



## YOUNG PERSON PROTECTION POLICY & SAFEGUARDING HANDBOOK (YPPP)

**Updated February 2022.**

All enquiries to

**Lizzie Melbourne | Young Person Protection Officer | Tel 07539768087 | email [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk)**

If Lizzie Melbourne is unavailable please contact:

**Kiki Kollimada | Executive Director | email [kiki@nsdf.org.uk](mailto:kiki@nsdf.org.uk)**

**If urgent, please call Lizzie Melbourne on 07786539196**

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## SUMMARY

### Our policy

- NSDF is committed to the safety and welfare of the young people we engage with both in person and online.
- NSDF Staff and Volunteers may find themselves in positions of trust and we acknowledge that we have an obligation to ensure that this is not abused.
- All suspicions, allegations or incidents of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.
- NSDF Staff and Volunteers are not trained to deal with situations of abuse directly or to decide if abuse has occurred.

### Our commitment

- We will make the policy available to all Staff, Volunteers and Participants.
- If anyone breaks the conditions of this policy, this will be misconduct and could lead to disciplinary action.
- Our policy has been agreed with the Board of Trustees.
- We will monitor and review our policy every year.

### The law

- This policy is in line with the current law.

## POLICY STATEMENT

### Key Definitions

<b>Child/Children</b>	Used to refer to anyone under the age of 18.
<b>Adult at Risk</b>	Used to refer to a person aged 18 or over who may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (Care Act 2014).
<b>Adult</b>	Used to refer to anyone aged 18 years or over.
<b>Mature Student(s)</b>	Used to refer to anyone over 25 currently studying in full-time education.
<b>Participant(s)</b>	Used to refer to any Child, Adult at Risk, Adult (between the ages of 18 and 25 years) and Mature Student engaged in NSDF activity.
<b>Festival Teams</b>	Participants engaged in work experience as part of the NSDF Management Team, Technical Team and Noises Off Team.
<b>Staff</b>	Adults with responsibility for carrying out organised activity for NSDF, including: full-time and part-time employees and freelancers, (whether paid by NSDF or their own employer) and Trustees.
<b>Volunteers</b>	Adults with responsibility for carrying out organised activity for NSDF on a volunteer.

NSDF provides Participants with many different opportunities to be involved in theatre activities by offering workshops, performances, discussions and training, and facilitating the creation of new work. As an organisation working with Children and Adults at Risk it is our duty to refer to Social Services any information that may undermine the physical or psychological welfare of a Child/Adult at Risk.

NSDF is committed to ensuring that all Participants are treated as individuals and that our activities develop their potential in an environment that protects them and keeps them safe from harm. NSDF will respond to any concerns made to it and, where necessary, will implement appropriate disciplinary and appeals procedures.

NSDF will ensure that this YPPP is kept up to date every year with the latest legislation and developments when considering the protection of Children and Adults at Risk.

## ROLES AND RESPONSIBILITIES

The NSDF Director	<b>Nathan Powell</b>
The NSDF Executive Director	<b>Kiki Kollimada</b>
The Young Person's Protection Officer	<b>Lizzie Melbourne (General Manager)</b>

The **Young Person's Protection Officer (YPPO)** leads upon policy development, reporting and implementation including:

- Reviewing and updating NSDF's safeguarding policy on an annual basis, or when necessary.
- Leading upon contact with Local Authority Social Services in the event that a Participant is at risk of harm.
- Managing complaints about poor practice and allegations against Staff and Volunteers.
- Referring relevant issues of safeguarding to the Board of Trustees for consideration.
- Ensuring safer recruitment procedure and promoting safeguarding across NSDF.
- Acting as a "front-line" point of contact for any persons concerned about the welfare of a Participant.

**The NSDF Executive Director** will assume overall responsibility for reporting incidents and responding to concerns and allegations.

All **Staff** and **Volunteers** have a responsibility to safeguard Participants from harm, including:

- Being vigilant of the signs that may indicate a young person at risk is experiencing harm or is at risk of harm.
- Report any disclosures or concerns, as soon as possible, to the YPPO or NSDF Director.
- When taking a disclosure from a young person at risk remembering not to ask any leading questions.

NSDF Staff and Volunteers are not trained to deal with situations of abuse directly or to decide if abuse has occurred.

## RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

Safe recruitment practice is vital in safeguarding and protecting our Participants. NSDF recognises and takes seriously its responsibility to adopt practice which minimises the risk to Participants by ensuring that measures are in place to deter, reject or identify people who are unsuitable to work with them.

The safety and wellbeing of Participants is at the core of our recruitment process. In accordance with NSPCC's Safer Recruitment Processes, NSDF will ensure that:

- NSDF follows our Equal Opportunities Policy when recruiting, including following safer recruitment principles.
- The safety of Children and Adults at Risk is explicitly stated in job descriptions and person specifications, including information about if the role requires a criminal records check.
- Appropriate checks are carried out on new Staff and Volunteers.
- NSDF carries out enhanced Disclosure and Barring Service (DBS) for relevant roles.

NSDF will ensure that Staff are carefully selected, trained and supervised to provide a safe environment for all Participants by observing the following principles:

Employees:

- Shortlisted candidates will be interviewed by a panel of at least two from Director/Executive Director/Trustees.
- In exceptional cases where interviews are not possible or relevant, thorough checks and references should be carried out. If any doubts or concerns are noted during the checks and references a formal interview should be arranged to raise these issues.
- A minimum of two references should be taken up before employment, and at least one should speak of the applicant's ability to work with Children and Adults at Risk.
- If an applicant has no experience of working with Children and Adults at Risk, training is strongly recommended.

