adult's wellbeing.
- Be drawn into any derogatory remarks or gestures in front of children, young people or vulnerable adults. You should lead by example and wherever possible comply with the rules that govern the organisation you are in (e.g. school). Allow a child, young person or vulnerable adult to be bullied or harmed by either a member of the organisation or by one of their peers.
- Allow children to swear or use sexualised language unchallenged.

7.3. When working with young people or vulnerable adults, you should never:

- Engage in sexually provocative games including horseplay.
- Allow others or yourself to engage in touching a child, young person or vulnerable adult in a sexually provocative manner.
- Make sexually suggestive comments to a child, young person or vulnerable adult, even in jest.
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- Form inappropriate emotional or physical relationships with children, young people or vulnerable adults.
- Harass or intimidate a child, young person, vulnerable adult or co-worker because of their age, race, gender, sexual orientation, religious beliefs, socio-economic class or disability.
- Invite a child, young person or vulnerable adult to stay with you at your home.
- Send or invite emails or texts to/from young people/vulnerable adults, accept or invite friend requests via social networking sites, chat online, 'instant- message' via any format, send or accept receipt of any online messages to/from young people/vulnerable adults. In certain cases, a work based profile may be used to connect with young people/vulnerable adults. Messages must be strictly related to project activity and staff members should never use a personal social media account to connect with these groups.

7.4. Photography and/or Filming

7.4.1. Written consent should be obtained to take pictures / film children and young people prior to any photographs / filming being taken. Permission should be obtained firstly to take the photograph and secondly for permission if the photograph is to be reproduced.

7.4.2. Photographs and recorded material are only published once permission has been sought from parents using the permission form attached in Appendix 5 and they may ONLY be used for legitimate Ten Feet Tall Theatre purposes both locally and nationally. Photographs will not have any names attributed to them. Permission is only sought once, when the young person joins a Ten Feet Tall Learning Project.

8. Managing Concerns/ Disclosures of Abuse

If the Child Protection Officer is unavailable please contact a member of the company or in an emergency situation contact social services or the police.

8.1. Dealing With Concerns Of Abuse

The following action should be taken if you suspect a child may be suffering abuse in some way:

- Do not attempt to investigate
- Privately voice your concerns to the supervising teacher/youth worker/carers
- If you continue to feel concerned speak immediately to the Child Protection Officer who will contact the relevant authorities
- As soon as possible after becoming aware of possible abuse, make notes about your concerns.
- Pass on your written record to the Child Protection Officer. Do not discuss the incident with anyone else
- Ask for support for yourself if you feel you need it

8.2. Dealing With Disclosures

The following action should be taken if a child who has suffered abuse confides in you:

- Listen attentively to what the child, young person or vulnerable adult is saying
- Do not promise confidentiality. The child, young person, vulnerable adult must understand that you will have to pass on information and why it is important.
- Ask open, non-leading questions which help to clarify what the child is saying but not lead into an investigative situation. Intrusive questioning could contaminate a subsequent child protection investigation.
- Reassure the child, young person or vulnerable adult that they have been courageous in speaking to you about this.
- Do not make judgements about what is disclosed or about the alleged abuser.
- Explain the next step, the child should know that they will be kept informed and supported as appropriate
- Treat the allegation seriously and report it immediately to the Child Protection Officer
- Ask for support for yourself if you feel you need it

8.3.Dealing With Disclosures Against A Staff Member

- Good practice in both the recruitment and supervision of staff and volunteers should be designed in such a way that the risk of abuse is reduced and staff can protect themselves from false allegations. However, the possibility of abuse cannot be eliminated and constant vigilance is necessary.
- If a child / vulnerable adult tells you that someone in the organisation has caused them harm, this should be treated in the same way as any other disclosure a child may make.
- The information should be passed on to the Child Protection Officer and handled in the same manner.

8.4.Please note that in managing concerns/disclosures it is not your responsibility to decide whether or not abuse has taken place. You must abide by these guidelines if you are concerned about the welfare of a child or vulnerable adult.

