

Safeguarding Policy Statement

The purpose of this policy statement is:

- To protect children and young people who receive Tandem Theatre's services from harm. This includes the children of adults who use our services
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Tandem Theatre, including senior managers and the board of trustees, paid staff, volunteers, freelancers, sessional workers, agency staff and students

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Complaints procedure
- Whistleblowing
- Health and safety
- Adult to child supervision ratios

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Designated Safeguarding Person

Overall responsibility for Safeguarding - Child Protection & Vulnerable Adult Policy and Procedures at Tandem Theatre is held by the Artistic Director, Frances Nutt.

The role of the Designated Safeguarding Person includes:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person/vulnerable adult maybe subject to abuse or neglect
- Ensure that any concerns about a child/young person / vulnerable adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- Record any reported incidents in relation to a child/young person/ vulnerable adult or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Tandem Theatre's Designated Safeguarding Person: Frances Nutt

Frances Nutt can be contacted on:

Work email address: fran@tandemtheatre.com

Mobile telephone number: 0790 314 2358

If it is an emergency and Frances Nutt is not available please contact the Deputy Safeguarding Person: Jonathan Coleman

Jonathan Coleman can be contacted on:

Work email address: jcprlcoleman@gmail.com

Mobile telephone number: 07947 394 765

Contact details

Nominated child protection lead

Name: Frances Nutt

Phone: 07903 142 358

Email: fran@tandemtheatre.com

Trustee/Senior lead for safeguarding and child protection

Name: Jonathan Coleman

Phone: 07947 394 765

Email: jcprlcoleman@gmail.com

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually

Procedure if concerns or disclosures

What to do if you have concerns about a child

- You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you.

- If a child is in immediate danger then call 999 immediately

If a child discloses information to you:

Do:

- **Show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- **Take your time, slow down:** Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- **Show you understand, reflect back:** Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.
- Alleviate guilt, if the child refers to it. For example, you could say, '*You're not to blame*'.
- Explain what you have to do next and who you have to talk to

Do Not

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as '*Anything else to tell me?*'
- Do not ask the child to repeat the information for another member of staff.
- Do not make promises you may not be able to keep eg: '*Everything will be alright now*', '*You'll never have to see that person again*'.
- Do not talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

Use the Safeguarding Incident Report Form

- Complete the Safeguarding Report Form as soon as possible afterwards
- Ensure the Safeguarding Incident Report Form is kept confidential, preferably in an envelope
- Discuss the concerns and form with the Tandem Theatre Designated Safeguarding Lead or the Tandem Theatre Designated Safeguarding Deputy Leader
- Use the Body Map to record physical injuries
- If you cannot access the Incident Report Form for whatever reason write up the conversation and/or observation as soon as possible afterwards

- Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.
- Whatever the nature of your concerns, discuss them with the Designated Safeguarding Lead

Body Map Guidance:

- Ensure First Aid is provided where required and record
- Seek the child's consent, adapting your explanation appropriately to fit the circumstances.
- You should also seek the consent of a parent or guardian. If you are uncomfortable with this for any reason, discuss the circumstances with the DSL. If you are the DSL, seek advice from the local authority's children's services.
- Do not take photographs of a child's injuries and do not ask to see any injuries that are covered by clothing
- Try to ensure that another adult is present during the assessment. It works particularly well when one adult notates while the other asks questions.
- Do not use a pencil to complete the form. Use black ink throughout, and do not use any form of white-out if a mistake is made. Strike the error through with a single, straight line.
- Draw each visible injury on as close to what you see as possible.
- Label each one using the appropriate key. If a child has sustained multiple injuries, add numeric references — for example, A1, A2, etc.
- Add a detailed written description of each visible injury.
- Where possible, include:
 - Exact site of injury on the body, e.g. upper outer arm/left cheek
 - Size of injury - in appropriate centimetres or inches.
 - Approximate shape of injury, e.g. round/square or straight line.
 - Colour of injury - if more than one colour, say so.
 - Is the skin broken?
 - Is there any swelling at the site of the injury, or elsewhere?
 - Is there a scab/any blistering/any bleeding?
 - Is the injury clean or is there grit/fluff etc.?
 - Is mobility restricted as a result of the injury?
 - Does the site of the injury feel hot?
 - Does the child feel hot?
 - Does the child feel pain?
 - Has the child's body shape changed/are they holding themselves differently?
- When making notes, try to use the child's own words whenever possible and make appropriate use of quotation marks.
- If a child has disclosed injuries that are covered by clothing, ask them to describe the injuries. Explain that you do not need to see them to be able to make a note of them.
- Only describe what you can see or relay what you have been told. Do not suggest or infer anything.
- Only ask open-ended questions. For example:- "Can you tell me what happened to your arm?"
Not: "Did your brother use a cigarette to make those burn marks on your arm?"
- Do not forget to sign and date the form once complete. If another adult was present, they should also sign and date the form.