Freelancers:

- Freelancers will meet with NSDF's Director in advance of contract.
- Where relevant written references will be obtained to confirm their suitability for working with Children and Adults at Risk.
- All Freelancers will receive introductory material to give an understanding of the company.
- Freelancers will be monitored by NSDF's Director who will offer appropriate advice/guidance.

Checks are only part of the process to protect Participants from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and reporting of suspected poor practice/concerns of possible abuse.

Effective management will be provided for Staff through supervision, support and training. NSDF will seek out training opportunities for Staff to ensure that they are able to recognise the signs and symptoms of possible abuse and neglect and are aware of the guidelines for making referrals.

All Staff will be given regular opportunities to give and receive feedback in order to identify training needs and set new goals.

## **IDENTIFYING AND RESPONDING TO CONCERNS ABOUT A PARTICIPANT**

At times NSDF Staff may have to respond to concerns about the welfare of a Participant. This could relate to the actual or alleged harm of a Participant. Alternatively, a Participant we are working with may disclose abuse directly to you. This section provides information and guidelines on our procedures in these situations.

NSDF will never assume sole responsibility for a Participant. NSDF must always have the contact details for the parent/carer for any Child/Adult at Risk at the Festival or at any other NSDF activity.

In order to effectively protect Participants against harm all Staff should be familiar with the various types and key signs of abuse.

There are normally four main categories of abuse:

- Neglect
- Physical abuse, including domestic abuse
- Emotional or psychological abuse
- Sexual abuse, including harmful sexual behaviour, child sexual exploitation and grooming

All Staff are required to acquaint themselves with indicators of abuse, **please see Appendix 5.**

If any of the following occur you should report this immediately to the YPPO. If the Participant is a Child or an Adult at Risk, the YPPO will liaise with you to ensure that the parent/carer of the person has been informed, unless this puts them in danger.

- If you accidentally injure a Participant.
- If a Participant seems distressed in any manner.
- If a Participant seems to be behaving inappropriately or makes you feel uncomfortable.
- If a Participant misunderstands or misinterprets something you have done.
- If a Participant discloses anything to you that causes concern.

If a suspicion or incident is reported, the YPPO will give you an incident report form to complete (**see Appendix 12 for Incident Report Form**) The YPPO will liaise with the organisation hosting the activity, if other than NSDF, and seek advice from the NSPCC as to whether the concern should be reported to the local authority's services. If this is deemed the necessary course of action by the host organisation the incident report form will be passed on to Local Authority Children's or Adult Social Services within 48 hours.

If there are any concerns regarding a Participant's safety in any form, then in the first instance such concern(s) should be communicated to the person in charge of hosting the event, if not NSDF, and to the person in charge of the premises being used. Either NSDF YPPO or the host will decide on the appropriate course of action but concerns must also be recorded on the incident report form, which you should request from the NSDF YPPO.

#### **A step by step course of action is set out in Appendix 10.**

If an incident is reported to NSDF against a member of Staff or Volunteer regarding poor practice, all information will be considered and disciplinary/misconduct procedures may be followed if deemed appropriate. The NSPCC will be consulted at an early stage. This will include:

- Referring the allegation to the Children's or Adult Services who may involve the police.
- Informing the parents/carers of the Child/Adult at Risk as soon as possible following advice from the Children's or Adult Social Services.
- NSDF will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Child or Adult Social Service inquiries.

#### **See Appendix 11 for Managing Allegations against Staff and Volunteers.**

##### **If a Participant Discloses to You**

It is possible that a Participant, who is suffering or has suffered from abuse will confide in you. This is something that you should be prepared for and must handle carefully. The following action should be taken in this instance:

- Stay calm.
- Listen carefully to what is being said.
- Find an appropriate early opportunity to explain you will probably have to share the information with others – do not promise to keep secrets.
- Allow the Participant to continue at his/her own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the Participant that he/she has done the right thing in telling you.
- Say what you will do next and who you will share the information with.
- Record in writing what was said using the Participant's own words – do it as soon as possible noting the date and time, any names mentioned, to whom the information is given and sign it.
- You can use the incident report form in **Appendix 12** to record this information.
- In confidence, speak to the YPPO at NSDF who will seek advice from the NSPCC about the appropriate course of action.

##### **Course of action for Reporting an Incident of Abuse.**

If any representative of NSDF has a concern regarding child safety or abuse the company should follow the course of action outlined in **Appendix 10**.

If an allegation of abuse is made against any representative of NSDF, the company will support the accused person, but will follow the course of action as set out in **Appendix 11** of this document. The company will not withhold any information for investigating authorities.

## CONFIDENTIALITY, RECORDING AND RETENTION OF INFORMATION

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only, dependent on the Participant's safety. This includes the following people:

- The YPPO.
- Parent/carer of the person who is alleged to have been abused.
- The person making the allegation.
- Children's or Adult Services/police.

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

Records will be kept in accordance with the Data Protection Act 2018.

## DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

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. 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.

DBS disclosures are required for Staff and Volunteers who will be working with Children in a regulated activity. NSDF regulated activity is delivering unsupervised activities with Children: to teach, train, instruct, care for or supervise Children, or provide advice/guidance on wellbeing 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 NSDF 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 an organisation considers asking a person to apply 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, those engaging in NSDF regulated activity need Enhanced checks (with barred list).

**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'. 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'.

It has been agreed with the Independent Theatre Council that during the Festival, Staff and Volunteers who do not have an up-to-date DBS disclosure will be accompanied at all times by a member of Staff or Participant on the Management Team who has a current DBS Disclosure.

NSDF will ensure that either a teacher or NSDF Staff, Volunteer or Participant on the Management Team who has a current DBS Disclosure is present at all activities involving Children.

