

Ten Feet Tall Theatre safeguarding policy statement - June 2022

The purpose and scope of this policy statement

Ten Feet Tall Theatre works with children and vulnerable adults as part of its activities. These include: giving educational workshops and classes in Drama, Performance and Film.

The purpose of this policy statement is:

- to protect children and vulnerable adults who receive Ten Feet Tall Theatre's services. This includes the children of adults who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child and vulnerable adult protection. This policy statement applies to anyone working on behalf of Ten Feet Tall Theatre, including staff, contractors, coaches, volunteers and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

We believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children and vulnerable adults is paramount
- all children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children and vulnerable adults are additionally susceptible because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, and vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare. We will seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child and vulnerable adult protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, vulnerable adults, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have an efficient procedure to help us deal effectively with any bullying that does arise
- sharing information about child and vulnerable adult protection and safeguarding best practice with children, vulnerable people, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints measures in place
- ensuring that we provide a safe physical environment for our children, vulnerable people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse against a child or young person

- Adult to child supervision ratios
- Code of conduct for staff and volunteers
- Photography and image sharing guidance
- Child protection records retention and storage policy

Contact details

Nominated child protection lead Name: Cameron Mowat email: hello@tenfeettalltheatre.com

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

28th April 2026

Signed: Cameron Mowat , Director, Ten Feet Tall

Date: 24/6/22

Ten Feet Tall Theatre behaviour code for adults working with children and vulnerable groups - June 2022

Purpose

This behaviour code outlines the conduct Ten Feet Tall Theatre expects from all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Cameron Mowat (Director of Ten Feet Tall Theatre) must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers when working with or for children and vulnerable adults, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for: prioritising the welfare of children and vulnerable adults, providing a safe environment for them

- This includes ensuring equipment is used safely and for its intended purpose.
- This includes having good awareness of issues to do with safeguarding and child and vulnerable adult protection and taking action when appropriate.

Ten Feet Tall Theatre are responsible for: carrying out enhanced criminal record checks through the Disclosure Scotland, Protection of Vulnerable Groups (PVG) scheme for any permanent and seasonal staff 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.

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

Following our principles, policies and procedures

- This includes policies and procedures for child protection/ safeguarding, whistleblowing and online safety. Staying within the law at all times, modeling good behaviour for children and vulnerable adults to follow, challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Cameron Mowat

Reporting all allegations/suspicious of abuse following our reporting procedures

- This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and vulnerable adults fairly and without prejudice or discrimination

- understand that children and vulnerable adults are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability, health conditions and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or vulnerable adults
- ensure your contact with children and vulnerable adults is appropriate and relevant to the work of the project you are involved in
- only provide personal care in an emergency and make sure there is more than one adult present at all times.
- This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should:

- listen to and respect children and vulnerable adults at all times seriously, actively involving them in planning activities wherever possible
- In some cases it may be necessary to break confidentiality to follow child and vulnerable adult protection procedures; if this is the case it is important to explain this to the child or vulnerable adult at the earliest opportunity.

Unacceptable Behaviour

When working with children and vulnerable adults, you must not:

- allow concerns or allegations to go unreported take unnecessary risks, smoke, consume alcohol or use illegal substances develop inappropriate relationships with children and vulnerable adults
- make inappropriate promises to children and vulnerable adults engage in behaviour that is in any way abusive
- This includes having any form of sexual contact with a child or adult.
- let children and vulnerable adults have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive, patronise or belittle children and vulnerable adults
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and vulnerable adults. Upholding this code of behaviour, you should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you behave inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Ten Feet Tall Theatre. We will also make a referral to statutory agencies such as the police and/or the local authority and child protection services. If you become aware of any breaches of this code, you must report them to Cameron Mowat.

I confirm I have read and understood Ten Feet Tall Theatre's policies on Safeguarding and Behaviour code for Adults working with children and vulnerable adults.

Name.....

Signature.....

Date.....