

SAFEGUARDING POLICY AND GUIDELINES

Updated January 2022

Safeguarding Officer: Cheryl Govan

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1. POLICY STATEMENT

Stephen Joseph Theatre (herein referred to as 'SJT') has a duty of care to safeguard from harm all children, young people and vulnerable adult with whom it interacts. Children, young people and vulnerable adults occupy a central place within SJT and our work. We strongly believe that all children, young people and vulnerable adults 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 SJT staff, including those who work on a volunteer and freelance basis as well as SJT's Board of Trustees.

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 SJT 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 such as the NSPCC and the police to ensure as far as possible that children and young people are protected.

The terms "child", "children", "girl" and "boy" are used to refer to anyone under the age of 18. The terms "young person", "young people", "young woman" and "young man" are used to refer to anyone between the ages of 18 and 25 years.

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

The Designated Safeguarding Officer is: Cheryl Govan

The Designated Safeguarding Assistant is: Lynn Cloete

The Lead Trustee for Safeguarding: Jon Lee

2. STAFF ROLES & RESPONSIBILITIES

The **Designated Safeguarding Officer** leads upon *policy development and reporting*, including:

- Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary
- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm
- Managing complaints about poor practice and allegations against staff/volunteers
- Referring relevant issues of safeguarding to the Chief Executive/ Board of Trustees for consideration

- Collecting monitoring data on all safeguarding activities across the organisation
- Ensuring safer recruitment procedure and promoting safeguarding across the organisation

The **Safeguarding Assistant** leads upon *policy implementation*, including:

- Acting as a “front-line” point of contact for any persons concerned about the welfare of a child/young person
- Updating the Designated Safeguarding Officer upon any issues raised/reported in sessions
- Contributing to the review and update of the safeguarding policy and procedures, keeping up to date records of staff DBS status.
- Keeping accurate records of concerns about children and young people and actions taken

The **Lead Trustee for Safeguarding** leads upon policy and procedure oversight, including:

- Ensuring that policy and procedures are fully implemented and followed by all staff
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary
- Reporting to Trustees upon any observations and/or findings concerning safeguarding

All members of **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
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or the Designated Safeguarding Ambassador
- When taking a disclosure from a child/young person remembering not to ask any leading questions

3. RECRUITMENT, SELECTION AND TRAINING OF STAFF

SAFER RECRUITMENT & SELECTION OF STAFF

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

SJT will ensure that

- Appropriate checks are carried out on new staff/volunteers
- The safety of children, young people and vulnerable adults is explicitly stated in job descriptions and person specifications
- Interviewers question and interrogate up on gaps in employment history through to the interview
- SJT carries out enhanced Disclosure and Barring Service (DBS) for relevant roles

- SJT has an open door policy when rehearsing or during a session, this means at any time a full time member of staff may enter space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.
- All employees will be required to complete online safeguarding and other regular safeguarding training.
- Where relevant written references will be obtained to confirm their suitability for working with children and young people;

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

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

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
- Neglect

All staff are required to acquaint themselves with indicators of abuse (online safeguarding course).

RADICALISATION

SJT recognises the positive contribution it can make towards protecting children, young people and vulnerable adults from radicalisation to violent extremism. SJT will continue to empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for 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 or the Designated Safeguarding Assistant immediately.

COUNTY LINES

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with gang culture, county lines or serious violent crime. These may include increased absence from sessions, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

PEER ABUSE

All staff working with young people that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying);
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment;
- Sexting (also known as youth produced sexual imagery);
- Initiation/hazing type violence and rituals;
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm – this is now a criminal offence.

Mental Health

For information (we are not qualified to diagnose medical issues).

What mental health problems commonly occur in children?

- Depression – affects more children and young people today than in the last few decades, but it is still common in adults. Teenagers are more likely to experience depression than young children.
- Self-Harm – is a very common problem among young people. Some people find it helps them manage intense emotional pain if they harm themselves, through cutting or burning, for example. They may not wish to take their own life.
- Generalised anxiety disorder (GAD) can cause young people to become extremely worried. Very young children or children starting or moving school may have separation anxiety.
- Post-traumatic stress disorder (PTSD) can follow physical or sexual abuse, witnessing

something extremely frightening or traumatising, being the victim of violence or severe bullying or surviving a disaster.

- Children who are consistency *overactive* (hyperactive), behave impulsively and have difficulty paying attention may have attention deficit hyperactivity disorder (ADHD). Many more boys than girls are affected, but the cause of ADHD aren't fully understood.
- Eating disorders usually start in the teenage years and are more common in girls than boys. The number of young people who develop an eating disorder is small, but eating disorders such as anorexia nervosa and bulimia nervosa can have serious consequences for their physical health and development.

HEARING A DISCLOSURE

If a child/young person says or indicates that he or she is 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 practicable.

REASSURE:

- Reassure the child/young person, but only so far as is honest and reliable.
- 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:

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- 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 he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person/vulnerable adult) 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.

