

# Kindred Spirits Theatre Company Limited



## Safeguarding Policy & Procedure

Last Review Date:	01/09/2023
Reviewed by:	Heather Reynolds
Approved by:	Heather Reynolds
Next Review Due:	01/09/2024

Kindred Spirits Safeguarding Policy and Operational Procedure

CONTENTS

1. POLICY STATEMENT.....

2. STAFF ROLES & RESPONSIBILITIES.....

3. RECRUITMENT, SELECTION AND TRAINING OF STAFF .....

3.1 SELECTION OF STAFF .....

3.2 STAFF TRAINING.....

4. IDENTIFYING & RESPONDING TO CONCERNS.....

4.1 IDENTIFYING TYPES & INDICATORS OF ABUSE .....

4.2 RADICALISATION.....

4.3 FEMALE GENITAL MUTILATION .....

4.4 HEARING A DISCLOSURE .....

4.5 REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS .....

4.6 MAKING A REFERRAL .....

5. ALLEGATIONS OF MISCONDUCT OR ABUSE.....

6. COMMUNICATION WITH CHILDREN/YOUNG PEOPLE/ADULTS AT RISK.....

7. PHOTOGRAPHY, VIDEO AND ONLINE SAFETY .....

8. DISCLOSURE AND BARRING SERVICE (DBS) .....

9. CHILD PERFORMANCE LICENSING .....

9.1 REQUIREMENT TO LICENCE .....

9.2 CHAPERONES .....

9.3 BODY OF PERSONS LICENCE.....

APPENDIX 1 – CONTACT DETAILS.....

APPENDIX 2 – CODE OF CONDUCT.....

APPENDIX 3 – DEFINITIONS & SIGNS OF ABUSE .....

APPENDIX 4 – INCIDENT REPORT TEMPLATE.....

APPENDIX 5 – CHILD PERFORMANCE LICENSE REQUIREMENTS.....

## 1. POLICY STATEMENT

Kindred Spirits Theatre Company has a duty of care to safeguard from harm all children, young people and adults at risk of abuse, during activities undertaken on our premises or in connection with any of the work that we do. We strongly believe that all children, young people and adults at risk 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 staff, including those who work on a volunteer and freelance basis.

Our policy ensures that all our staff, volunteers and freelancers are carefully selected and vetted, have the relevant qualifications and/or experience, and accept responsibility for helping to prevent the abuse of children and young people in their care.

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/adult 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/adult at risk tells us that they are affected by these issues.

The terms “child”, “children”, are used to refer to anyone under the age of 18. The terms “young person”, “young people”, are used to refer to anyone between the ages of 18 and 25 years. An “adult” at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs is unable to protect themselves.

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

The CEO and Artistic Director of Kindred Spirits Theatre Company is:	Heather Reynolds
The Designated Safeguarding Officer is:	Heather Reynolds Caroline Barsby-Wyatt
The Deputy Designated Safeguarding Officer is:	Helen Reynolds Stuart Reynolds

## 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 Care Teams in the event that a child/young person/adult at risk is at risk of harm.
- Managing complaints about poor practice and allegations against staff/volunteers/ freelancers.
- Referring relevant issues.

- Collecting monitoring data on all safeguarding activities across the organisation.
- Promoting safeguarding across the organisation.

The **Deputy Designated Safeguarding Officer** 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/adult at risk.
- Updating the Designated Safeguarding Officer upon any issues raised/reported in sessions.
- Modelling best practice when it comes to safeguarding among staff/volunteers/participants/freelancers.
- Contributing to the review and update of the safeguarding policy and procedures.
- Providing guidance to staff concerned about a child protection issue.
- Keeping accurate records of concerns about children and young people and actions taken.

All members of **staff/volunteers/freelancers** have a responsibility to safeguard children, young people and adults at risk from harm, including:

- Being vigilant of the signs that may indicate a child/young person/adult at risk 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 Deputy Designated Safeguarding Officer.
- When taking a disclosure from a child/young person/adult at risk remembering not to ask any leading questions.

### **3. RECRUITMENT, SELECTION AND TRAINING OF STAFF**

#### **3.1 Selection of Staff**

Selection practice is vital in safeguarding and protecting children, young people or adults at risk. Kindred Spirits recognises and takes seriously its responsibility to adopt practice which minimises risk to the children, young people and adults at risk ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children, young people, adults at risk or who are unsuitable to work with them. The safety and wellbeing of children, young people and adults at risk is borne in mind at all times throughout the recruitment and selection process. Kindred Spirits will ensure that:

- Appropriate checks are carried out on new staff/volunteers/freelancers.
- Interviewer’s thoroughly question any gaps in employment history.
- All holders of relevant roles have an enhanced Disclosure and Barring Service (DBS), and a chaperone licence where appropriate.
- Kindred Spirits has an open-door policy when rehearsing or during a development process, this means at any time a member of staff may enter the space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.