## ONLINE SAFETY, PHOTOGRAPHY AND VIDEO

NSDF believes that:

- Young people should never experience abuse of any kind.
- Young people should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

NSDF recognises that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges.
- We have a duty to ensure that all Participants, Staff and Volunteers involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep young people safe online, whether or not they are using NSDF's network and devices.
- All young people involved in our organisation regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Working in partnership with young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping them to be responsible in their approach to online safety.

#### **NSDF will seek to keep young people online safe by:**

- Appointing an online safety coordinator (Lizzie Melbourne, General Manager).
- Providing clear and specific directions to Staff, Volunteers and Participants on how to behave online through our **Online Safety Code of Practice (Appendices 6 and 7)**.
- Supporting and encouraging Participant's using our service to use the internet, social media and mobile phones in a way that keeps them safe and show respect for others.
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by Staff, Volunteer or Participant.
- Reviewing and updating the security of our information systems regularly.
- Ensuring the user names, logins, email accounts and passwords are used effectively.
- Ensuring personal information about Staff, Volunteers and Participants who are involved in our organisation is held securely and share only as appropriate.
- Ensuring that images/filming of Children are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Providing supervision, support and training for Staff and Volunteers about online safety wherever possible.
- Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

#### **If online abuse occurs, NSDF will respond to it by:**

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- Wherever possible, providing support and training for all Staff and Volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

#### **Photography and Video**

Photographing and filming Children engaged in NSDF activity is allowed only when a parent or carer has given consent and only if intended for use as a teaching aid or promotional tool.

Please see **Appendix 8** for more **Guidance for the use of images and film of Participants** and **Appendix 9** for **NSDF's Photography and Video Child Permission Form**.

Photographs or videos of Participants will be stored in a designated folder that is only accessible by designated NSDF Staff.

NSDF recognises the dangers presented by the growth of social media websites including (but not limited to) Facebook, Twitter, Instagram and Google such as disclosure of whereabouts, contact details, personal condition, photos and video footage.

NSDF combats this by strongly advising Staff and Volunteers in positions of responsibility not to accept or issue 'friend requests' from/to Participants on Facebook or personally follow them on Twitter, Instagram and other social media sites.



NSDF will never share photos or video footage featuring Participants via its own social media outlets unless the appropriate permissions have been sought and received.

## **COMMUNICATION OF THIS POLICY**

The YPPO will ensure that all Staff and Volunteers have a copy of the YPPP. It should be made clear to all that failure to conform to the policy will result in disciplinary action and possible exclusion from the organisation.

All Staff, Volunteers and Participants on the Festival Teams should receive an induction at the Festival to ensure the policy is communicated clearly and give an opportunity for questions to be asked.

When NSDF is working in partnership with another organisation or agency (e.g. a school) they will be made aware that this policy is in place and it will be given to them by the YPPO.

The policy will be available on the NSDF website. The Code of Practice for Participants will be printed in the Festival Programme.

Requests for hard copies should be made to YPPO.

## **SPECIAL NOTE REGARDING THE FESTIVAL TEAMS AND NSDF CREATES**

If NSDF selects anyone under the age of 18 to take part in the Festival Team or NSDF CREATES activity, then it has an extended duty of care to that person. This does not extend to acting *in loco parentis* for the young person in question. For the purposes of this document, *in loco parentis* means taking full parental responsibility for the young person.

NSDF's extended duty of care includes:

- Making sure emergency contacts for all young people are held by the relevant people at the festival.
- Appointing someone on the team to act as a point of contact for the young person. It is the young person's responsibility to check-in with their point of contact at least once a day.
- Drawing up a risk assessment for the group of under 18s attending, to note any additional risks that may arise on account of their age, particularly with regard to physical work.
- Never allowing the young person to work beyond midnight or before 7am, without their express consent.
- Whenever physical work is involved, supervision will be arranged by an experienced adult, appointed by NSDF.
- Ensuring that the young person's Festival Pass shows they are under 18 years old so that they cannot buy alcohol at the cash bars in Festival venues.

NSDF's additional expectations of the young person include:

- Not buying, attempting to buy, or consuming alcohol at any time during the period of NSDF

## **YOUNG PERSON SAFEGUARDING RISK ASSESSMENT**

Completed by: Kiki Kollimada Executive Director and Lizzie Melbourne Young Person Protection Officer 07539768087.

<b>Risk</b>	<b>Probability High/Low</b>	<b>Impact Moderate/Severe</b>	<b>Actions to reduce probability and/or impact</b>
Inappropriate behaviour or abuse by Staff, Volunteer or Participant	Low	Severe	<ol style="list-style-type: none"> <li>1) DBS disclosures required for all Staff and Volunteers at point of recruitment</li> <li>2) All Staff and Volunteers made aware of the YPPP and how to spot signs of abuse</li> <li>3) All Staff, Volunteers and Participants made aware of how to report suspicions or incidents swiftly to NSDF to mitigate potential harm</li> </ol>
Inappropriate taking of photos or video featuring Participants	Low	Severe	<ol style="list-style-type: none"> <li>1) All Staff, Volunteers and Participants made aware that appropriate permissions need to be sought and received BEFORE any photography or filming can take place</li> <li>2) Photographs and video never published together with names of Children or Participant</li> </ol>
Inappropriate use of internet and social media	High	Moderate	<ol style="list-style-type: none"> <li>1) Staff and Volunteers discouraged from issuing or accepting 'friend requests' on Facebook or other social media platforms and made aware of dangers of sharing photos and information</li> </ol>
Inappropriate physical contact during a workshop	Low	Severe	<ol style="list-style-type: none"> <li>1) Staff, Volunteers and Participants made aware of workshops where physical contact is expected and explained why it is necessary</li> <li>2) Persons running the workshop required to ask permission from Participants before making any physical contact</li> <li>3) Risk assessments carried out for all workshops</li> </ol>