REMEMBER:

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

REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

It is not the responsibility of anyone working at SJT to decide whether or not a child/young person/vulnerable adult is being abused or might be abused. However, there is a responsibility to act on concerns to protect children/young people/vulnerable adults 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/young people/vulnerable adults then you should raise these with the Designated Safeguarding Officer or the Designated Safeguarding Assistant who will be responsible for documenting your concern on an Incident Report Form. 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 in a restricted and protected folder on the SJT server. When an Incident Report Form is archived in this folder a note will be made on SJT's Participant Safeguarding Tracker. The note will provide basic details about the incident and a reference to the location of the Incident Report Form.

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. If, for any reason, the Designated Safeguarding Officer is unable to lead on this process then the Designated Safeguarding Assistant will make the referral. Referrals should be made to:

NSPCC Helpline**0808 800 5000**

SJT will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, SJT 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 SJT 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), SJT has a dual responsibility in respect of both the child/young person/vulnerable adult and employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues.

Two separate procedures must be followed:

I. In respect of the child/young person/vulnerable adult the Designated Safeguarding Assistant will lead the process related to the child/young person/vulnerable adult;

II. In respect of the staff member against whom the allegation is made the Designated Safeguarding Officer will lead the process related to the staff member.

With regards to the child/young person/vulnerable adult, 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. SJT will make formal contact with the NSPCC who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.

2. SJT is 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/young people/vulnerable adult has:

- a.) Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people/vulnerable adult;
- b.) Possibly committed a criminal offence against a child/children and/or a young person/young people/vulnerable adult;
- c.) Behaved towards a child in a way that indicates s/he is unsuitable for such work.

3. The LADO will instruct SJT on procedure and what information may be shared with the person who is the subject of an allegation. SJT 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, SJT 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 SJT 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.

6. COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

6.1 COMMUNICATION VIA MOBILE PHONE

Staff should in no circumstances make or receive calls or texts to or from children and young people using their personal mobile phones.

6.2 COMMUNICATION VIA EMAIL

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 be carbon copied to one of the Designated Safeguarding Officer or the Designated Safeguarding Assistant. 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.

6.3 SOCIAL MEDIA

SJT recognises 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, Vine and Instagram, to name but a few. Contact with children and young people through such forums should only take place through organisational accounts. It is wise to invite their parents to participate in these forums too.

SJT staff, permanent or freelance, must not do any of the following:

- Send or accept any friend requests from SJT young person participants on Facebook
- Request to follow SJT young person participants on other social media platforms
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to a SJT course, production or member activity on social media
- Send or respond to any private messages from an SJT young person participant on social media

SJT does not expect its staff to protect their personal Twitter accounts (thereby making sure their tweets are only be visible to followers approved by the account holder) however it does ask all staff to respect their association with the organisation when tweeting.

7. PHOTOGRAPHY and VIDEO

Parental/guardian consent for photography or video recording of any child is obtained through Company Enrolment forms. Photographs or videos of children and young people will be stored in a designated folder that is only accessible by designated SJT staff.

Any camera owned by the SJT and used by staff for the purpose of photographing children and young people engaged in SJT activity must have its memory wiped as soon as content has been transferred to the designated SJT folder. SJT will ensure that any professional photographers or video-makers contracted by SJT 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. SJT will announce at all performances that "Video and photography is not permitted during the performance".

8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

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 SJT's 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.

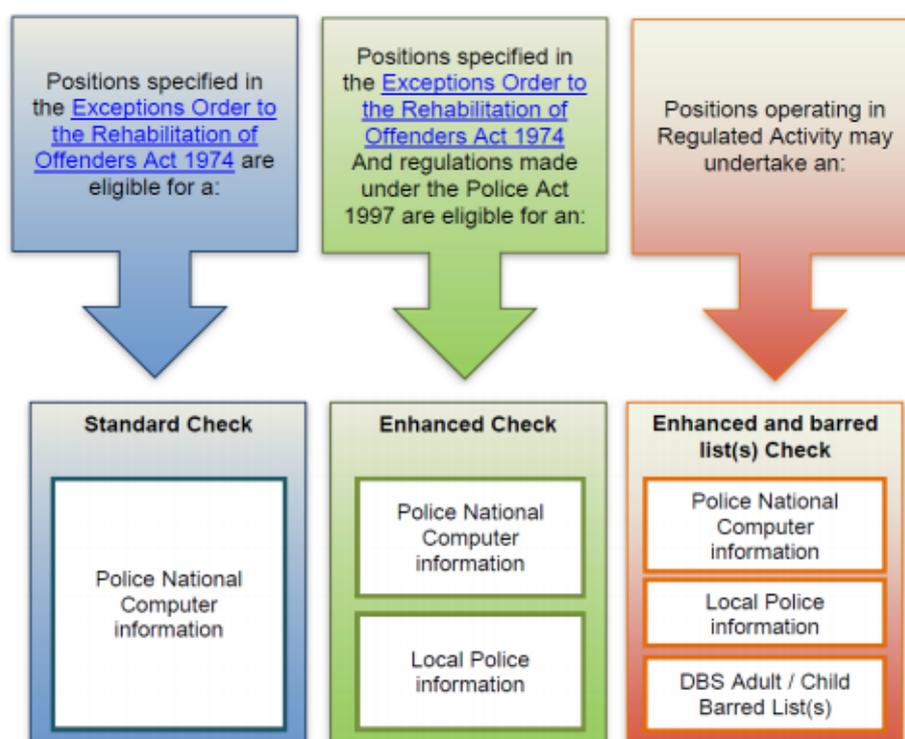
Before the organisation considers asking a person for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. There are currently three levels of check:

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 Check with Children's and/or Adults Barred list 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.



