



**BlackBird RedRose Productions:
Children, Young People and Vulnerable Adults
Safeguarding Policy & Code of Practice**

September 2014

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1. Glossary of Terms

Child

A person under the age of 18.

Vulnerable Adult

In law there is no standard definition of 'vulnerable adult'.

The Arts Council uses the broad definition referred to in the 1997 consultation paper Who Decides? Issued by the Lord Chancellor's department which says: A vulnerable adult is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Young Person

In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as 'children'.

Staff' or 'member of staff'

Will include all paid employees and volunteers who work on behalf of Black Bird/Red Rose Productions.

Artists and freelancers

All Artists and freelancers are those employed directly with Black Bird/Red Rose Productions.

2. Children, Young People and Vulnerable Adults Safeguarding Policy

Introduction

Black Bird/Red Rose Productions (BBRR) is committed to safeguarding all children, young people, vulnerable adults, volunteers, staff and artists working for or representing BBRR. The aim of the policy and procedures is to increase awareness and promote safe working practices to everyone involved in BBRR activities to meet requirements of the law and to deliver best practice in arts activities.

It is the policy of the company to comply with the terms of The Arts Council England funding agreement and recent legislation (The Police Act 1997 and the Criminal Justice and Court Services Act 2000) and to keep abreast of the significant developments and increased awareness in the protection of children, young people and vulnerable adults.

The document 'Keeping Arts Safe' drawn up specifically for Arts Council England has been used as a reference and to inform our policy.

Policy

Black Bird/Red Rose Productions, (the company) believes that:

- The welfare of the child, young person or vulnerable adult is paramount.
- All children, young people and vulnerable adults whatever their gender, age, race, colour, ethnic origin, nationality, language, any disability they may have, sexual orientation, religious or political beliefs, marital status and family responsibility have the right to be treated equally and to be protected from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff, volunteers, artists and freelance workers should be clear on how to respond appropriately.

This policy should be read and operated in conjunction with individual contracts of employment.

The company will:

- recognise all children, young people and vulnerable adults have a right to protection and ensure the needs of disabled children and others who may be particularly vulnerable are taken into account;
- implement procedures to provide safe working practices for children, young people and vulnerable adults, safeguard their well-being and protect them from abuse;
- have a documented Code of Practice for all BBRR representatives;
- respect and promote the rights, wishes and feelings of children, young people and vulnerable adults;
- recruit, train and supervise BBRR staff so as to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse, and themselves from false allegations;

- require freelance artists to adopt and abide by the company's Children and Vulnerable Adults Safeguarding Policy and Code of Practice as set out in this document;
- respond to any allegations swiftly and appropriately.

The Children, Young People and Vulnerable Adult Safeguarding Policy and Good Practice Guidelines (this document) will be reviewed every three years or whenever there is a major change in the organisation or in relevant legislation. The specific arrangements for the implementation of the policy and the personnel responsible are detailed in our Code of Practice.

The Board commit to ensuring that the policy is applied consistently and accurately, and monitored. An annual report on safeguarding policy and practices implemented will be presented to the Board in April of each year. It will include number of training sessions held as well as signed policies by staff, volunteers, artists and freelance workers.

3. Children, Young People and Vulnerable Adults Safeguarding Code of Practice

Introduction

All BBRR staff are expected to demonstrate exemplary behaviour in order to safeguard the young people engaged in BBRR activities and protect themselves from false allegations. The following Code of Practice illustrates how to create a positive culture and climate.

Code of Practice

The guidance given in the Code of Practice is based on the following principles;

- an adult has a moral and statutory duty for the care, custody and control of any young person under their supervision;
- all young people have a right to take part in BBRR activities in an enjoyable and safe climate;
- young people have a right to expect appropriate management, support, personal and social development with regard to their involvement at BBRR;
- it is the responsibility of the child protection agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns;
- confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000;
- all those involved in the management and supervision of children, young people and vulnerable adults in BBRR activities have a duty to ensure that these young people are:
 - encouraged to achieve their full potential;
 - taught and supervised appropriately;
 - not subjected to verbal or physical abuse from any source;
 - not subjected to bullying or undue pressure from any source;
 - instructed on how to behave;
 - afforded respect.

4. Recruitment and Training of Staff, Volunteers, Artists and Freelance Workers

BBRR recognises that anyone may have the potential to abuse children, young people and vulnerable adults in some way. All reasonable steps are taken to ensure suitable people are recruited and then trained.

Interview and appointment: STAFF AND VOLUNTEERS

- Where recruiting core staff or volunteers, consent should be obtained from an applicant to seek an Enhanced Disclosure that will be renewed every twelve months should their duties require it.
- In line with our Recruitment policy two confidential references will be obtained prior to any appointment being confirmed.
- In line with Recruitment procedures personal identification will be obtained and a copy kept on file.
- All staff and volunteers will be recruited in accordance with our established Recruitment procedures.