<b>Risk</b>	<b>Probability High/Low</b>	<b>Impact Moderate/Severe</b>	<b>Actions to reduce probability and/or impact</b>
Instance or suspicion of abuse goes unreported	Low	Severe	1) All Staff, Volunteers and Participants made aware of YPPO and how to report suspicions or incidents appropriately 2) Ensuring a supportive and friendly atmosphere where concerns are encouraged to be voiced
Confidential personal information shared	Low	Severe	1) Adherence to Data Protection Policy, especially in relation to incidents involving young people
Underage drinking	High	Severe	1) All Festival Passes to state if Participant is under 18 years' old 2) Clear instructions to Staff and Volunteers for dealing with instances of underage drinking with care and respect

## UNDERAGE DRINKING

Participants under the legal age to drink alcohol (below 18 years old) are the responsibility of their school/college/group leaders, under loco parentis.

It is made clear to all Participants that NSDF does not appoint someone to act in loco parentis for anyone at the Festival.

As a safeguard against underage drinking, NSDF provides all members of the Festival with Festival Pass Wrist Band which states if they are Under 18.

NSDF does not hold the licence for any of the venues where alcohol may be served. In these venues it is the responsibility of the licence holder to ascertain at to whether a Participant is over 18 years old but NSDF Festival Passes strive to make this easier and all NSDF Staff members are briefed to assist venues in determining the age of a Participant.

NSDF will provide the relevant NSDF Staff with contacts for all teachers/parents/guardians of Participants at the Festival who are Under 18.

NSDF requires its Staff and Volunteers to deal with a Participant with respect and care if underage drinking occurs by adhering to the following process:

- Remove the drink and ask Participant to identify themselves and their school/college. Do not remove their Festival Pass.
- Notify the NSDF YPPO who will then notify their teacher/parent/guardian who will be asked to collect them from the premises and ensure that they get safely back to their lodgings.
- Alert the Bar Manager that an incident has occurred and assist them in documenting the incident whilst ensuring the safety of the underage Participant.

- YPPO to fill in incident report form and discuss with NSDF Director the severity of the event and to notify the teacher/parent/guardian whether the Participant will be allowed to continue participating in the Festival.

## RECEIVING FEEDBACK

NSDF will make it clear to all Staff, Volunteers and Participants how they can contact the YPPO with any concerns.

At every Festival NSDF issues a survey for all Participants to give anonymous feedback and internal debriefs are held with Staff and Volunteers so that concerns can be aired and dealt with.

## APPENDIX 1 - CONTACT DETAILS

Role	Postholder	Email Address	
Executive Director of NSDF	Kiki Kollimada	<a href="mailto:kiki@nsdf.org.uk">kiki@nsdf.org.uk</a>	07539 768087
Young Person's Protection Officer	Lizzie Melbourne	<a href="mailto:lizzie@nsdf.org.uk">lizzie@nsdf.org.uk</a>	07786539196

**NSPCC Helpline 0800 800 5000**

## APPENDIX 2: CODE OF PRACTICE FOR STAFF AND VOLUNTEERS

NSDF acknowledges that the abuse of young people, particularly sexual abuse, can cause strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

NSDF acknowledges that Staff or Volunteers may find themselves in positions of trust including situations where artists and/or mentors are working closely with young people. A member of Staff or Volunteer can have an enormous amount of power and influence over a Participant. This is particularly the case when the adult is in some way responsible, or could be perceived as responsible, for the Participant's success or failure. It is critical that Staff and Volunteers recognise any such power and influence and ensure that they do not abuse their positions of trust.

### Staff and Volunteers should:

- treat all Participants equally, with respect and dignity.
- always work in an open environment, avoiding private or unobserved situations and encouraging open communication.
- be aware and respectful of Participants from different faiths and cultures, or who may be especially vulnerable because of disability.
- give enthusiastic and constructive feedback rather than negative criticism, including in debrief sessions after performances.
- make activities and workshops fun, enjoyable and fair.
- ensure that practitioners leading any physical workshops remind the Participants that there will be contact-based activity in the session and explain why this is necessary.
- always put the welfare of Participants first, before winning or achieving goals.
- be an excellent role model, including not drinking or smoking in the company of young people while working as a practitioner.
- report all concerns and incidents following the **guidance on pages 4-6** of this Policy and **Appendix 10**.

Staff and Volunteers should avoid unless in exceptional or emergency circumstances:

- spending time alone with Participants.

- taking or dropping off a Participant alone at an event or activity.
- issuing or accepting new Facebook, LinkedIn, Google+ 'friend requests' from Participants or following Participants on Twitter, Instagram or any other social media platform during the annual festival. 'Friend requests' from Participants on Facebook may be accepted after the Festival has finished if deemed appropriate by the Staff member or Volunteer, but should never be issued by them.
- taking or sharing photos or video footage of Participants under the age of 18, without written confirmation from NSDF's YPPO that the appropriate permissions have been sought and received, and ensuring that NSDF's guidelines for photographing and filming young people are adhered to (**See Appendix 8**) NSDF advises against tagging any Participants with their names in photos on social media sites.
- taking on tasks for which you are not appropriately trained, for example physically helping or aiding a Participant with a disability.
- promising to keep a secret for a Participant.

**Staff and Volunteers should never:**

- have intimate or sexual relationships with Participants.
- engage in rough or sexually provocative games, including what might be termed 'horseplay'.
- make sexually suggestive comments to Participants.
- knowingly cause a Participant to feel emotionally distressed.
- fail to act upon and record any concerns raised by a Participant.
- do things of a personal nature for a Participant that they can do for themselves.
- invite or allow Participants to stay with you at your home or invite them to your Festival accommodation unsupervised.