9. CHILD PERFORMANCE LICENSING

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

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 the responsibility of SJT to establish contact with the relevant local authority in which a child resides to obtain instructions as to whether a license is required. It should be noted that there will be occasions when a licence is not required, see EXEMPTION sections below.

The Children (Performances) Regulations 1968 only apply to actual performances and therefore the following information does not apply to rehearsals or regular workshops. Rehearsals are, however, affected by the Regulations, if they take place during the currency of a licence (between first and last performing day). Rehearsals are then subject to the same restrictions and conditions applicable to that licence i.e. time at place of performance, performing times and so forth. Rehearsals also count as a performance when calculating length of working week i.e. 5 days broadcast, 6 days theatre/other.

CHAPERONES

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones act *in loco parentis* and should exercise the care which a good parent might be reasonably expected to give that child. Regulations require a ratio of 1 chaperone to 12 children.

A chaperone's first priority is always to the child and the chaperone must not take part in any activity that would prevent them from proper supervision and care of the children they are responsible for. A chaperone will have total charge of a child – unless the child is being chaperoned by his/her parent/carer – whilst the child is at the theatre/performance location, and is responsible for the child's care and control. If the child has completed his/her performance and is then handed into the care and control of his parent/guardian who is outside of the stage performance area, the chaperone will no longer have responsibility for the child.

Chaperones are required by law to keep a record for each child, per performance:

- It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a

child is present, for inspection by an officer of the Local Authority in whose area the performance takes place.

- Upon completion of the production, the daily record sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 6 months after the final performance date for which the Licence has been granted.

Licensed Chaperones are approved by Local Authorities and will be familiar with the law regarding *children in entertainment*.

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.

Children who fall within the exemptions and do not need a licence are still covered by Regulations 21, 22, 33 and 34 of the Children (Performances) Regulations 1968 covering the number of days on which children may perform and permitted hours of performance.

SJT will use the four day rule where appropriate; however this will only be done in consultation with relevant Local Authority Education Welfare Teams who will be required to know the names of the children taking part in the production, and the production dates.

EXEMPTION TWO - BODY OF PERSONS LICENCE:

The Children & Young Persons Act 1963 gives a local authority under Section 37(3)(b) the power to issue a licence to a Body of Persons e.g. a group of responsible adults (youth organisations, amateur dramatics, etc) to enable them to engage children and young people in non-broadcast and recorded performances without the need to apply for separate licences for each child for each production. Where appropriate, SJT will apply for a Body of Persons Licence.

The Body of Persons must then provide the Education Authority with the following information in advance:

- names, addresses and dates of birth of all the children who will be performing;
- venue and dates of performances;
- names and addresses of the adults forming the Body of Persons.

Approval can be granted providing:

- the child performers receive no payment other than expenses;
- the performance is for a stage production;
- the performances all take place within the local authority that is granting the Body of Persons licence;
- the child performers are supervised by the adults who form the Body of Persons or licensed chaperones;
- the organisation complies with the regulations on days and permitted hours of performance contained in the Children (Performance) Regulations 1968 (see section 7 of Good Practice);

- that the Child Employment Team agreed that the rehearsal/performance venue(s) are suitable places for children to perform;
- the organiser has ensured appropriate arrangements are in place to transport child performers to and from the venue and for them to be released into the care of an appropriate person;
- the organiser will not use the children in performances that may be dangerous;
- the organiser can demonstrate that it can meet any health, safety and welfare conditions set by the local authority;
- the Body of Persons ensure that arrangements are made to transport young performers to and from the venue;
- the Body of Persons does not use children in performances that maybe dangerous.

The holders of the licence must ensure that they keep records of each child's performance as required by Schedule 3 Children and Young Persons, The Children (Performances) Regulations 1968 (see ECC pro forma). Approval can only be granted for children who perform solely for the holder(s) of the Body of Persons Licence.

Although the law does not place a statutory obligation on organisations to ensure that chaperones are provided for unlicensed children, local authorities prefer that all children be provided with a chaperone as a condition of granting a Body of Persons licence. The local authority believes this preference is justified as a matter of good practice and to ensure that all children benefit equally from child protection procedures.

SJT will obtain a Body of Persons licence where appropriate and upon the advice of relevant Local Authority Education Welfare Teams.