Kindred Spirits will ensure that at least one member of any interview panel has completed Safeguarding Training. Kindred Spirits will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children, young people and adults at risk, by observing the following principles:

- Applicants to vacancies will be required to complete an application form.
- Shortlisted candidates will be interviewed.

- Selected candidates will be required to provide at least two written references.
- Invited guest tutors must hold an enhanced Disclosure and Barring Service (DBS) check.
- Staff will undergo any safeguarding training required and will require a probationary period.
- Where relevant written references will be obtained to confirm their suitability for working with children and young people
- Staff will be monitored by Deputy Designated Safeguarding Officer who will offer appropriate advice/guidance.
- In the event that a staff member/freelancer/volunteer does not have evidence of such a check available, they will be supervised at all times when in contact with children.

### **3.2 Staff Training**

The level of training required depends on the degree of contact that an individual has with children, young people and adults at risk, and the role they play.

Staff/volunteers/freelancers with limited contact with children, young people and adults at risk who have responsibility to contribute to promote the welfare of children, young people and adults at risk but do not have specific safeguarding organisational responsibilities will undertake online safeguarding awareness training.

Staff will be encouraged to update their knowledge regularly.

Kindred Spirits will keep a record of all Safeguarding Training undertaken by staff/volunteers/freelancers. Kindred Spirits asks all staff to take responsibility for their own training and development and to seek further training as and when required.

## **4. IDENTIFYING & RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON/ADULT AT RISK**

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

### **4.1 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 (please see appendix 3).

## **4.2 Radicalisation**

Kindred Spirits recognises the positive contribution it can make towards protecting children, young people and adults at risk from radicalisation to violent extremism. Kindred Spirits will continue to empower children, young people and adults at risk to create communities that are resilient to extremism and support the wellbeing of particular children, young people and adults at risk who may be vulnerable to being drawn into violent extremism or crime.

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 several 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/adult at risk beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer immediately.

## **4.3 Female Genital Mutilation**

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6-12 years but it is also thought that the age at which girls are mutilated is dropping.

Although the age of the children and young people with whom TCH engages is such that they are not necessarily in the ‘high risk’ category for FGM, a child/young person may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child/young person may talk about a long holiday to a country where the practice is prevalent
- A child/young person may confide that she or a sister or family member is to have a ‘special procedure’ or to attend a special occasion
- A child/young person may request help from a teacher or another adult
- Any girl/young woman born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk

Any information or concern about a child/young person or member of her family being at risk of FGM must be reported to the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer as matter of urgency. This may be treated as an immediate child protection referral to the child/young person's social care team.

#### **4.4 Hearing a Disclosure**

If a child/young person/adult at risk says or indicates that they are being abused, or information is obtained which gives concern that a child/young person/adult at risk 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/adult at risk.
- Make a note of what has been said as soon as possible.

##### **REASSURE:**

- Reassure the child/young person that they have done the right thing by telling you.
- 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/adult at risk and then break it, you confirm to the child/young person/adult at risk yet again that adults are not to be trusted.

##### **REACT:**

- Take what the child/young person/adult at risk says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person/adult at risk who has a speech disability and/or differences in language.
- Do not ask 'leading' questions, for example "what did they do next?" or "did they touch your private parts?" Such questions may invalidate your evidence (and that of the child/young person/adult at risk) in any later prosecution in court.
- Explain what you must 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/adult at risk.
- Use Kindred Spirit's Incident Report Form (see appendix 4) to ensure all the required information is recorded.

##### **REMEMBER:**

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

#### **4.5 Reporting Allegations, Suspicions or Concerns**

It is not the responsibility of anyone working at Kindred Spirits to decide whether or not a child/young person/adult at risk is being abused or might be abused. However, there is a responsibility

to act on concerns to protect children, young people and adults at risk 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 or adults at risk, then you should raise these with the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer who will be responsible for documenting your concern on an Incident Report Form (see appendix 4). All concerns will be considered, and a decision reached as to whether the concern should be referred to the Local Authority Designated Officer.