All Staff and Volunteers must sign that they have read and understood this code before undertaking any activities on behalf of NSDF. NSDF's YPPO is responsible for ensuring this is adhered to.

### **APPENDIX 3: CODE OF PRACTICE FOR PARTICIPANTS**

Participants of all ages should:

- treat all Participants equally, with respect and dignity.
- be aware that Participants include both adults and under 18's.
- be aware that NSDF has a Young Person Protection Officer who can be contacted at any time in the run-up to and during the Festival on 07539768087 or [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk).
- be aware that NSDF Staff and Volunteers are required to adhere to this policy which is in place to protect Participants against potential harm and should feel confident in reporting any concerns or incidents.
- report any concerns or incidents immediately:
  - if possible seek out NSDF's YPPO to pass on the information confidentially. This is for the protection of the potentially vulnerable individual(s). Any NSDF member of Staff or Volunteer should be able to direct you appropriately.
  - if this is not possible pass the information to any NSDF member of Staff or Volunteer or call 999 in the case of genuine emergency.

**This code will be distributed to all Participants before the Festival and will include instruction to any group leaders or teachers to pass the information on to all Participants in their group. It will also be included in the Festival Programme.**

### **APPENDIX 4: GLOSSARY**

**Convictions, spent** A person convicted of all but the most serious criminal offences and who receives a sentence of no more than two and a half years in prison benefits from the Rehabilitation of Offenders Act (ROA) 1974 if they are not convicted again during a specified 'rehabilitation' period. Generally, the more severe a penalty is, the longer the rehabilitation period.

Once a rehabilitation period has ended and no further offending has taken place, a conviction is spent. With a spent conviction, the person does not usually have to reveal or admit the conviction, including when applying for a job. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a spent conviction.

There are some exceptions: when recruiting for a position of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not, particularly to protect Children and other vulnerable groups (Rehabilitation of Offenders Act 1974).

**Convictions, unspent** A conviction is described as unspent if the rehabilitation period associated with it has not yet lapsed. A rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed.

**Disclosure and Barring Service (DBS)** An agency of the Home Office which, through its Disclosure service, helps organisations to recruit more safely.

**Disclosure** A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with Children, Young People or vulnerable adults.

Disclosure service Provides a regulated 'one-stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education and Skills (DfES). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with Children and vulnerable adults.

**To disclose** In the context of child protection, the term means to reveal or divulge information about having suffered from abuse or neglect.

**In loco parentis (person acting)** Person who has been given explicit permission to assume parental responsibility for a child (or children) by the parents or legal guardian.

**List 99** A confidential list of adults, held by the Department for Education and Skills (DfES), who are either banned from working with Children or Young People or have had restrictions placed upon their employment. Schools must make sure that no one who is on List 99 has regular contact with Children.

**Social services departments** The local authority social services department should be contacted when there is concern about possible abuse of a Child, Young Person or vulnerable adult. It is the responsibility of social services, working if necessary with other services such as the police, to determine if abuse has taken place.

**Sole charge** Means having unsupervised contact with Children, Young people or Adults at Risk

## APPENDIX 5: CATEGORIES & INDICATORS OF ABUSE

Abuse can take place in any setting, public or private. People may be abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends, peers and associates, people who deliberately exploit vulnerable people and strangers.

Abuse can take many forms, and incidents of abuse may be one-off or multiple, and affect one person or more. Abuse may also be very subtle and therefore we draw your attention to the following types of abuse which you may come across. Professionals and others should look beyond single incidents or individuals to identify patterns of harm.

There are normally four main categories of abuse:

- Neglect
- Physical abuse, including domestic abuse
- Emotional or psychological abuse
- Sexual abuse, including harmful sexual behaviour, child sexual exploitation and grooming

Other forms of abuse that usually apply to adults:

- Financial or material abuse
- Coercion

Other categories of abuse are:

- human trafficking
- female genital mutilation
- online abuse
- bullying and cyberbullying
- extremism
- spiritual abuse within faith communities
- forced marriage and honoured based abuse

Recognising abuse can be difficult. It is easy to jump to the wrong conclusions when you are concerned about a Young Person's welfare as not all concerns raised will be abuse. However, this should not prevent you from reporting any concerns, as your one concern may form part of a much bigger worry, from more than one organisation, about a Young Person's welfare. This may help to build up a case that could lead to the individual needing protection from possible or real abuse.

Whilst some categories of abuse have some very clear signs and symptoms, (e.g. physical abuse and neglect) some are much harder to discern (emotional, on-line, bullying) and both abuser and victim may go to extraordinary lengths to hide the abuse.

Signs of abuse may include:

- Unexplained or untreated bruising or injuries
- Suffering continual stomach pains or other physical ailments without any medical explanation
- Aggressive or withdrawn behavior and refusal to talk about the injuries
- Unexpected fear of an adult and flinching when touched
- Sexually explicit behavior and language
- Unaccounted for sources of money
- Fear of going home to parents or carers or of them being contacted
- Changes over time in manner and appearance, such as losing weight, becoming dirty and disheveled, being constantly tired and always hungry
- Telling you about being asked to 'keep a secret' or dropping other hints or clues about the abuse

Further caution is used when considering possible abuse of disabled children or adults at risk. Further indicators may be:

- A bruise in a site that might not be of concern on an ambulant young person, e.g. bruising on the shin, might be of concern on a non-mobile young person
- Not getting enough help with feeding, leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behavior modification, e.g. deprivation of liquid, medication, food or clothing
- Unwillingness to try to learn a young person's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting; misappropriation of a young person's finances
- Invasive procedures which are unnecessary or are carried out against the child's will;

Further guidance on dealing with abuse of disabled children is found in the DCMS's document on 'Safeguarding disabled children: practice guidance (p37-38).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOM-EN.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf)

## **APPENDIX 6: ONLINE SAFETY CODE OF PRACTICE FOR STAFF AND VOLUNTEERS**

This code will be distributed to all Staff and Volunteers before any organised activity for NSDF is carried out online. All Staff and Volunteers must sign that they have read and understood this code before undertaking any activities on behalf of NSDF.

