

Safeguarding Policy

This policy applies to all paid employees, including casual workers and freelancers as well as volunteers, students and the Board of Trustees or anyone working on behalf of the Orange Tree Theatre (the OT).

Purpose

- To protect children, young people, vulnerable adults, freelancers (to include actors and stage management teams), students and anyone in receipt of a service or experience provided by the OT;
- To provide staff, freelancers, and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- The OT believes that any individual should never experience abuse of any kind. We have a responsibility to promote the welfare of anyone involved with the OT and to keep them safe in all physical and digital spaces. We are committed to practise in a way that protects them.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Right of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 – 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should be read alongside our policies and procedures on:

- Code of Conduct for working with Youth Theatre and Young Company
- Dignity and Respect at work
- Health and Safety
- Alcohol, Drugs and Smoking
- Disciplinary procedure
- Grievance procedure
- Internet and Social media policy

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children, young people, and vulnerable adults safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment which extends to digital spaces and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Covid-19 Safety Measures for Youth Theatre and Young Company

In response to the Covid-19 Pandemic and in line with up to date Government guidelines we will seek to keep children, young people, vulnerable adults, freelancers and OT employees safe by:

- reducing the capacity per youth theatre and young company groups
- moving siblings from the same household into the same group where appropriate
- training leaders and assistants in new Covid-19 health and safety measures, including non-contact exercises and activities to ensure lack of contact between the young people, as well as additional reporting procedures
- maintaining social distancing in all group sessions with 1.5m grid and circle floor markings
- encouraging all participants to socially distance on arrival to the building and queue at a safe distance where necessary
- encouraging all participants and leaders to wash hands and/or sanitise on arrival
- displaying adequate Covid-19 health and safety signage in all spaces

- requiring that all participants are dropped off and collected by only one parent or guardian
- increasing cleaning and hygiene provision to include daily antibacterial cleaning and twice-a-day cleaning on two-session days
- providing multiple hand-sanitising stations on arrival into the building, in the rehearsal rooms and toilets
- providing a separate breakout space for anyone showing symptoms of Coronavirus, with PPE gloves, masks and shields available while parents or guardians are contacted
- providing a Covid-19 risk assessment and checklist for all leaders to carry out on arrival and exit of the Bank building and rehearsal rooms
- adhering to NHS test and trace procedures and suspending youth theatre and young company sessions for 14 days when there have been more than one confirmed case of Coronavirus in a group. Where cross-contamination has happened between groups and there are more than two confirmed cases across the programme, we will suspend all groups for 14 days
- communicating to parents and participants whether there have been any confirmed cases in the groups
- arranging standby leaders and assistants in the event that the leaders need to isolate
- ensuring adequate fresh air ventilation to the rehearsal rooms
- requiring all participants to bring their own equipment including labelled water bottle, pen and note pad

Digital working safety measures

The OT's Code of Expected Behaviour extends to our digital spaces and should be adhered to for all digital activity. During our extended period of hibernation where work is carried out remotely, we expect all employees, children and young people, vulnerable adults and freelancers to adhere to further online safeguarding measures:

PUBLIC NETWORKS

- Always use a safe and secure network, preferably in your own home. If you need to connect to public wifi to carry out OT work, **don't**:
 - Allow your Wi-Fi to auto-connect to networks
 - Log into any account via an app that contains sensitive information. Go to the website instead and verify it uses HTTPS before logging in
 - Leave your Wi-Fi or Bluetooth on if you are not using them
 - Access websites that hold your sensitive information, such as such as financial or healthcare accounts
 - Log onto a network that isn't password protected
- Make sure you **do**:
 - Disable file sharing
 - Only visit sites using HTTPS
 - Log out of accounts when done using them
 - Use a VPN, like Norton Secure VPN, to make sure your public Wi-Fi connections are made private

LIVE VIDEO CHAT

- 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.

SUBMITTING VIDEOS & PHOTOS

- 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 post anything online which reveals your location in real time, it is safer to post with a slight delay away from the posted location
- 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.

WORKING FROM HOME

When working from home Orange Tree Theatre staff will have their own accounts to access emails and a log-in to our internal server. All Orange Tree Theatre files are saved on the server and files with personal and contact details are password protected in line with GDPR.

- No young people's details or images will be downloaded or saved on personal computers (unless it is a computer provided by Orange Tree Theatre for work use only).
- OT staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to the server.
- Artists who need access to creative content including videos are given links which enable them to watch videos online but not download.

COMMUNICATION VIA TELEPHONE

If using their personal mobile phones remotely staff should hide their number when communicating externally with young people.

COMMUNICATION VIA EMAIL

Staff will be required to email young peoples' personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. The E&P director should always be cc'd in for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSL or DDSL for guidance.

COMMUNICATION VIA SOCIAL MEDIA

Orange Tree Theatre E&P will use social media during this time to communicate with young people. Current social media applications the OT staff will use include whatsapp, twitter, facebook, tiktok and instagram. Contact with young people through such forums should only take place through organisational accounts. OT will not follow young people's accounts and only invite members to follow OT accounts.

If a OT staff member receives content from a young person which they believe is inappropriate they will not forward the content or delete it but immediately contact the DSL to report the content and the DSL will follow the safeguarding incident procedure of OT (see main safeguarding policy).

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people via digital platforms OT staff will use OT accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

OT staff and OT freelancers will be the only adults present in OT digital platforms.

All parents will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.

OT Staff set clear rules of engagement for working on digital platforms. Staff 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 OT staff and parents/carers will be informed.

RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member 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 (DDSL/DSL), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSL/DSL will follow the procedure below. If the staff member cannot get hold of the DDSL/DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member 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.
- Write up an incident report on the situation within 24hrs.

SHARING WORK CREATED ONLINE

When OT share work created online will take the following steps;

- Share the final edits with the young people and their parents/carers before 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 OT's official accounts.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then OT will not share the content.

Contact details

Designated Safeguarding Officer (DSO)

Name Hanna Streeter

Phone/email hanna.streeter@orangetreetheatre.co.uk 020 8940 0141 ext. 208.

Deputy DSO

Name Bec Martin-Williams

Phone/email Bec.Martin-Williams@orangetreetheatre.co.uk 020 8940 0141 ext. 206

Trustee senior lead for safeguarding
Name India Semper-Hughes
Email i.semper.hughes@gmail.com

CEOP
www.ceop.police.uk

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practise annually.
This policy was last reviewed September 2020