10. Honour Based Abuse

HBA is a broad umbrella term used to describe a combination of practices used principally to control and punish the behaviour of a member of a family or social group, in order to protect perceived cultural and religious beliefs in the name of 'honour'. Although predominantly associated with women and girls, male members of a family can also be victims. Violence and abuse may occur when it is felt that an individual's behaviour has broken the 'honour code', bringing disgrace to their family or social group. Perpetrators will feel that they need to restore their loss of face and standing within their community. There is often an element of approval and social acceptance from other family members and the community.

HBA Crime types can include:

- Murder
- Rape and sexual assault
- Disfigurement (Acid attacks/burning)
- Physical assaults
- Neglect/Cruelty
- Enslavement (Modern Slavery)
- Kidnap and False imprisonment
- Destruction/damage of property

- Harassment and stalking
- Sending malicious communications
- Threats and abuse

There are strong links between HBA, Forced Marriage (FM) and Female Genital Mutilation (FGM).

The Indicators

Potential HBA trigger events/behaviours

- rejecting a forced marriage
- interfaith and inter-race relationships
- elopement
- renouncing a faith
- loss of virginity
- sex or pregnancy outside of marriage
- coming out as being lesbian, gay, bisexual or transgender (LGBT)
- expressions of autonomy
- the existence of a boyfriend/girlfriend
- adultery
- leaving a spouse or seeking a divorce
- a refusal to divorce when ordered to do so by family members
- being too 'westernised' – Inappropriate make-up or dress, kissing or being intimate in a public place
- reporting rape (being raped may be deemed a bring disgrace to the family)
- reporting domestic abuse
- rejecting the practice of FGM
- running away

Signs to look for

- the victim or her family come from a community where the idea of 'Honour' is culturally embedded.
- there may feel like an element of 'surveillance' and control by the family or community members. In the case of adults this might present where the victim is routinely accompanied to and from a place of work. In children or young people,

they may be driven to and from school, not able to walk or travel on public transport with friends.

- they might field a high number of phone calls from family members or their spouse. They may look uncomfortable taking the calls, quiet and withdrawn afterwards.
- a victim may be accompanied to the doctors by a family member or spouse.
- there may be noticeable levels of absenteeism, lateness – school, college or employment.
- significant personality changes may become evident. He/she may appear and behave depressed, withdrawn, anxious or suicidal.
- there may be noticeable deterioration in the victim's appearance, a lack of grooming.
- physical injuries apparent, often frequent injuries, with the victim explaining them away as 'accidental'.
- they may dress unusually to disguise bruises or injuries i.e. neck scarf

APPENDICES

APPENDIX 1.

CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES

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

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

Staff, volunteers and trustees 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/vulnerable adult's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.
- Allow children, young people and vulnerable adults 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, volunteers and trustees will NEVER:

- Form a relationship with a child/young person/vulnerable adult 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 2.
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/vulnerable adult.

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/vulnerable adult 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/vulnerable adult and can manifest in the child/young person/vulnerable adult'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, eg, 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/vulnerable adult 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 both girls and boys 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/vulnerable adult 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.