**All Staff and Volunteers understand that:**

- Unless agreed otherwise with the YPPO, all online activity will take place via NSDF's official Zoom account.

- Unless agreed otherwise with the YPPO, no online activity will be recorded to protect the Participants, Staff and Volunteers from online distribution.
- Unless agreed otherwise with the YPPO, online activity must take place in a neutral location such as a kitchen, living room or office and NOT in the Staff or Volunteers' bedroom.
- All online activity MUST take place on a secure wifi connection to ensure the Participant, Staff or Volunteer are protected from hacking and they have privacy
- All NSDF online activity will remain at the regular timetabled times unless rescheduled at a convenient time, the YPPO (or failing that, the NSDF Director) MUST be notified of this change.
- If you are unwell, please let us know so we can reschedule or cancel your event. NSDF does not expect anyone who is suffering with symptoms of the virus to take part in these sessions until they feel better.
- be aware that Participants include both adults and children and there may be under 18's taking part or viewing the online activity.

Please contact our **Young Person Protection Officer (YPPO), Lizzie Melbourne** by email [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk) or phone 07539768087 if you would like to chat further.

## **APPENDIX 7: ONLINE SAFETY CODE OF PRACTICE FOR PARTICIPANTS**

This code will be distributed to all Participants before any NSDF online activity begins. All Participants must sign that they have read and understood this code before taking part in the activity. If the Participant is Under 18, they must also provide the signature of their parent or legal guardian:

### **Participants of all ages should:**

- treat all Participants equally, with respect and dignity.
- be aware that Participants include both adults and under 18's.
- never send anyone material that could be considered threatening, bullying, offensive or illegal.
- never arrange a face-to-face meeting with someone you meet online unless you have discussed with your parents and/or NSDF Staff.
- be aware that you can contact NSDF's Young Person Protection Officer (YPPO) with any concerns or incidents on 07539768087 or [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk) and if you cannot get through to Lizzie, please email Kiki Kollimada [kiki@nsdf.org.uk](mailto:kiki@nsdf.org.uk)

Please contact our **Young Person Protection Officer (YPPO), Lizzie Melbourne** by email [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk) or phone 07539768087 if you would like to chat further.

## **APPENDIX 8: GUIDANCE FOR THE USE OF IMAGES AND FILM OF PARTICIPANTS**

The safety of Participants is paramount in all of NSDF's activities. This document has been developed by NSDF to provide guidance on the use of images of Participants.

NSDF is committed to providing a safe environment for all Participants. Implicit in this, is the commitment to ensure that all publications, resources and media represent Participants appropriately and with due respect. By adopting the points outlined in this YPPP, NSDF aims to follow the best possible practice to protect Participants, particularly Children wherever photographs or recorded images are taken and stored.

### **Key Concerns**

The key concerns contained within this policy regarding the use of images of Participants relate to:

- The possible identification of Participants when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of Participants.

### **Recording Images of young people**

There have been concerns about the risks posed directly and indirectly to young people through the use of photographers on websites and other publications. Photographs can be used as a means of identifying Children and young people when they are accompanied with personal information, for example, "this is a



member of the NSDF who lives in Sheffield". This information can make a Participant vulnerable to an individual who may start grooming them for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

### **Guidelines of Recording Images**

- All Participants featured in recordings taken by NSDF must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity.
- Where possible images of Participants should be recorded in small groups (the group may comprise of any combination of adults and participants).
- NSDF will try to ensure that images of a Participant, who is under court order, are not recorded or publicised.
- Any instances of the use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- Staff should still be allowed to use video equipment as a legitimate aid. However, Children and their parents/carers should be aware that this is part of the teaching programme and care should be taken in the storing of such films.

### **Guidelines of Publishing Images**

- If a photograph of a Child is used, NSDF should avoid naming the Participant or use their first name only. Personal details such as email address, home address and telephone numbers should never be revealed on the website.
- NSDF should request both the Child and their next of kin's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A next of kin and Child Permission Form is the best way of achieving this and should be completed before any photographs or recorded images are taken. Please see **Appendix 9** for Child Permission Form.
- In order to guard against the possibility of a Participant under a court order appearing on a website, NSDF will not simultaneously stream images of Participants onto a website. Delayed streaming provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).
- NSDF will carefully consider images of Participants used in all publications so that images deemed inappropriate are not used.

### **Guidelines for use of Photographic Filming Equipment at NSDF**

There is evidence that some people have used arts or education as an opportunity to take inappropriate photographs or film footage of Children and young people. While this might be rare, NSDF recognises that a duty of care to Participants is necessary to ensure that this risk is as small as possible.

If NSDF commission a professional photographer or invite the press to an event that involves Participants, we will ensure that they are clear about our expectations of them in relation to child protection. The following steps will be taken to help reduce the risk:

- A clear brief will be provided about what is considered appropriate in terms of content and behaviour.
- The photographer will be issued with identification, which must be worn at all time.
- Under 18's and next of kin will be informed in advance that a photographer will be in attendance at an event using the Permission Forms.

NSDF does not have the authority to approve/allow photos sessions outside the event or at a Participant's home.

### **Casual use**

Staff and Volunteers should not share images of Participants on social media websites unless sharing official NSDF images. If photos are posted, Participants should not be tagged with their names. Photos of Children should not be posted at all.

## **APPENDIX 9: PHOTOGRAPHY AND VIDEO CHILD PERMISSION FORM**

For the use of Photographs and Recorded Images.