8.5.Defamation

"Concerned adults are sometimes reluctant to report suspicions of abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded. To be defamatory, a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority 'in response to a duty, whether legal, moral, social or in the protection of an interest.

Unjustified repetition of the allegations to other persons will not be protected by privilege. The qualification on privilege refers to statements motivated by malice. If a statement, even to the appropriate authority, can be shown to be not only untrue, but motivated by malice, then an act of defamation could be successful."

- From 'Guidelines for Child Protection Prepared for the Independent Schools in Scotland' (Kathleen Marshall, 1997).

If you are still concerned about defamation you are advised to seek legal advice.

9. Storing of and Access to Confidential Child Protection Data

9.1. Ten Feet Tall Theatre abides by the Data Protection Act 2018. This act sets out provisions for the regulation of processing of information relating to individuals, including obtaining, holding, use or disclosure of such information. Children are entitled to the same duty of confidence as adults, provided they have the ability to understand the choices and their consequences relating to the proposed lines of action. Where consent had not been obtained the law permits disclosure of confidential information necessary to safeguard a child where they are considered to be at risk.

9.2. All child protection information will be stored securely and will only be shared with authorised personnel and appropriate authorities.

9.3. Whatever happens, staff should always be open and honest with the child or vulnerable adult if intended to take the case further. Staff must not discuss the case with anyone other than those involved in the case. If staff have any concerns about the progress of the case or have any other concerns these must be discussed with the Child Protection Officer.

9.4.Managing Disclosure Scotland Information

Ten Feet Tall Theatre is committed to the development of best practice in relation to the recruitment of staff.

In accordance with the Scottish Executive's Code of Practice for registered persons and other recipients of Disclosure information, Ten Feet Tall Theatre will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post/role and the information provided on a Disclosure certificate will only be used for these purposes
- Ten Feet Tall Theatre will ensure that an individual's consent is obtained before seeking and using Disclosure information.
- Disclosure information will only be shared with Ten Feet Tall personnel who are authorised to see it in the course of their duties
- Where additional disclosure information is provided to Ten Feet Tall Theatre this will only be discussed with the applicant should the Disclosure information have an impact on the outcome of the recruitment process.
- Disclosure information relating to Ten Feet Tall Theatre authorised personnel will be stored securely until expiry date or the end of employment, whichever is earlier. Thereafter, information will be shredded and disposed of through confidential waste.
- Disclosure information for unsuccessful applicants will be stored securely for a maximum of six months and will be accessible only to Ten Feet Tall Theatre authorised personnel. Thereafter, information will be shredded and disposed of through confidential waste.
- No image or photocopy of the Disclosure information will be made.

10.Risk Assessment

10.1.All staff that intend to work, or may be put in the position of working, with children, young people or vulnerable adults should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

10.2.What to do if an accident happens:

10.2.1. Depending on the member of staff's judgment of the situation, they must go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services.

10.2.2. In accordance with the Health and Safety policy, it is the responsibility of the first responder on the scene of an accident to record exact details of the incident within the Accident Report.

11. Online Safeguarding

Digital safeguarding is much like safeguarding in any other context. It details expected standards of conduct for staff, contracted freelancers and participants in Ten Feet Tall activities, as well as privacy and security measures in place.

Ten Feet Tall Theatre will risk assess and create safeguarding guidelines for any project that involves online working with young people and vulnerable adults, as well as the content we make publicly available online.

Most Ten Feet Tall projects involving young people are in partnership with schools or youth groups. These organisations are directly responsible for the young people and keeping parents informed of activity relating to the project. If a project requires Ten Feet Tall to work directly online with young people, we will issue a letter to parents and carers, detailing the nature of the online engagement, details of any content created, as well as safeguarding measures in place for the overall project.

11.1. Content

When creating or programming digital content, Ten Feet Tall will ensure it is created, distributed and consumed safely and upholds our duty of care to young people and vulnerable adults.

11.1.1. Content produced or programmed by Ten Feet Tall

Ten Feet Tall will protect young people and vulnerable adults from exposure to content that promotes worrying or harmful behaviour, such as the digital depiction of self-harm. This will be achieved by:

- Trigger warnings

- Sign posting to organisations which provide support for issues raised in produced and programmed work that is potentially triggering.