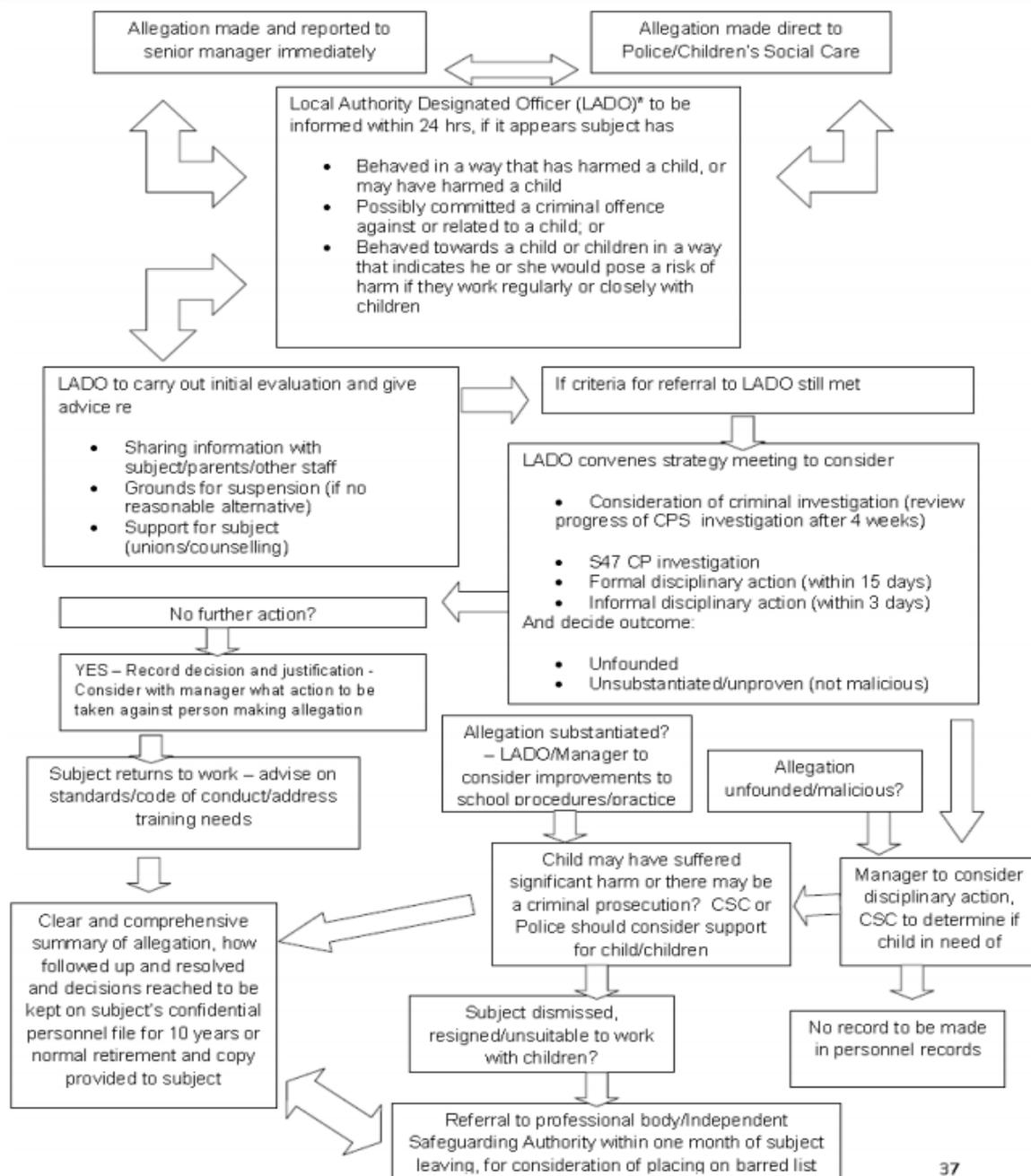
Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

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 3. REPORTING FLOW CHART FOR ALLEGATIONS MADE AGAINST STAFF



APPENDIX 4. HO COUNTY LINES GUIDANCE – SEPTEMBER 2018

<https://bit.ly/3nBpsgU>

APPENDIX 5.
PREVENTING YOUTH VIOLENCE AND GANG INVOLVEMENT
<https://bit.ly/3qG4Kyj>

APPENDIX 6. INCIDENT REPORT TEMPLATE

YOUR DETAILS	
Your name:	
Your role:	
CHILD'S DETAILS	
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:	
Your observations:	
What did the child/young person say and what did you say. Please ensure that you record the exact wording:	
Action taken:	
EXTERNAL AGENCIES CONTACTED	
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:	
Date/time report completed:	

APPENDIX 7.

TEST AND TRACE PROCESS FOR OUT-OF-SCHOOL SETTINGS (OOSS) IN NORTH YORKSHIRE

This guidance document and flowchart have been produced for out-of-school settings (e.g. after school clubs (on school site or in the community), holiday clubs, weekend activity clubs) to guide them through Test and Trace. They show the arrangements that North Yorkshire County Council (NYCC) have put in place to support out of school settings, should they have suspected or confirmed COVID-19 cases.

The NHS test and trace:

