



Safeguarding Policy

INTRODUCTION

TramShed believes every young person/vulnerable adult should have access to a safe, creative inclusive environment. Where members are **young/vulnerable** it is necessary to ensure that their welfare, care and protection are actively planned for.

The key to planning for the welfare, care and protection of young people/vulnerable adults is knowledge of the individual and his/her needs, experiences, hopes, fears and anxieties. This information will inform all aspects of their inclusive progress, welfare, care and protection.

TramShed will ensure that all young people/vulnerable adults are treated as individuals with their progress, welfare and needs monitored and planned for on an individual basis. This policy will outline the ways in which a young person/vulnerable adult's welfare and protection can be planned for through procedures that emanate from knowledge of the individual's needs and inclusive development. The policy and procedures reflect their right in TramShed to have their welfare and protection needs met in a genuinely inclusive way which supports their individual, creative progress and development.

The following policy is presented in two sections:

Section 1 addresses the procedures and practices that will actively and positively promote an individual young person/vulnerable adult's welfare and protection in the context of their progress and development.

Section 2 outlines procedures to be implemented where it becomes apparent that there are concerns about a young person/vulnerable adult's welfare and possible abuse either outside the theatre in their own social environment or within the activities of the theatre.

Section 1

GUIDELINES TO PROMOTE THE INCLUSIVE WELFARE AND PROTECTION OF YOUNG PEOPLE/VULNERABLE ADULTS WITHIN TRAMSHED

1. Staff – Young person and Inclusive Support Worker – Young person Ratios: TramShed will ensure that there are very good Staff to Young Person/Vulnerable Adult and Inclusive Support Worker to Young Person/Vulnerable Adult Ratios in workshops, rehearsals and performances involving young people of 16 years and under. Staff and Inclusive Support Workers will offer a range of direct and indirect support experiences to ensure young people/vulnerable adults are able to both progress steadily to managing their own inclusion with as much independence as possible – while at the same time being as “safe” as possible. These ratios will for example, in most cases, exceed the legal 1 adult to 10 young people/vulnerable adults ratio for comparable leisure activities.
2. During workshops and rehearsals young people will be supported by:-
 - a) Specific discipline directors – Music, Dance and Drama x 2
 - b) Inclusive Support staff
 - c) Students, Company and Youth Theatre (16+) members taking on a variety of support and Group Director roles
 - d) Volunteers within the Children’s Theatre, Youth Theatre and Adult Company.

Liaison with Parents and Carers – In all areas regarding the welfare, care and provision for their children, parents and carers will be encouraged to contribute information orally, in writing, via the company application form and subsequent opportunities to update information, in order to assist planning. Parents and carers will be made aware of the accessibility of relevant staff for consultation before and after sessions and at other times during the week.

Where there are specific issues related to a young person/vulnerable adult’s personal care and welfare (e.g. changing, toileting), TramShed staff will consult with parents to ensure a young person/vulnerable adult’s needs can be met in as inclusive and discreet manner as possible. Awareness of procedures and routines used at home will inform procedures and routines to be used at the theatre. Where variations to personal care and welfare need

to be made (e.g. in long rehearsals, performances) parents and carers will be consulted.

TramShed staff and inclusive support workers will work together when providing for the personal care needs of individual young people/vulnerable adults – sharing experience and responsibility and encouraging as much independence in the individual as possible.

Staff and inclusive support workers will take the lead in managing provision for young people/vulnerable adults' individual welfare, care and progress.

3. Liaison with young people/vulnerable adults: they will always be consulted on the provision of their inclusive progress, welfare and care within TramShed– with their views informing all aspects of planning. TramShed staff and inclusive support workers are very much aware of the need to use as many opportunities as possible to talk to young people/vulnerable adults about their progress, welfare and care.
4. Dissemination of Information –TramShed will ensure that information about the inclusive progress, welfare and care of individuals which can inform planning and provision is appropriately disseminated to staff and inclusive support workers who are helping manage the individual young person/vulnerable adults's progress. Meeting structures are put in place to ensure information from parents, carers, young people/vulnerable adults and staff is disseminated and acted upon while remaining confidential.