Sharing Information

- You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.
- You should also make sure you are not putting a child's safety and welfare at risk by sharing information about them.
- Prioritise the safety and welfare of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.
- Use language that is clear and precise. Different agencies may use and understand terminology differently.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

Good Practice

Good practice means:

- All representatives of Tandem Theatre should demonstrate exemplary behaviour in order to promote the welfare of participants and reduce the likelihood of allegations being made
- Being an excellent role model
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Never allowing yourself to be left alone in a space where there are less than **three** other people
- Treating all participants equally, with respect and dignity
- Building balanced relationships based on mutual trust which empowers participants to share in the decision-making process
- Always putting the welfare of each young person first, before winning or achieving goals
- Making activities fun, enjoyable and promoting fair play
- Giving enthusiastic and constructive feedback rather than negative criticism
- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person)
- Due to the physical nature of Tandem Theatre's workshops, at the start of each session the practitioner should always make participants aware that there may be contact-based activities. This prepares the group, giving them the option of whether they are comfortable taking part
- If any physical contact/support is required by the practitioners, it should be provided openly and with explanation and permission should be sought prior to any contact.

See Appendices III the Code of Behaviour for adults working with children and young people on behalf of Tandem Theatre

See Appendices IV for the Code of Behaviour for children and young people participating in Tandem Theatre's activities

Responding to Allegations

Terms

- Tandem Theatre representative includes any agreed person to represent Tandem Theatre whether a member of staff, freelancer, contractual worker or volunteer

Responding to allegations

- Tandem Theatre will fully support and protect anyone, who in good faith reports his or her concerns about abuse.
- 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 a decision.
- Where there is a complaint against a Tandem Theatre representative there may be three types of investigation:
 - A criminal investigation
 - A child protection investigation
 - A disciplinary or 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 a decision.

Action if there are concerns

- If an allegation of poor practice is made against a Tandem Theatre representative, all information will be considered and disciplinary/misconduct procedures may be followed if deemed appropriate.
- Tandem Theatre will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Children's Social Care inquiries.
- If a suspicion is raised that a person has been abused by a Tandem Theatre representative, the Designated Safeguarding Lead will take such steps as considered necessary to ensure the safety of the person in question and any other person who may be at risk. This will include:
 - Referring the allegation to the relevant Social Care Team who may involve the police
 - Partner
 - Informing the Charity Commission
- Tandem Theatre will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Children's Social Care inquiries.

Confidentiality

- 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. This includes the following people:

Tandem Theatre Safeguarding Policy 2021

- The Designated Safeguarding Person
- The Chair of The Board of Trustees
- The Charity Commission
- The person making the allegation
- Partner / commissioning agencies and institutions
- Children's Social Care
- 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).

Safe Recruitment Policy

Safe Recruitment Practices & Disclosure

Tandem Theatre recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. This section should be read in conjunction with our Recruitment Policy.

Role Description

- A role/job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process.
- It will clearly and accurately set out the duties and responsibilities of the job role.
- The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.
- The person specification will include a specific reference to suitability to work with children.

Advertising

- To ensure equality of opportunity, Tandem Theatre will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.
- Any advertisement will make clear the Tandem Theatre's commitment to safeguarding.
- All documentation relating to applicants will be treated confidentially in accordance with Tandem Theatre's Data Protection Policy

Candidates application form

- All candidates applying to become Tandem Theatre representatives (whether staff, freelancers or volunteers) must complete the Tandem Theatre application form
- This form will ask for:
 - Name and address
 - National Insurance number or Unique Tax Reference Number (if applicable)
 - Proof of eligibility to work in the UK (if applicable)
 - Relevant experience, qualifications and training undertaken
 - Details of all previous employment and experience and/or a CV
 - An explanation of any gaps in employment and/or a CV
 - Names of at least two people (not relatives) willing to provide references; references will be collected using a standard form. No contract work can be started until references have been returned
 - Consent to the Disclosure and Barring Service check being undertaken upon appointment and if relevant to their post. It is strongly suggested that the candidate agree to the annual subscription to the Disclosure Update Service if not already signed up
 - Provide details in order that Tandem Theatre may check with the Disclosure Update Service