NSDF routinely documents the work of Participants engaged in NSDF activity. We will potentially take photographs/video footage of the activity that the Child in your care is taking part in. We will only use the photographs/videos if we have permission to do so.

This side of the form should be signed by the legal guardian (usually parent/next of kin/carer) and Child. It provides permission for the images of the Child to be used. Please note that you have to fill in a separate form for each Child.

NSDF recognises the need to ensure the welfare and safety of all young people involved in arts activities. As part of a commitment to ensure the safety of Children we will not permit photographs or videos of Children to be taken or used without the consent of the next of kin/carers and the Child. NSDF will follow the guidelines for the use of images of Children.

NSDF will take steps to ensure these images are used solely for the purposes that are intended which is the promotion and the documentation of our NSDF activity. If you become aware that these images are being used inappropriately you should inform our Young Person's Protection Officer (YPPO), Lizzie Melbourne, immediately on 07539768087 or lizzie@nsdf.org.uk Address: NSDF, Paines Plough 2nd Floor, 10 Leake Street, SE1 7NN.

These images may be used on our website which can be found at <http://www.nsdf.org.uk>

If at any time either the next of kin/carer of the Child wishes data to be removed from the website, seven days notice must be given to the YPPO after which the data will be removed.

Please keep this half of the page for your information and return the bottom half to the NSDF YPPO by email to lizzie@nsdf.org.uk, or by post in the return envelope included.

This side to be completed by the Child and the next of kin/carer

I \_\_\_\_\_ (name of Child)  
consent to NSDF photographing or videoing my involvement in arts activities under the stated rules and conditions.

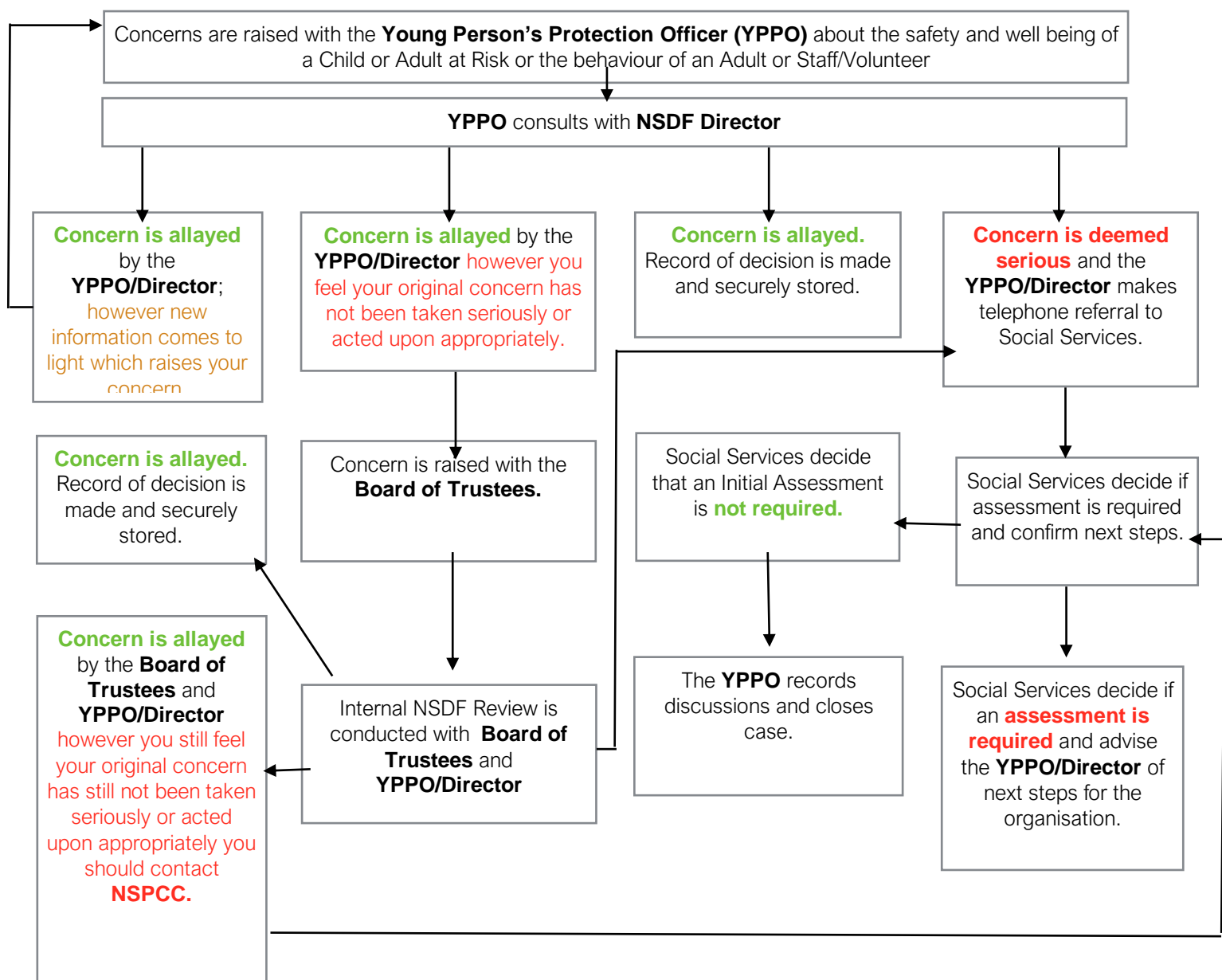
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ (next of kin/carer)  
consent to NSDF photographing or videoing \_\_\_\_\_ (name of young person) under the stated rules and conditions and I confirm that I am legally entitled to give this consent.

I also confirm that \_\_\_\_\_ (name of young person) is not under a court order.