All Incident Report Forms are securely stored in a restricted and protected folder on the Kindred Spirits server.

#### **4.6 Making a Referral**

If a decision is made to raise a concern with the Local Authority Designated Officer 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 Deputy Designated Safeguarding Officer will make the referral.

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

Two separate procedures must be followed:

- I. In respect of the child/young person/adult at risk the Deputy Designated Safeguarding Officer will lead the process related to the child/young person/adult at risk.
- 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/adult at risk, 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. Kindred Spirits 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 and adults at risk has:
  - a) Behaved in a way that has harmed, or may have harmed, a child/children, or a young



- person/young people or an adult at risk.
- b) Possibly committed a criminal offence against a child/children and/or a young person/young people or an adult at risk.
  - c) Behaved towards a child, young person or adult at risk in a way that indicates they are unsuitable for such work.
2. The LADO will instruct Kindred Spirits on procedure and what information may be shared with the person who is the subject of an allegation. Kindred Spirits 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.
  3. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, Kindred Spirits 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 Kindred Spirits 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/YOUNG PEOPLE/ADULTS AT RISK**

### **6.1 Communication via telephone**

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

### **6.2 Communication via email**

Staff may, on occasion, be required to email children, young people or adults at risk to pass on information about one of our services. 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 Deputy Designated Safeguarding Officer. Staff members who have concerns regarding content of an email that they send or receive from a child/young person/adult at risk should consult the Designated Safeguarding Officer for guidance. No member of staff should send emails from their own personal email account.

### **6.3 Social Media**

Kindred Spirits recognises that social media can be a legitimate and effective way to communicate with specifically children and young people. Current social media applications frequently used include Twitter, Facebook, and Instagram, to name but a few. Contact with children, young people or adults at risk through such forums should only take place through organisational accounts.

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

- Send or accept any friend requests from Kindred Spirits members on Facebook
- Request to follow Kindred Spirits members on other social media platforms
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to a Kindred Spirits course, production or member activity on social media, other than official Kindred Spirits created groups
- Send or respond to any private messages from a Kindred Spirits member on social media

## **7. PHOTOGRAPHY, VIDEO & ONLINE SAFETY**

Parental/guardian consent for photography or video recording of any child, young person or adult at risk is obtained through organisational consent forms. Photographs or videos of children, young people or adults at risk will be stored in a designated folder that is only accessible by designated Kindred Spirits staff.

Any camera owned by the Kindred Spirits and used by staff for the purpose of photographing children, young people or adults at risk engaged in Kindred Spirits activity must have its memory wiped as soon as content has been transferred to the designated Kindred Spirits folder. Kindred Spirits will ensure that any professional photographers or video-makers contracted by Kindred Spirits to make photos/videos of children under the age of 16 and adults at risk have an Enhanced Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement. Kindred Spirits will announce at all relevant performances that “video and photography is not permitted during the performance”.

## **8. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

The Disclosure and Barring Service (DBS) exists to help employers make recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and young people and adults at risk. 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.

Evidence of a Disclosure and Barring Service (DBS) disclosure are required for any staff member (paid or unpaid) who will be working in a regulated activity.

## **9. CHILD PERFORMANCE LICENSING**

### **9.1 Requirement to Licence**

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 Kindred Spirits 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. Appendix 5 shows the regulations of times and hours as required by The Children (Performances) Regulations 1968. All categories of children's entertainment licensing, including both licence exemptions, are subject to these times and hours.

## **9.2 Chaperones**

All licensed children need to be chaperoned in law while taking part in a performance. Chaperones acts 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 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*.

## **9.3 Body of Persons License**

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, Kindred Spirits will apply for a Body of Persons Licence.

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).

## APPENDIX 1 – CONTACT DETAILS

ROLE	POSTHOLDER	EMAIL ADDRESS
CEO and Artistic Director of Kindred Spirits	Heather Reynolds	heather@kindredspirits theatre.co.uk
Designated Safeguarding Officer	Heather Reynolds	heather@kindredspirits theatre.co.uk
Deputy Designated Safeguarding Officer	Caroline Barsby-Wyatt Helen and Stuart Reynolds	---
NSPCC Helpline	0808 800 5000	help@NSPCC.org.uk

Sheffield Children Safeguarding Partnership	Contact Number
Sheffield Safeguarding Hub (24 hours)	0114 273 4855
Local Authority Designated Officer (LADO) –	0114 273 4850
Sheffield Children’s Hospital	0114 271 1900
South Yorkshire Police Switchboard	0114 220 2020 (Non-emergency – 101)

## **APPENDIX 2 - CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES**

All staff, volunteers and freelancers will be expected to be aware of and follow Kindred Spirit's Safeguarding Policy and Operational Procedures.