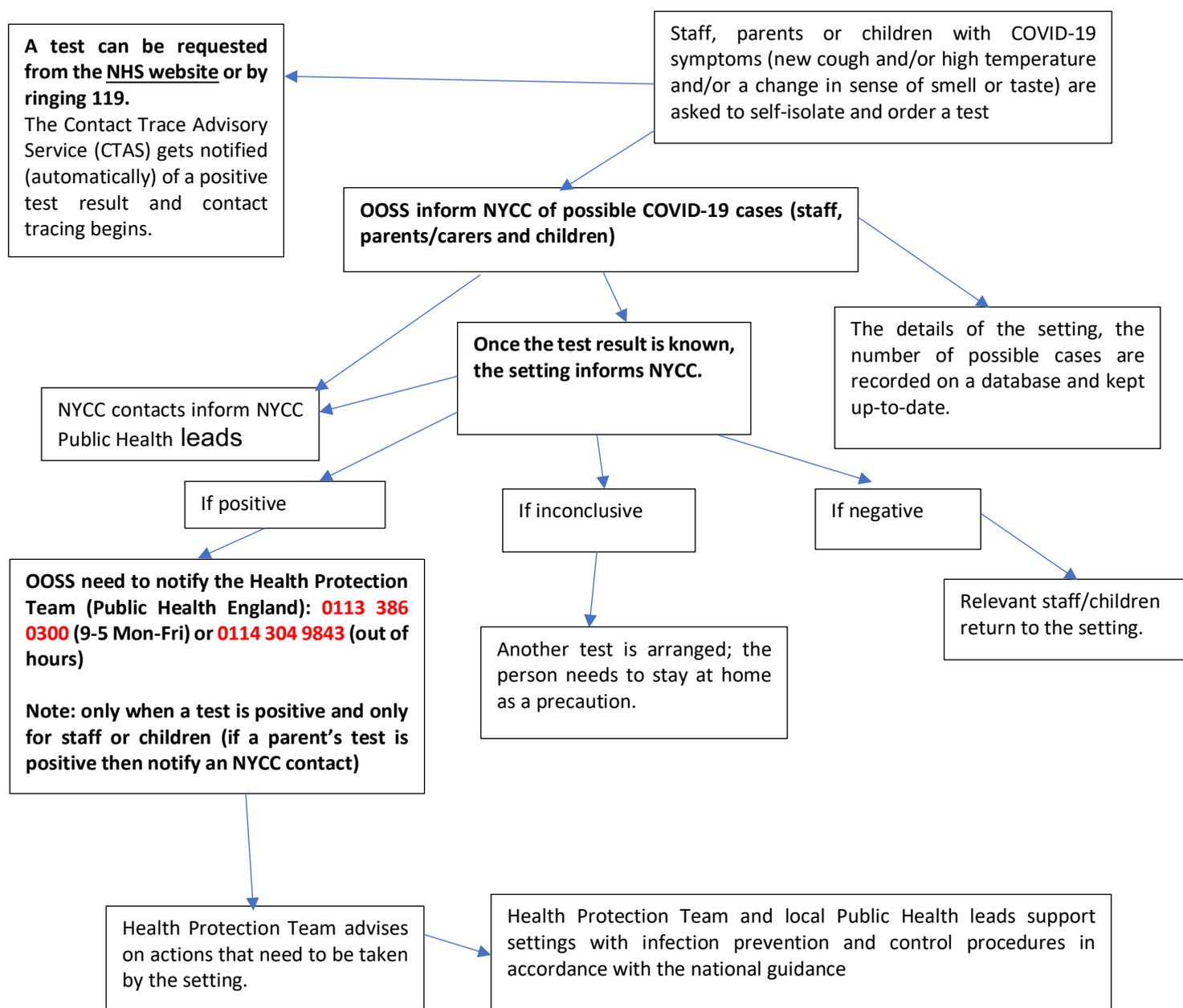
- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus (see pages 2 and 3 of this guidance for more details)

Please note that essential workers living with someone with symptoms can get tested. OOSS have a role to play in this process. As a local authority, we want to establish communications channels with all OOSS to ensure that we receive timely information about suspected or confirmed COVID-19 cases so that we can provide advice and support.

We are asking all OOSS to inform NYCC when they become aware of anyone (staff, pupil(s) or parent(s)) who is experiencing symptoms. Please let an NYCC contact know of any potential COVID-19 cases immediately (a list of contacts is on page 3 of this document).

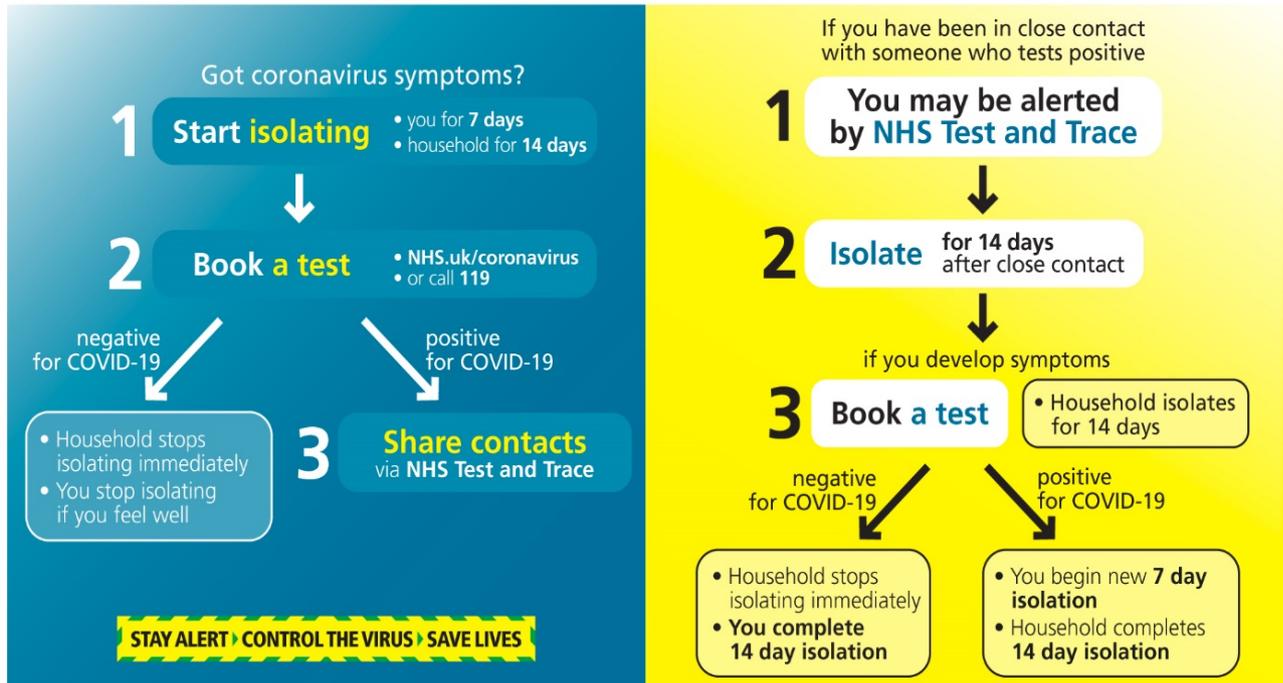
- Anyone who experiences symptoms (new, persistent cough and/or high temperature and/or a change in the sense of smell or taste) is advised to self-isolate and order a test. Anyone in the household will also need to isolate (including children if parents are symptomatic).
- A test can be requested from the [NHS website](#) or by ringing 119.
- Whilst the person with symptoms is waiting for their test result, there is **no need for any additional measures to be taken by the out of school setting, except to ensure hand and environmental hygiene measures are in place.**
- If the test comes back negative, then the person with symptoms can return to the setting (provided they feel well enough).
- If the test comes back positive, then the national contact tracing advisory service will be notified automatically and begin contact tracing. They will provide advice to the person who received a positive result as well as their contacts.
- If a test comes back as inconclusive, then another test needs to be arranged. Whilst a result is expected, the person waiting for the test needs to stay at home and not attend the setting.
- Out of school settings need to also notify the local Health Protection Team (Public Health England) on **0113 386 0300 (9-5 Mon-Fri)** or **0114 304 9843 (out of hours)** of **any staff or pupils who have tested positive** (NB if a parent's test result is positive, then you need to notify your NYCC contact rather than the HPT)
- At that point, it might be necessary to ask children in the same cohort (or "bubble") that the staff member or child was part of, to self-isolate. The Health Protection Team (Public Health England) will advise on the actions that the setting needs to take.