Self-Disclosure Form

- Candidates must complete a Self Disclosure form (see appendix)
- A self-disclosure form gives candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.
- All applicants are to complete a self-disclosure form, regardless of whether they will be undertaking “regulated activity” or “regulated work”.
- Any information provided through a self-disclosure form will be kept confidential.
- Tandem Theatre will appropriately risk assess any disclosures a candidate has made on the form and ensure compliance with Tandem’s legal obligations in acting upon information received.
- The self-disclosure form does not replace the need for a criminal records check. Criminal records checks should always be carried out as appropriate to the role

Volunteers

Tandem Theatre can host volunteers who wish to gain practical experience of participatory arts work:

- Volunteers should not have unsupervised contact with any of our beneficiaries.
- Volunteers will receive a full induction, including a safety and security induction.
- References should be sought and at least one other referee who can vouch for their suitability to work with children.
- Should the role demand it, Tandem Theatre will arrange for a Disclosure application and recommend that they sign up to the update service.
- Volunteers receive adequate supervision and monitoring and are given responsibilities appropriate to their age and ability.
- They are not asked to teach or take sole responsibility for a whole class or group

Shortlisting

- Each application form should be assessed according to how well it meets the criteria set out in the person specification.

Interviews

- Candidates will be asked in advance whether they have any access requirements for the interview venue
- A range of selection methods that are clearly related to the person specification will be identified before the interview
- Any interviews must be conducted by a panel of at least two people
- The interview process will explore the applicant’s ability to carry out the job description and meet the person specification.
- It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.
- Questions will relate to items in the person specification and enable you to explore the candidate’s suitability to work with children, their attitude and their motivations for applying for the role.

- Each candidate will be asked the same questions so that they are all treated equally
- Notes should be made during the interview and a scoring system used based on the person specification and follow the same criteria for each candidate
- During the interview candidates should show that they are able to:
 - Establish and maintain professional boundaries and professional integrity
 - Establish and maintain relationships with children
 - Take action to protect a child

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

- All applicants invited to attend an interview at Tandem Theatre will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.
- In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Overseas checks

- All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. Tandem Theatre, in accordance with the UK Visas and Immigration Code of Practice, will sponsor all new foreign members of staff.

References

- A minimum of two references should be taken up and references will be collected using a reference standard form (see Appendix)
- References will be asked about the candidate's:
 - Suitability and ability to work with children, young people and/or vulnerable adults
 - knowledge and understanding of child protection and safeguarding
- No contract work can be started until references have been returned
- Information provided by the reference will need to be consistent with the information provided by the candidate in their application form and interview.
- The reference should provide all the information asked for and the responses should be clear and direct.
- If a reference expresses concerns, is incomplete or vague, the referee will be contacted directly to address these issues. A written record of any telephone conversations will be kept
- If the issue is significant, the referee will be asked for further details in writing
- Information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate

DBS Checks

- All Tandem Theatre core staff must subscribe to the DBS Update Service and the annual fee will be paid by Tandem Theatre. Tandem Theatre will undertake annual checks of core staff clearances via the Update Service.
- We recommend that all other Tandem Theatre representatives also subscribe to this service.
- The DBS check will be made and identification witnessed. The following will be recorded and securely stored in keeping with Tandem Theatre's Data Protection Policy:
 - The date the check was completed
 - The level and type of check
 - DBS reference number
 - The proof of ID and address that was used
 - The decision whether that person was granted a role
- Trustees that have no unrestricted access to our beneficiaries or their records fall outside of the scope of regulated

If Concerns made during vetting checks

- If references, vetting, disclosure and barring checks reveal concerns about a person's history, Tandem Theatre will assess whether or not they are suitable to work with children and young people
- Any formal offer of an appointment may be put on hold to make sure Tandem Theatre have time to consider everything thoroughly
- It is illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list.
- People on the barred list must not be given a role that requires them to work or volunteer with children or young people in regulated activity.
- If Tandem Theatre find that someone who has applied to work with children is barred, the police will be notified
- Tandem Theatre are aware they cannot use 'spent' or 'protected' convictions as a reason not to employ somebody (unless the conviction makes them unsuitable to work with children)
- If the applicant has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), Tandem Theatre will carry out a risk assessment to ascertain whether the applicant is suitable to work with children and young people.
- If necessary, Tandem Theatre may pass on information to the relevant authorities, such as the criminal records agency, professional bodies or police

Carrying out a Risk Assessment

- Decisions about whether or not to employ someone whose vetting checks raised concerns will be made on a case-by-case basis.
- A risk assessment will be conducted to help determine whether they are suitable to work with children and young people