Interview and terms of engagement: ARTISTS AND FREELANCE WORKERS

- A copy of an applicant's Enhanced Disclosure will be obtained confirming their details that is valid for twelve months where the postholders duties require this.
- Two confidential references will be required, of which one should be regarding previous work with children (for posts in which there will be direct contact with children).
- Evidence of identity (passport or driving licence with photo) will be required.
- A copy of our policy and code of conduct will be sent to all visiting companies that are conducting education activities. The contract will state this will be included.

Training:

- All successful applicants will receive a briefing of this policy and code of practice. On-going updates and communication will be led by the management team
- Key Personnel will be briefed on how to manage a reported disclosure.

5. Good Practice Guidelines for Representing Black Bird/Red Rose Production

Introduction

These good practice guidelines are for Staff, Volunteers, Artists and Freelance Workers representing BBRR on any occasion and in any venue.

As a member of the BBRR team you should:

- treat all children, young people and vulnerable adults equally, and with respect and dignity. Don't automatically laugh at something a child says to you; they may not have intended it to be funny.
- always put the welfare of each young person first, before competition or achieving goals;
- maintain a safe and professional relationship with the children, young people and vulnerable adults. (eg: it is illegal to have an intimate relationship or share a dressing room with a young person – Sexual Offences Act 2000);
- build balanced relationships based on mutual trust and empower young people to share in decision-making;
- make the activity enjoyable and promote fair play;
- avoid manual/physical support and touching; if it is vital, ask for consent from the young person and provide it openly with an observer present;
- in sensitive environments such as dressing rooms or changing rooms, ensure any necessary supervision takes place in pairs;
- not enter a young person's dressing room (or bathroom when a young person is using it) or invite a young person into a dressing room; if you are working in a supervisory capacity, you should only enter young people's dressing rooms if strictly necessary and when accompanied by another responsible adult;
- not allow photographic equipment to be used in sensitive environments such as dressing rooms, or bathrooms;
- be an excellent role model, not smoking or drinking alcohol in the company of young people, not using inappropriate language and endeavouring to promote a healthy diet and lifestyle;
- give enthusiastic and constructive feedback rather than negative criticism;
- recognise the developmental needs and capacity of young people; do not push them beyond their abilities or against their will;
- keep a written record of any injury or incident that occurs, including details of any treatment given or action taken;
- be aware of students disclosed medical conditions, disabilities, additional learning needs or other special requirements; treat this information confidentially as far as possible.
- Avoid being left alone with a single child.
- Avoid getting involved in issues that arise amongst the children. For instance, don't try to break up a fight, leave it to the person in charge, teacher, youth leader, care worker.
- If a child informs you of a problem, listen & cross-reference to these guidelines, do not agree to keep the issue secret.

As a member of the BBRR team you should never:

- spend excessive amounts of time alone with a young person or young people away from others;
- take young people in your car or to your home where they will be alone with you;
- engage in or allow others to engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in any form of inappropriate touching;
- allow young people to use inappropriate language unchallenged;
- make sexually suggestive comments to a young person, even in fun;
- exploit your authority over a young person unnecessarily or reduce a young person to tears as a form of control;
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for young people or disabled adults that they can do for themselves.
- give any medication to a young person (prescribed or otherwise).
- Do not encourage children to sit on your knee. Sit beside them.
- Supervise in a disciplinary capacity. Leave that to the teachers/youth worker/carer or other legally responsible staff.
- All projects at the outset of project planning will undertake a risk assessment, and monitor risk throughout the project.
- All projects will be thoroughly planned well ahead with partner organisations.
- All staff:child and artist:pupil ratios will be followed, in accordance with national guidelines

Practice around venues/schools:

- When using a vehicle, you are expected to show due care and attention at all times.
- Never obstruct fire exits when parking, even if only temporarily, to find out where to go or unload.
- Always go to Reception to sign in and request for a member of staff to meet you.
- You are an ambassador for BBRR and a role model for young people. Everything you do should reflect this.
- Do not smoke anywhere on the premises including in your vehicle.
- Alcohol and recreational drugs should never be taken onto the premises under any circumstances.
- No-one should consume alcohol before arriving at the venue.
- Prescribed drugs should be kept hidden and out of reach of the children eg. in the locked vehicle.
- Move around the venue/school quietly. Avoid shouting, loud laughter, slamming doors, or any unnecessary noise.
- Make sure language and conversation is appropriate to the environment.
- Ensure your actions do not conflict with the venue's rules.
- Take responsibility for clearing up after a workshop or performance. Take any rubbish with you.
- Report any accidents or breakages immediately.
- Wear your named visitor badge (except if in costume), if you are handed one.