5. Young People Training in the Inclusive Support of Younger Children:

It is crucial that young people/vulnerable adults are encouraged to see the inclusion of their peers in activities as a natural, instinctive, positive process. To do this, they should not see inclusion as adult-led, rather they should see the process of including as young person/vulnerable adult-led and capable of being taken on by their own peer group. Children need to see older young people/vulnerable adults modeling inclusive support and helping them to manage the inclusive, creative support of their own peer group. In these situations trained staff will clearly manage the process so that young people/vulnerable adults taking on these support roles are supervised and boundaries made clear.

Where young people/vulnerable adults are training in the inclusive support of younger children, TramShed staff and inclusive support

workers will provide ongoing training for them. Comprehensive monitoring of young people/vulnerable adults and younger children will ensure that the inclusive process is well supported.

In all such inclusive training situations involving young people/vulnerable adults and younger children, the TramShed directors, staff and inclusive support workers will of course ultimately be, responsible for the inclusive progress, welfare and care of all those involved.

6. Registration Procedures –TramShed will ensure that in workshops, rehearsals and performances, young people/vulnerable adults are registered on entering a session with immediate information regarding any aspects of progress, welfare and care disseminated to relevant staff and inclusive support workers.

Registration procedures will monitor absence and lateness. In some situations extra registration procedures will be put in place i.e. a fire register prior to entering the space and a register taken within the young person/vulnerable adult's small group inside the session to ensure group leaders and inclusive support workers can act immediately on any issues concerning the their progress and care.

7. Staff will be police checked to ensure the protection of young people/vulnerable adults. TramShed will constantly strive to keep abreast of changes in Police/Criminal Records Bureau procedures.
8. Students and prospective students and members of the Youth Theatre or Company members over the age of 16 years will also be police-checked, again to ensure the protection of young people/vulnerable adults.
9. Students and members of the Youth Theatre or Company involved in work or training supporting young people/vulnerable adults will be made aware of TramShed's young person/vulnerable adult protection policies and procedures and their own responsibilities within the framework.

In performances Front of House staff will also be available to assist with the welfare of young people/vulnerable adults where necessary – with Duty Managers assisting in making staff and volunteers aware of the Company's inclusive young person/vulnerable adult welfare and protection policies.

10. Where an individual member needs support to manage their behavior this will be done in an inclusive manner with staff and inclusive support workers working together and liaising with parents/carers to encourage the young person/vulnerable adult to manage their behavior with as much independence as possible, ensuring their creative contributions can be acknowledged.
11. TramShed will liaise with the Area Young Person/Vulnerable adult Protection Team and the Local Authority on aspects of child welfare and protection – updating policy whenever necessary. Good practice wherever it occurs within the theatre or elsewhere will be disseminated as a matter of policy so that young people/vulnerable adults' progress can be supported in as consistent a manner as possible.
12. Young people/vulnerable adults have a right to expect a caring, safe, secure environment within the TramShed– free from abuse and discrimination of any sort. Staff who are found practicing such abuse or discrimination will be subject to the Company's disciplinary procedures.
13. Where a young person/vulnerable adult is acting aggressively towards or knowingly discriminating against another individual, he/she will be counseled with a view to discovering the causes of such behavior and ultimately changing the behavior. Where such behavior persists parents would be consulted and the young person/vulnerable adult's future in TramShed would be discussed. In such situations counseling and support for those on the receiving end of aggression or discrimination would be given the highest priority.

Section 2

1. INTRODUCTION

These procedures are part of an Enfield strategy to deal with child abuse, co-ordinated by the Area Child Protection Committee (Police, Social Services, Health and Education).

The definition of 'child' in the Children Act 1989 is 'a person under the age of 18' and this document uses the term 'young person' to refer to children and young people aged 0 – 21 years.

The procedures indicate the action to be taken if there is evidence or cause for concern that young people have suffered from or are at significant risk of:

- a) Any form of abuse, including physical injury, neglect, emotional abuse and sexual abuse.
- b) Any other significant harm.

Throughout the document, the term 'member of staff' includes all management, teaching and support staff in TramShed, both full-time and part-time.