Ten Feet Tall will also work in partnership with individuals, companies and co-producers to apply these guidelines to co-produced and programmed online work.

11.1.2. Content created by young people through Ten Feet Tall projects

Ten Feet Tall will issue a Code of Conduct to young people who are asked to submit videos they have created themselves (see Appendix 3 Code of Conduct for Young People working digitally with Ten Feet Tall Theatre).

When sharing work created online, either by the young people or Ten Feet Tall, we will take the following steps:

- Share the final edits with the young people and their parents/carers before publically sharing.
- Not use a child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through official accounts, while acknowledging that third party accounts can re-share.

If, for whatever reason, a parent/carer or young person is not happy with the use of content that depicts them, Ten Feet Tall will undertake re-edits to re-work or to remove them.

11.2. **Conduct**

All Ten Feet Tall Theatre staff and contracted freelancers working with young people will be issued with Guidelines for Remote Working With Children and Young People (see Appendix 4). Any staff or contracted freelancers working directly with young people online will be required to undertake online safeguarding training in addition to their Disclosure check. They will also issue Ten Feet Tall's Code of Conduct for Young People When Working Digitally with Ten Feet Tall Theatre (see Appendix 3) to participants at the start of each project.

Ten Feet Tall staff and contracted freelancers are required to also follow the organisation's overall Code of Behaviour (see section 7 of this policy) and, in the event of a safeguarding incident or concern when working online will follow the Managing Concerns/Disclosures of Abuse detailed in section 8 of this policy.

12. Breaches of Policy

12.1. Staff who breach any of the above may be subject to the provisions of Ten Feet Tall Theatre Disciplinary Procedure.

13. Training

13.1. Ten Feet Tall Theatre will provide appropriate guidance and training on this policy.

13.2. Ten Feet Tall Theatre will ensure that the Child Protection Officer and associated members of safeguarding staff receive training as appropriate, and that all other staff receive training as required to ensure compliance with changes to legislation.

14. Communication and Review

14.1. Ten Feet Tall Theatre aims to ensure all employees and learners will be made aware of this Policy and a copy of the Policy will be included in the Employee Handbook.

14.2. Recommendations for change should be reported to the Director of Ten Feet Tall Theatre

14.3. Ten Feet Tall Theatre aims to review the Policy and its implementation on a yearly basis or more frequently if significant changes to its effective operation are necessary.

15. Document Review Record

Review Amendment Details		Date
Whole Document	Safeguarding Policy Reviewed and Revised	22/3/2023

Appendix 1: Pro-Forma For Recording Concerns/ Allegations of Abuse

Name of Child:
Age:
Address and Telephone number:
Name of Other Siblings (if known):
Any Special circumstances relating to the child (e.g. special needs, health and welfare issues):
What is the nature of your concern (e.g. allegation by a child, young person or vulnerable adult or a suspicion of abuse by a concerned adult):
If a child has alleged abuse, give the name of the person they spoke to and the time and place when this allegation was made:
If a user has alleged abuse, record as quickly as possible what was said. This should be as accurate as possible and in the child's own words

SAFEGUARDING POLICY (CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS)

If another adult has expressed concern about the safety of a user record their concerns and ask them to confirm the details are correct:

Have any possible signs or indicators of abuse been identified? By whom?

If known, record the name(s) of the person(s) implicated in the abuse

What advice was given about liaising with the user's parent(s) / carer(s)?

Signed (member of staff) _____

Date _____

Signed (member of staff) _____

Date _____

Appendix 2: Local Contact Information Sheet

Agency:	Contact Details:
Ten Feet Tall	07736009203
Ten Feet Tall Designated Child Protection Officer	Cameron Mowat, Co-Director hello@tenfeettalltheatre.com
Ten Feet Tall Assistant Child Protection Officer	Stewart Aitken, Co-Director hello@tenfeettalltheatre.com
Social Care	0800 7315 520 (Mon-Fri 8.30am to 5pm) 0800 7315 520 (out of hours emergency) Marischal College Broad Street Aberdeen AB10 1AB
Police	101 (non emergency) 999 (emergency) North East HQ Marischal College, Broad Street, Aberdeen, AB10 1AB
Child Reporter Aberdeen	0131 244 8720 The Exchange No 2 62-104 Market Street Aberdeen AB11 5PJ
NSPCC Child Protection Helpline	0808 800 5000 0800 1111 (under 18s)