6. Use of Photographs and Video

BBRR increasingly uses photography and video to create a positive impact when reporting on the activities we are involved in. These may appear on our website, in arts publications and annual reports.

- Organisers of activities involving young people at BBRR will be asked to give their permission for photographs to be taken. The appropriate staff will be informed of consent being given. (*see Appendix C*).
- A copy of the permission form shall be held by the BBRR office.
- Staff should not take photographs of children, young people or vulnerable adults for any purpose without obtaining written permission from the responsible guardian of each person.
- Where permission is given, BBRR will only use images for the purposes stated when obtaining permission and where possible will not use precise images.
- BBRR will not use names or identities in the replication of images without the express written permission of the responsible guardian of each person.
- Photographs should be dated and kept for five years and then destroyed.

7. Recognising, Abuse and Bullying

Introduction

BBRR staff are not experts at recognising child abuse and it is not your responsibility to decide whether abuse has occurred. However, you do have a responsibility to act if you have any concerns about the behaviour of an adult or a young person towards another child, young person or vulnerable adult and to follow the procedures in this document. Somebody may abuse or neglect a young person by failing to act to prevent harm.

The government guidance, “Working together to safeguard children”, categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

What is physical abuse?

Physical abuse includes, hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately caused ill health to a child whom they are looking after.

What is emotional abuse?

Emotional abuse is the persistent emotional ill treatment of a person such as to cause severe or persistent adverse effects on the person’s emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

What is sexual abuse?

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse of vulnerable adults can be rape and sexual assault or sexual acts to which the person does not consent or cannot consent or is pressured into consenting.

Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

What is neglect?

Neglect is the persistent failure to meet a child’s, young person’s or vulnerable adult’s basic physical and/or psychological needs, likely to result in the severe impairment of the person’s health or development. It may involve a parent or carer failing to provide adequate food,

shelter or clothing, failure to protect a child, young person or vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

Vulnerable Adults may also be the subject of other types of abuse as well as to the four types of abuse listed above. They may be manipulated financially or discriminated against because of a disability or other factor that makes them vulnerable. Further information is in the Department of Health and Home Office guidance on protecting vulnerable adults, No Secrets

What is bullying?

It is important to recognise that young people, as well as adults, may abuse other young people, as is often the case with bullying.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be

- physical (eg: hitting, kicking, theft);
- verbal (eg: name-calling, teasing, racist or homophobic taunts, threats);
- emotional (eg: tormenting, ridiculing, humiliating, ignoring);
- sexual (eg: unwanted physical contact, abusive comments).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people and affect their health and development to the extent that it causes significant harm. Signs that may indicate a young person is being bullied are:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to attend classes or a drop off in performance in classes;
- physical signs such as stomach aches, headaches, difficulty sleeping, bed-wetting, scratching and bruising, damaged clothes, bingeing on food, cigarettes or alcohol;
- a shortage of money or frequent loss of possessions.

8. Responding to Disclosure, Suspicions and Allegations

It is never easy to respond to a child, young person or vulnerable adult who tells you they are being abused and you may feel upset and worried yourself. BBRR will endeavour to ensure that you are offered adequate support and training.

Responding to a disclosure from a young person

If a young person informs you directly that s/he, or another young person, is concerned about someone's behaviour towards them (this is termed a 'disclosure'), you should follow these good practice guidelines.

Do:

- react calmly so as not to frighten or put off the young person;
- tell the young person s/he is not to blame and s/he was right to tell;
- pay attention and take what the young person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who may be under emotional stress, have a speech disability and/or differences in language;
- keep any questions to the absolute minimum, aiming for a clear, accurate understanding of what the young person has said;
- reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;
- report the disclosure immediately to a member of the BBRR Management Team or, if these staff members are unavailable or the subject of an allegation to the nominated Safeguarding Officer who is a member of the Board of Trustees.
- Record the information as soon as possible after the disclosure, using the same vocabulary as the young person (do not interpret or adapt what they have said) and pass this on to the BBRR Management Team and the Safeguarding Officer.
- Make a full and factual record of events using an Incident Report Form (Appendix A) and forward a copy of the recorded information to the BBRR Management Team and the Safeguarding Officer, who will take appropriate action.
- Information required at the referral stage includes:
 - young person: age, gender, name, disabilities, address, parental responsibility, culture, agencies already working with the family, relationship between the young person and the alleged abuser;
 - alleged abuser: name, address, position and on the related activity, any other allegations, marital status, age, previous incidents;
 - primary evidence: facts from the person making the allegation or having concerns including dates, times, venue, witness details, records with dates, names of others informed or involved in the investigation.
- Possible outcomes are:
 - police enquiry;
 - criminal proceedings;
 - civil proceedings;
 - referral back to Internal Disciplinary Procedures.