2. DESIGNATED STAFF - staff at senior management level are designated to act as the people responsible for ensuring that appropriate action is taken in case of abuse. The designated members of staff are responsible for co-ordinating policy and action on young person/vulnerable adult protection and for informing all appropriate agencies.
3. CONFIDENTIALITY AND TRUST – Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the young person is overriding concern. Suspicion of abuse, or concern that a young person is at risk of abuse although not yet a victim, is sufficient cause to contact a designated member of staff, and

the young person should be made aware of the need to do so at the earliest possible stage of disclosure. Young people may, however, wish to involve as few people as possible and every effort should be made to respect their wishes for confidentiality provided this does not prevent any action which is necessary for their protection.

An abused young person/vulnerable adult may be under severe emotional stress and may feel anxious about taking a member of staff in to their confidence. Care and sensitivity are needed to ensure firstly that the young person feels as supported and reassured as possible, and secondly that s/he understands the need for action which will require the involvement of other staff/agencies.

4. ACTION TO BE TAKEN

4.1 Referral to designated staff

- a) Any member of staff who suspects or knows of abuse to any child or young person aged between 0 and 21 years of age will immediately inform one of the designated staff.
- b) Disclosures to staff may also be made by members themselves who are not necessarily subject to abuse themselves but are aware or suspicious that a young person/vulnerable adult is at risk in their household. In these cases too, members of staff should pass the information immediately to a designated person.
- c) Information about any case will be confined to the designated staff and executive unless it is in the interests of the young person/vulnerable adult that other members of staff involved in their welfare are informed. At all times confidentiality will be strictly respected.

4.2 Advice available to designated staff

- a) A designated member of staff may feel that there is cause for concern about a young person, but may wish to discuss the case before deciding whether or not it should be formally reported under Young Person/Vulnerable Adult [Protection Procedures](#). If the young person is an Enfield Resident, the following Officers at the London Borough of Enfield can be consulted:

The Senior Education Welfare Officers, the Chief Education Welfare Officer, the Child Protection Co-ordinator, Duty Officers in area teams of Social Services or staff in the Police Child Protection Unit.

- b) If the young person lives outside Enfield, consultation should be with Social Services in the borough or county of residence.

4.3 Referral to appropriate agencies

- a) Once the designated person is satisfied that there are clear grounds for suspicion or evidence that a young person/vulnerable adult has been abused, s/he will pass the information immediately by telephone to Education Welfare. Following the telephone referral, copies of the 'Child Protection Referral Form' or 'Child Protection Further Education Referral Form' will be sent to Education Welfare, the Child Protection Co-ordinator (Social Services, St. Andrew's House) and the Education Officer Continuing Education (the latter when concerning BTEC students).
- b) If the young person/vulnerable adult is resident in another borough, the designated person will refer the case by telephone to the appropriate home-based Social Services team. This will be followed by a 'Child Protection Form: Referral from LBE', copies to Child Protection Co-ordinator and Education Officer Continuing Education (the latter when concerning BTEC students).
- c) Emergency Referral: In the unusual event of an urgent, possibly life threatening situation in which staff are unable to contact the people specified in the referral procedures, emergency referral should be made to the Police Child Protection Unit.
- d) The Area Child Protection Team, Social Services and Education Welfare Office are always available for advice on young people/vulnerable adults' protection issues.

5. RECORDING INFORMATION

- 5.1 All records should be signed and dated and placed on a central file.
- 5.2 Designated staff will be responsible for recording information about each case and for collecting reports and notes as appropriate. The designated staff should not collect statements from the young person/vulnerable adult but should ask the member of staff who initially received the disclosure from the young person to record what s/he said.
- 5.3 The records will document every aspect of the case as it develops including grounds for initial concern, where appropriate descriptions of injuries to the young person or any worrying behavior, records or what the young person/vulnerable adult has said, notes of any decisions reached, details of telephone calls, copies of referral forms and any information of outcomes from case conferences or other enquiries conducted by Social Services.
- 5.4 Access to records will be confined to designated staff. All records will be kept in a safe and secure place. Records should be destroyed when the person concerned reaches their 18th birthday.