Appendix 3: Code of Conduct for Young People working digitally with Ten Feet Tall Theatre

Ten Feet Tall is increasingly working digitally to connect, create work and support each other. In order to do this we use digital platforms. When using these platforms it is important to protect you and your families and follow our online code of conduct.

Live Video Chat

- Be kind.
- Never use your full name, first names will do.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Remember it's easy to misinterpret things online.
- Refer to a group leader directly if you feel worried about anything.
- Do not record or take photos of anything without the others consent.
- If you are worried about anything, message the workshop leader.

Submitting Videos

- Don't use your full name.
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity).
- Don't wear clothing that features your school, sport club, or other logo from somewhere you regularly attend.
- Don't film anyone else under the age of 18.
- Wear appropriate clothing.
- Keep yourself safe - don't share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online or personal during this period please contact Ten Feet Tall staff they will listen and direct you to the right support.

Appendix 4: Guidelines for Remote Working with Children and Young People

Ten Feet Tall Theatre staff and contracted freelancers are increasingly working from home and with young people digitally. This document provides the guidelines for all workers to keep themselves and the young people they work with safe. It should be read in partnership with Ten Feet Tall Theatre's main safeguarding policy and digital code of conduct.

Working From Home

When working from home staff will have their own accounts to access emails and a log-in to access files. Files are saved on Ten Feet Tall Theatre's server. Files with personal and contact details are password protected.

- Staff and contracted freelancers will not share their accounts or log-ins with anyone else and will only log into their own accounts.
- If a young person's image needs to be downloaded for photo or video editing then it will be deleted once the edit has taken place and the edited film is uploaded to Ten Feet Tall Theatre's server.
- Artists who need access to creative content including videos are given links which enable them to watch videos online. If the content is downloaded to be edited, it will be uploaded again and not saved on personal computers.
- Staff and contracted freelancers will always lock their computer or close documents with sensitive information when they are away from their laptops / computers.

Communication via Telephone

Staff and contracted freelancers should not contact young people directly by phone. If a message needs to reach the young person it will go through the school or youth group which the project or activity is attached to. If it is an emergency situation, and there is no option but to call or message a young person directly, a company landline or mobile phone will be provided. Staff and contracted freelancers will not use their personal mobile phone for this purpose. All company mobile phones are to be PIN locked so that data is not accessible by others.

Communication via Email

Staff and contracted freelancers should not contact young people directly by email. If a message needs to reach the young person it will go through the school or youth group which the project or activity is attached to. If it is an emergency situation and there is no option but email, staff or contracted freelancers should use clear language to avoid any misunderstanding on the part of the recipient. Another member of staff should be copied in for transparency. Staff members or contracted freelancers who have concerns regarding the content of an email that they send or receive from a young person should consult the Designated Child Protection Officer for guidance.

Communication via Social Media

Ten Feet Tall Theatre may use social media to communicate with young people. Current social media applications staff could use include Twitter, Facebook, and Instagram. Contact with young people through such forums should only take place through organisational accounts. Ten Feet Tall Theatre will not follow young people's accounts and only invite members to follow Ten Feet Tall Theatre accounts.

If a Ten Feet Tall Theatre staff member or contracted freelancer receives content from a young person which they believe is inappropriate, they will not forward the content or delete it, but immediately contact the Designated Child Protection Officer to report the content. They will follow the safeguarding incident procedure of the company (see main safeguarding policy).