## **APPENDIX 10: REPORTING PROCEDURES FLOWCHART**

This quick guide flowchart is designed to advise on the most appropriate action to be taken if you suspect abuse, poor practice or breach of the code of conduct:



## APPENDIX 11: MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

NSDF will ensure all Staff and Volunteers that it will fully support and protect anyone who in good faith reports his or her concerns about abuse.

Where there is a complaint against a member of Staff or Volunteer there may be up to three types of investigation, dependent on the nature of the concern:

- A criminal investigation.
- A child protection investigation.
- A disciplinary misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach each decision.

NSDF will keep a clear and comprehensive summary:

- Any allegations made.
- Details of how allegations were followed up and resolved.

- Any action taken.
- Decisions reached.

These details should be kept in a person's confidential personnel file and a copy should be given to the individual. Such information should be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer.

If an allegation is substantiated, NSDF will investigate the lessons and how they should be acted upon. This should include where there are features of the organisation that may have contributed to, or failed to prevent, the abuse occurring.

### **Rights and confidentiality**

If a complaint or allegation is made against a member of Staff or Volunteer he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the YPPO who is responsible for personnel in the organisation. No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 2018. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

**If the allegation is made about the nominated Young Person's Protection Officer, it should be reported to the Director or Executive Director.**

### **Whistleblowing**

Staff and Volunteers should feel confident about challenging the behaviour of others and voicing concerns. They should also know who to contact if they feel unable to report an incident within their organisation. They can make a report to the police or local child or adult protection services, or by contacting the NSPCC Whistleblowing Advice Line:

0800 028 0285  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **APPENDIX 12: NSDF'S INCIDENT REPORT FORM**

This should be used when recording any significant incident (other than an accident) at work that involves a young person participating in NSDF's activities.

- Make sure you write your accounts as soon as possible after the incident occurs.
- Make sure you sign and date the form.
- Try to include names, addresses, telephone numbers and dates of birth if possible.
- Include matters of fact, observations, statements made by other people involved (remember to use exact words) and your actions and words.
- If you wish to express your opinion, make sure that you can substantiate it with fact.
- Pass your report to YPPO or Director of NSDF.

These reports will be kept for 12 months and then destroyed if no further action is required, unless it involves NSDF Staff or Volunteer, in which case it will be kept in their personal file.

**[Click here to download the template.](#)**

## NSDF INCIDENT REPORT FORM

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Contact name, number and address for the location of the incident:

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Name of the Participant/s affected: \_\_\_\_\_

DOB of Participant/s affected: \_\_\_\_\_

Contact name, number and address for next of kin:

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What happened:

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What did you, or another individual say? Record contact details of these people, including names, numbers and addresses:

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What else did you observe if anything?:

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Your Name

---

Position or relationship to Participant

---

Address

---

---

Mobile \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (dated) \_\_\_\_\_

YPPO Signature (dated) \_\_\_\_\_

## APPENDIX 13: RESOURCES

### List of Useful Contacts

#### **NSPCC**

National Centre, Weston House, 42 Curtain Road, London, EC2A 3NH

For help if you are worried about a child: 0207 825 2500

Helpline for children: 0808 800 5000

For advice on good practice email: [consultancy@nspcc.org.uk](mailto:consultancy@nspcc.org.uk)

0116 234 7227

or 020 7825 2607

<http://www.nspcc.org.uk>

#### **Childline UK**

Freepost 1111, London, N1 0BR

0800 1111

<http://www.childline.org.uk>

#### **Disclosure and Barring Service (DBS)**

PO Box 110, Liverpool, L69 3EF

0870 9090811

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

#### **For advice on reporting illegal content on the internet:**

Internet Watch Foundation

East View, 5 Coles Lane, Oakington, Cambridge, CB24 3BA

01223 237 700

General Enquiries: [webmaster@iwf.org.uk](mailto:webmaster@iwf.org.uk)

Reporting: <http://www.iwf.org.uk/reporting.htm>

#### **Department of Health**

Consultancy Service, Room 133 Department of Health, Wellington House, 133-135 Waterloo Road, London SE1 8UG

[Hhttp://www.dh.gov.uk](http://www.dh.gov.uk)

#### **In an emergency call 999**

### Useful Sources of Information

**NSPCC** (2019) NSPCC safeguarding and child protection standards for the voluntary and community sector: children, young people and young adults aged 0-18 (UK).

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Publications and Information Unit, NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH

020 7825 2775

**Working in Schools: A practical Guide to the Partnership** by Charlotte Jones (free to download from ITC website)

[www.itc-arts.org](http://www.itc-arts.org)

Independent Theatre Council

#### **Disclosure and Barring Service**

Website includes lists of umbrella bodies and codes of practice for England and Wales

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

DBS, PO Box 110, Liverpool, L3 6ZZ, information line 0870 9090811

#### **Internet Watch Foundation**

[www.iwf.org.uk](http://www.iwf.org.uk)

**Recruiting Safely:** (2015) Recruiting safely and fairly guide - a practical guide to employing ex-offenders  
[www.nacro.org.uk](http://www.nacro.org.uk)

c/o Nacro  
169 Clapham Road, London, SW9 0PU  
020 7582 6500

**Working Together to Safeguard Children:** (2018) A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

**Foundation for Community Dance** – guidelines and information on physical arts work.  
[www.communitydance.org.uk](http://www.communitydance.org.uk)

**This policy is in accordance with:**

- Working Together to Safeguard Children 2018
- The Children Act 1989.
- The Children Act 2004.
- Protection of Children Act 1999.
- Protection of Freedoms Act 2012.
- Sexual Offences Act 2003.
- UN Convention of the Rights of the Child 1989.
- Data Protection Act 2018.