6. REVIEW PROCEDURES

- 6.1 If cases have been dealt with under these procedures, designated staff will meet termly to review the effectiveness of the process. These questions will need to be addressed:
 - a) How well was the case managed by staff
 - b) Were the guidelines followed and were they appropriate?
 - c) Did TramShed collaborate with the agencies involved in the case and how effective and co-operative were the other agencies in working with TramShed?
 - d) Was the right balance maintained between confidentiality and 'need to know'?

e) How did TramShed manage the relationship with the young person/vulnerable adult and their family (if appropriate)?

f) Are changes needed in the procedures?

6.2 Any recommendations for change in the procedures will be put to the **Area Child Protection Team**.

7. ABUSE BY STAFF

7.1 It is essential in all cases of suspected abuse by a member of staff that action is taken quickly and professionally in the interest of the young person/vulnerable adult's welfare.

7.2 In the rare event that any member of staff suspects any other member of staff of abusing a member or student, it is their responsibility to discuss these concerns with the designated staff except where the suspect is one of these in which case the matter should be referred direct to the Executive.

7.3 The Executive will decide on the action to be taken in relation to the member of staff in accordance with TramShed's Disciplinary Policy and Procedures. In addition the normal procedures for **Child Protection** will be followed.

8. DISCLOSURE OF ABUSE AT AN EARLIER AGE

8.1 Members or students of any age may disclose to staff that they were abused as children. If the young person/vulnerable adult does not want further action to be taken, her/his wishes should be respected. However, where there is reasonable cause for concern that other children in the discloser's family may currently be at risk, Social Services in the relevant borough or county should be contacted. The young person/vulnerable adult should be made aware of this requirement at the earliest possible stage of any disclosure.

8.2 If the young person/vulnerable adult want to pursue the possibility of counseling, they should be referred whether to designated staff (who hold information about external counseling

agencies) or to the borough Area Child Protection Committee, who will be able to provide an appropriate referral.

9. STAFF TRAINING AND SUPPORT

9.1 Training will be available:

- a) to designated staff, to enable them to perform their duties
- b) to other staff, to raise awareness of the procedures and the issues involved
- c) to staff who need to develop skills in relating to young people/vulnerable adults and parents in this context.

9.2 Support will be required for staff who have received disclosures; in many cases, this can be a painful and disturbing experience for the recipient, who may in some cases require counseling support. In some situations, staff may feel competent to give the victim their continuing help as a listener until professional counseling is available; in these cases, staff must ensure that designated staff are aware of the situation, that they themselves have support of some sort of appropriate counseling and that they are not drawn into a pseudo-counseling relationship with the discloser.

10. RESPONSES BY STAFF TO MEMBERS/STUDENTS: some definitions

- a) **INFORMATION:** Usually of a general nature related to basic needs and covering many areas. Direction to further sources of information is usual.
- b) **ADVICE:** More specific at a personal level and usually related to family, school/social/economic/financial matters dependent on age. Referral to external agencies, where appropriate, can be made. Information should be related to parents/carers through the directors who have responsibility for the young person/vulnerable adult's progress.

- c) **FIRST AID COUNSELLING:** Also on a personal one-to-one level usually in a situation where confusion and distress can be apparent. The area of major concern is not always initially clear. During the course of investigation it could become evident that specialist professional counseling is essential.
- d) **PROFESSIONAL COUNSELLING:** Conducted by qualified counselors bound by a code of ethical practice especially related to confidentiality.

Responses to (a) and (b) can be made by all members of TramShed staff (not in training) to the extent of their capabilities and knowledge of the individual concerned. Information should be passed as soon as possible to the appropriate Director of either Education or Children's and Youth Theatre who would be directly responsible for the young person in question and their progress and welfare. The strict bounds of confidentiality are not an integral part of these interactions, although mutual trust and respect are usually present.

Response to (c) should be through the Director who has responsibility for the young person/vulnerable adult's welfare and progress – except in exceptional circumstances where there is a need for quick action and appropriate staff are not available.

Response to (d) can be made by those with a current full qualification from the British Association of Counselors.

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