Current organisational accounts are as follows:

Active accounts:

Platform	Address	Moderated by
Facebook	https://www.facebook.com/tenfeettallaberdeen/	Cameron Mowat (Director)
Instagram	https://www.instagram.com/tenfeettallaberdeen/	Cameron Mowat (Director)
Twitter	https://twitter.com/tenfeettallabdn	Cameron Mowat (Director)
Youtube	https://www.youtube.com/channel/UCL6A7ZnCJ94gAsMssO0838A	Cameron Mowat (Director)
Vimeo	https://vimeo.com/user101156066	Cameron Mowat (Director)

Communication via Digital Platforms

When communicating with young people via digital platforms, staff and contracted freelancers will use official accounts and phones and ensure that the personal numbers of young people and freelancers are not shared. Staff and freelancers will be the only adults present in digital platform sessions.

All parents will be informed of the platforms to be used, the dates and times of sessions, details of the project and the adults who will be in these platforms. Contact will be made using the template letter to parents and carers. When working with schools or youth groups it will be their responsibility to inform parents and carers of the project and workshops sessions.

Staff and contracted freelancers will set clear rules of engagement for working on digital platforms. These rules will be in line with the rules of the company when working in person.

Staff and contracted freelancers will also remind young people that this is not a private space and whatever they share online will be seen by the group.

Any young person who breaks the above rules will be removed from the platform by staff or contracted freelancers and parents/carers will be informed.

Receiving a disclosure via social medial or mobile phone

We recognise that at times a young person might disclose information to staff members or contracted freelancers via texts, calls or digitally.

If a staff member or contracted freelancer receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to an executive staff member (Designated Child Protection Officer), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The Designated Child Protection Officer will follow the procedure below. If the staff member or contracted freelancer cannot contact the Designated Child Protection Officer, or a senior member of Ten Feet Tall staff, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member or contracted freelancer should not attempt to solve the problem.
- Contact the young person's parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response:
 - Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
 - For support or guidance contact the NSPCC helpline on 0808 800 5000.
- Write up an incident report on the situation within 24hrs to be sent to the Designated Child Protection Officer.

Sharing Work Created Online

When sharing work created online Ten Feet Tall Theatre will take the following steps:

- Share the final edits with the young people and their parents/carers before sharing.
- No use of child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through official accounts.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Ten Feet Tall will re-edit and, if appropriate, edit out footage of that young person.

Safety Measures for Working on Zoom with Young People

Zoom can be made more secure through a host of additional features available in its settings:

- Enable a waiting room
- Set a password for your meetings
- Enable abilities for the host to mute and eject participants from the room

- A selection of chat features from disabling the chat entirely to stopping private messaging
- Disable ability for participants to join before the person leading the session
- Encourage participants and staff to place themselves on mute when they are not speaking
- Encourage participants to use gallery view to see everyone at the same time
- Read out Ten Feet Tall online Code of Conduct when working online (see Appendix 3) for any new participants
- Create or source a step-by-step Zoom guide for participants

If the meeting or workshop that is to be delivered online contains sensitive issues or sharing of work then a more secure platform such as Microsoft TEAMS will be used instead.

Appendix 5: Parental/Guardian Photographic and Recording Permission Form



Ten Feet Tall Theatre: Photographic and Recording Permission

From time to time, photographs and recordings taken during Ten Feet Tall-based learning and artistic activities (e.g. Masterclasses, Class Act, Auditions, Post-Show Discussions, etc.) are used for display or publicity purposes in printed publications and/or on Ten Feet Tall website (In the case of auditions, photos maybe taken to aid the selection process).

Photographs are only published once permission has been sought via the use of this form and they may **ONLY** be used for legitimate Ten Feet Tall Theatre purposes both locally and nationally. Photographs will not have any names attributed to them.

Permission is only sought **once**, when you join a Ten Feet Tall Engagement Project or attend a Ten Feet Tall audition.

If you would like to withdraw permission at any time, please contact Cameron Mowat, Co-Director, at hello@tenfeettalltheatre.com

Name of participant _____

I agree/do not agree * to permit the use of any photographs of myself being used for legitimate Ten Feet Tall Theatre purposes.

Signed (participant) _____

Date _____

Name of parent / guardian

I agree/do not agree * to permit the use of any photographs of this child/young person being used for legitimate Ten Feet Tall Theatre purposes.

Signed (parent/guardian) _____

Date _____

(*Please delete as applicable)