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

### **Staff, volunteers and freelancers will ALWAYS:**

- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all children, young people and adults at risk equally.
- Avoid using foul language.
- 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's/adult at risk's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.
- Allow children, young people and adults at risk 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 freelancers will NEVER:**

- Form a relationship with a child/young person/adult at risk 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/adults at risk.
- 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/adult at risk to areas where there are more people.
- Try to avoid unnecessary physical contact.
- One-to-one contact should never take place if person in question is not DBS checked.

## **APPENDIX 3 - DEFINITIONS & SIGNS OF ABUSE**

In order to effectively protect children, young people and adults at risk, 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.*

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/adult at risk when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children, young people or adults at risk 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/adult at risk 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/adult at risk and can manifest in the persons behaviour or physical functioning.*

Emotional abuse can be difficult to measure, and often children, young people and adults at risk 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:

- 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/adult at risk for gratification or sexual arousal by a person for themselves or others.*

Adults who use children, young people and/or adults at risk to meet their own sexual needs abuse both children of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the behaviour of children/young people/adults at risk which may cause you to become concerned, although physical signs can also be present. In all cases children/young people/adults at risk 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 (eg 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/adult at risk 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;
- Continuously unwashed;
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

## **BULLYING**

*Bullying is behavior 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/adult at risk 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 person is 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 4 – INCIDENT REPORT TEMPLATE - ensure that the report is submitted to Kindred Spirits’ Designated Safeguarding Officer and/or Deputy Designated Safeguarding Officer**

<b>YOUR DETAILS</b>	
Your name:	
Your role:	
Date/time report completed:	
<b>CHILD’S/YOUNG PERSON/ADULTY AT RISK MAKING DISCLOSURE DETAILS</b>	
Name:	
Address:	
Date of birth:	
Ethnic origin:	
Does the person have a disability?	
<b>INCIDENT/DISCLOSURE DETAILS</b>	
Date/time of incident or disclosure & names of other people present:	
information regarding the nature of the allegation/ disclosure e.g. location, type of disclosure, relationship to person making disclosure, method of disclosure.	
Concise account of what was said by the child/young person/adult at risk, using their own words.	
Description of any injury’s sustained	
Date passed onto Kindred Spirits’ Designated Safeguarding Officer/ Deputy	
<b>EXTERNAL AGENCIES CONTACTED</b>	
Police – Details of name of contact and advice received:	
LADO - Details of name of contact and advice received:	
Other - Details of name of contact and advice received:	

## APPENDIX 5 – CHILD PERFORMANCE LICENSE REQUIREMENTS

The following chart shows the regulations of times and hours as required by The Children and young people (Performances) Regulations 1968. All categories of children and young people’s entertainment licensing, including both licence exemptions are subject to these times and hours.

Performances (same nature)	2 per day	1 Performance & 1 rehearsal or 2 Performances
Performances per week	Max 6 days per 7 day week	Max 8 consecutive weeks requires 2 week interval before performing again in ANY production
Time Gap between performance days	14 hours must elapse between the end of the previous days performance and the beginning of the following days performance	
Performance Time	Max 3 hours 30 mins	Including breaks
Appearance in Performance	Max 2 hours 30 mins	Aggregated
Intervals	1 ½ hours minimum	Between 2 performances OR 1 performance & 1 rehearsal
Exception to intervals (in any week)	On not more than 2 days minimum of 45 minutes interval between performances and/or rehearsals. Maximum 6 hours at place of performance	
School Day	Attending school after the morning session	1 performance OR 1 rehearsal ONLY
Performance Hours	Age 12 & Under	Age 13 and over
Earliest Arrival	10:00 am	10:00 am
Latest Departure	10:00 pm	10:30 pm
Exception (1)	10:30pm	11:00 pm
Exception (2)	Not later than 11:00 pm on not more than 3 evenings per week, provided that he is not so present on more than 8 evenings in a period of 4 consecutive weeks.	
Medical (1)	YES (period longer than 1 week)	Performing over 6 consecutive days
Medical (2)	NO (period less than 1 week)	Performing under 6 consecutive days
Arrangements for getting Home	Applicant shall ensure that suitable arrangements (having regard to the child’s age) are made for the child to get to his home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.	