- Once an OOSS is made aware of a test result (whether positive or negative) they need to inform their NYCC contact immediately.
- The flowchart below has been developed in order to provide out of school settings with an easy guide of what to do should someone develop symptoms. Please note that the system is still evolving nationally so our approach may be updated. The flowchart represents proposed current arrangement which is subject to change.



Useful Links:

- [NHS Test and Trace: how it works](#)
- [NHS test and trace: workplace guidance](#)
- [Guidance for contacts of people with possible or confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)



NYCC contacts:

Children and Young People’s Service:

- Helen Smith, helen.smith@northyorks.gov.uk
- Elaine Broadbent, elaine.broadbent@northyorks.gov.uk

Health and Safety Team:

- Dale Barton, dale.barton@northyorks.gov.uk
- Terry Bland, terry.bland@northyorks.gov.uk

Public Health Team:

- nypublichealth@northyorks.gov.uk

APPENDIX 8.

SAFEGUARDING GUIDELINES FOR SJT EMPLOYEES AND FREELANCERS DURING THE COVID 19 CRISIS

These temporary guidelines should be read alongside the main SJT Safeguarding Policy for Children and Vulnerable Adults. The purpose of these guidelines is to provide additional information to supplement our policy during the Covid 19 crisis and specifically focuses on creating a safe environment in which to continue our work with children and young people. It is a temporary extension of the guidance provided in our existing policy.

Contents

1. Context
2. Adults at Risk
3. Live communication via digital platforms
4. Video content including children and young people
5. Sharing work made by young people online
6. Receiving and dealing with a disclosure made online

7. Safeguarding contacts
8. Useful websites and further information

1. Context

During this period of lockdown, we will work digitally to connect, create work with and support children and young people. The following guidelines provide protocols for that work, ensuring that the safeguarding of children and young people is our paramount consideration.

2. Adults at Risk

An important difference between safeguarding adults at risk and safeguarding children is an adult's right to self-determination

1. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is assessed to lack capacity in that area, or where the concerns may extend to children, such as when they are living in the same household. Therefore, for the purposes of this guidance, the focus is on children and young people. If SJT staff believe that a piece of online content may have been made by an adult at risk, they should consider how that adult is included in any further decision making about the sharing of that content.

2. Where we are working online with over 18s who do not fall into an 'at risk' category but with whom we are working in a position of trust (for example, providing distance learning for University students) a discussion between the line manager and responsible person or practitioner will take place to agree appropriate adaptations of the guidelines.

3. Live communication via digital platforms

SJT staff may run live virtual sessions with children and young people during this period and will therefore adopt and maintain the following additional safeguarding measures.