Do not:

- panic;
- allow your shock or distaste to show;

- ask questions other than to clarify that you have enough information to act;
- speculate or make assumptions;
- make negative comments about the alleged abuser or approach him/her;
- make promises or agree to keep secrets.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a 'need to know' basis only.

Information will be stored in a secure place with limited access to designated people only, in line with data protection laws (eg: that information is accurate, regularly updated, relevant and secure).

9. Declaration to be signed

I have read and understood the Black Bird/Red Rose Productions Children, Young People and Vulnerable Adults Protection Policy and Code of Practice and as such I recognise and adhere to the principles and responsibilities embodied in it.

Signature:

Name:

Date:

CHECKLIST FOR REPORTING SUSPECTED ABUSE

NAME OF CHILD	AGE
HOME ADDRESS	
TELEPHONE NUMBER	
ARE YOU REPORTING YOUR OWN CONCERNS OR PASSING ON THOSE OF SOMEBODY ELSE? GIVE DETAILS.	
BRIEF DESCRIPTION OF WHAT HAS PROMPTED THE CONCERNS. (INCLUDE DATES, TIMES AND ANY SPECIFIC INCIDENTS)	
DESCRIBE PHYSICAL SIGNS? BEHAVIOURAL SIGNS? INDIRECT SIGNS?	
HAVE YOU SPOKEN TO THE CHILD? IF SO, WHAT WAS SAID?	
HAVE YOU SPOKEN TO THE PARENT(S)? IF SO, WHAT WAS SAID?	
HAS ANYBODY BEEN ALLEGED TO BE THE ABUSER? IF SO, GIVE DETAILS.	
HAVE YOU CONSULTED ANYBODY ELSE? GIVE DETAILS.	
YOUR NAME AND ROLE	
TO WHOM REPORTED AND DATE OF REPORTING	
YOUR SIGNATURE DATE	

Essential Contacts**Black Bird/Red Rose Productions**

BlackBird/RedRose Studios
 Unit G
 Vallis Mills Trading Estate
 Robins Lane
 Frome
 Somerset
 BA11 3DT

Tel: 01373 476449

Safeguarding Officer (Trustee level)

Paula Hammond
 dancingoncarpet@yahoo.co.uk
 07767 226652

National Contacts**NSPCC**

National Centre
 42 Curtain Road
 London EC2A 3NH
 www.nspcc.org.uk
 020 7825 2500

24 hour helpline: 0808 800 5000

Childline UK

Freepost 1111
 London N1 0BR
 www.childline.org.uk
 0800 1111

Criminal Records Bureau

PO Box 91
 Liverpool L69 2UH
 www.crb.gov.uk
 0870 909 0811

Local contacts

In an emergency call 999

Police Station:Frome

Frome Enquiry Post
Frome Library
Justice Lane
Frome
BA11 1BE

Local Authority: Somerset

Children and Young People's Team
Customer Contact
PO Box 618
Taunton
Somerset
TA1 3WF

Email: childrens@somerset.gov.uk
Phone: 0300 123 2224
Fax: 01823 321187

If you would like to speak to a social worker
outside of office hours please phone
the Emergency Duty Team (EDT)
0300 123 2327

IMAGE PERMISSION FORM

School _____

Project _____

Black Bird/Red Rose Productions would like to take photographs of your pupils participating in Black Bird/Red Rose Productions Projects for promotional purposes. These images may appear in our printed publications, on video, on website or on a promotional CDROM.

Black Bird/Red Rose Productions' Policy for using Photographs and Video

- ✓ Schools must give written permission for the use of any photographs or video.
- ✓ Children's names will not accompany photographs unless they are prize winners or members of a group, and we have their permission.
- ✓ Photographs will be kept for 5 years and then destroyed and not used again.



*Please circle
your answer*

- | | |
|---|-----------------|
| 1. May we use your images from this project in our printed promotional publications? (such as newsletters and flyers) | Yes / No |
| 2. May we use images from this project on arts education websites? | Yes / No |
| 3. May we use images from this project in videos? | Yes / No |
| 4. May we record images from this project on promotional CD-ROMs? | Yes / No |

I consent to Black Bird/Red Rose Productions to take and use any photograph/film produced from the above project.

1. I confirm that I have obtained the permission of the adult/parent/carer/person with custody of any children or young person who appears in the photograph/film.
2. I am aware that the school and those at the school appearing in the photograph/film have no rights of ownership, copyright or other interest in the photograph/film produced from this assignment.
3. I understand and agree to Black Bird/Red Rose Productions using any photographs/film produced from the purposes agreed, as indicated above.

Signature of the Headteacher

Print name

Date

Please return the completed form to:

BlackBird/RedRose Studios, Unit G, Vallis Mills Trading Estate, Robins Lane, Frome, Somerset, BA11 3DT

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