- Written permission (including via email) from parents/carers will be sought for all live chat communication with children via digital platforms. Where permission is not given by the parent/carer, the child will not participate in the digital sessions.
- All parents/carers will be informed of the platform/s to be used in the session along with the dates and times of sessions and the names of the authorised adults who will be participating in these sessions. SJT staff and artists and authorised personnel will be the only adults present during SJT digital live chat communication with young people.
- When communicating with young people via digital platforms SJT staff will use SJT accounts and ensure that the personal numbers of young people and freelancers are kept confidential and not shared with any other group member.
- All live chat sessions (for example using Zoom) will be password protected.
- The staff member hosting the session will use the waiting room feature before a session starts, ensuring no access is given to anyone besides authorised staff and young people.
- SJT staff will ensure the following safety measures are in place when running any online

chat session: Before the session commences, the SJT staff member responsible for the session will send the following advice to the children and young people participating in the session:

- Make sure that people you live with know you are on a live video chat. Please do not include them in the chat.
 - Please wear appropriate clothing, even on parts of you that you think won't be seen.
 - Please consider the background of the room you will be speaking from to ensure it is appropriate (for example, a bedroom may not be suitable).
- During all live chat sessions, SJT staff will ensure that: Two DBS checked adults will be present for the duration of every session; one of these will be designated as the session host. A Waiting room function will be switched on so that the host can monitor who is joining. The host will disable the chat function that enables members to chat between each other. The host will be the only user able to share their screen. The host will remind young people that this is not a private space and whatever they share online will be seen by the group.
 - At the start of each live chat with young people, SJT staff will establish a code of conduct / group contract for the session including: Reminding participants about respecting others and not to do anything online that they would not do if the group were together. Introducing the platform technology to the group, explaining that everyone will have their microphones on mute when they are not speaking. Any 'raise your hand' / response features will also be introduced. Reminding participants that they must not record or take photos of anything during the session. Reminding participants that any chat function is disabled and there will be no private chat between group members. Young people and parents/responsible adults will be advised about the process for reporting online abuse via CEOP (Child Exploitation and Online Protection) part of the national Crime Agency <https://www.ceop.police.uk/safety-centre/> when they book into the session initially as part of the information provided.

4. Video content including children and young people

There are two ways in which the images of children and young people may appear in online SJT content.

- A. Where it is submitted by a parent or child via our open social media channels
- B. Where it is submitted via email or on other platforms as part of an SJT curated creative project

We will take a different approach in each context.

1. Content submitted via our open social media channels

Where it is deemed that a child or young person has submitted content on SJT social media channels and where the content includes the child or other children, the SJT will not share or retweet the content. Where content containing children has been submitted on SJT channels by an adult who refers to themselves as the parent of the child, the SJT may choose to share, retweet and/or respond to the parent.

Where a child has submitted content that does not feature any children or adults, the SJT may subsequently share that content, redacting anything that could identify the child, including their twitter handle.

2. Content submitted via email as part of an SJT curated creative project

Where the SJT has asked young people to submit content as part of a creative project the following protocols will be used:

- The content will be submitted to an email address that contains the project name, as opposed to the name of an individual staff member.
- The person/s accessing the email address will be DBS checked adult/s.

Young people will be advised:

- Not to submit material that uses or discloses their full name.
- Not to film or submit things that might reveal their exact address, school or somewhere they go regularly (e.g. a sports club or activity)
- Not to film anyone else under the age of 18 without their parental permission being given.
- To wear appropriate clothing.
- To keep themselves safe – i.e. not to share content that feels too personal, complicated or sad.

5. Sharing work made by young people online

Where the SJT has invited young people to create work online, for example in response to a digital challenge, SJT staff will:

- Use the parental consent form to gain consent from the parent/guardian for their child to participate in the project, making clear that it involves the submission of photos or video content made by the child or young person
- Share the final edits with the children, young people via their parents/guardians before sharing more widely.
- Not use any child's surname in photography or video content.

6. Receiving a disclosure online or via a mobile phone

We recognise that at times, and during this crisis, young people, for example, might disclose information to SJT staff members digitally.

If a staff member receives a 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 follow the actions set out in the Disclosure section of the SJT Safeguarding Policy.

7. Safeguarding contact

SJT Designated Safeguarding Officer - **Cheryl Govan** cheryl.govan@sjt.uk.com

SJT Designated Safeguarding Board Member – **Jon Lee** Jon.Lee@live.co.uk

8. Useful website and further information

The following links provide up to date information about the terms, conditions and safety features of the most popular video conferencing sites including minimum age requirements (e.g. Zoom, Teams, Adobe Connect, Google Hangout).

<https://www.saferinternet.org.uk/>

In addition, the UK Safer Internet Centre, Co-funded by the European Commission, runs The Professionals Online Safety Helpline (POSH). It was set up in 2011 to help all members of the community working with or for children in the UK, with any online safety issues they, or children and young people in their care, may face.

The phone line will be operation Monday – Friday 10 – 4pm during this period: 0344 381 4772. This helpline can assist with any online safety issues or concerns any professional working with children and young people may have.

For help and support, please email: helpline@saferinternet.org.

The latest advice for parents and children from Gov.UK is here:

<https://www.gov.uk/guidance/covid-19-staying-safe-online>

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