- Tandem Theatre will only share information about an applicant's criminal record with those who need to know
- The applicant will be told who in the organisation knows about their record and any concerns will be discussed with them as part of the risk assessment process
- Past convictions need to be treated with sensitivity and empathy
- All reasonable steps will be taken to gather as much relevant information as possible
- A third party will be present during the discussions and take notes.
- Questions that need to be asked will be prepared in advance and the discussion will be focused on the individual, their feelings and attitudes
- Tandem Theatre will need to decide whether the applicant is suitable to work or volunteer with children and young people. It is not Tandem Theatre's responsibility to decide whether a legal decision was right or fair

Decision Making after risk assessment

- The reasons for the decision should be objective, rational and easy to understand. These will be written down and kept securely, along with the notes you made during your investigations.
- Things that will be considered include:
 - The nature of the offence and its seriousness
 - The relevance of the offence to other staff, volunteers, children and their families
 - The length of time since the offence took place
 - The length of the sentence
 - Whether the offence was an isolated incident or part of a pattern or history of offending
 - The circumstances which led to the offence being committed
 - Whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
 - Whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
 - The level of remorse expressed by the applicant and/or any efforts to change
 - Whether the new role provides opportunities to re-offend
 - Any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

Confidential information

- If the vetting and barring check includes additional information that is marked "in confidence", it should not be discussed with the applicant. This could compromise a criminal investigation or the safety of another person, and may in itself constitute a criminal offence under the Police Act 1997
- If Tandem Theatre decide not to appoint someone on the basis of confidential information, we will be careful when the applicant is informed that the offer is withdrawn
- It is sufficient to tell the applicant that, on the basis of checks and references that have been made, Tandem Theatre have had to withdraw the provisional job offer

Making an offer

- When successful candidate is offered the role it will be made clear that the offer is still subject to satisfactory completion of all the vetting processes needed to be undertaken
- The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, copies of qualification and proof of identity.

Induction

All Tandem Theatre representatives are to receive a full induction, during which:

- All personal information given during pre-selection is checked
- The job requirements and responsibilities are clarified
- Policy and procedures are explained
- Any training needs are identified
- Regarding Safeguarding they will have had to:
 - Read and understood your safeguarding and child protection policies and procedures
 - Know how to spot the signs that a child may be experiencing abuse
 - Know how to respond appropriately if a child makes a disclosure about abuse
 - Know what to do if they have concerns about a child's wellbeing.

Supervision

- Checks are only part of the process to protect children and young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.
- Effective management will be provided for staff through supervision, support and training. Tandem Theatre will seek out training opportunities for all core workers 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 core workers will be given regular opportunities to give and receive feedback, in order to identify training needs and set new goals.
- Freelancers including support assistants and volunteers will be supervised by the project manager during the delivery of a project and feedback given

Disciplinary Procedures

- Despite the best efforts to recruit safely there may be occasions when allegations of abuse against children and young people are raised.
- Tandem Theatre would Disciplinary procedures would apply for any allegations brought to Tandem Theatre representatives
- See Tandem Theatre's Disciplinary Procedure

Appendices I: Tandem Theatre Incident Report Form

Section 1 Details of the child, young person or vulnerable adult	
Name:	
Age:	
Date of Birth:	
Gender:	
Disabilities/ Learning difficulties/ Health issues	
Parent's / Carer's / Key Worker's name(s):	
Home / Institution / Agency Address (inc. post code):	
Section 2 Your details	
Your Name:	
Your position:	
Date and Time of Incident:	
Are you reporting your own concerns or raising concerns raised by someone else?	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	

If responding to concerns raised by someone else, please provide their name and position:

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**Please provide details of the incident or concerns you have, including times, dates and other relevant information (such as description of injuries / whether you are recording fact, opinion or hearsay).
If recording injuries please use body map.**

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The child, young person or vulnerable adult's account, if it can be given, of what happened and how:

--

Please provide details of the person alleged to have caused the incident / injury including where possible their name, address and date of birth (or approximate age)

--

Please provide details of any witnesses to the incident(s)

Have you spoken to the Parents / Carer / Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

If yes, please provide details of what was said:

Have you spoken to the child, young person or vulnerable adult?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

If yes, please provide details of what was said:

Have you spoken to the person the allegations are being made against:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please do not approach them
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If yes, please provide details of what was said:

Please provide details of further action taken to date:

Have you informed the statutory authorities?

Children's Social Care:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please provide the name of the person and their contact number:	
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Police	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please provide the name of the person and their contact number:		
Data Protection Tandem Theatre will use the information in this form to investigate the alleged incident and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations individuals including commissioning agencies and institutions, individuals that are subject to an investigation and/or governmental authorities such as the police, children's social care, the courts and/or probation and, potentially to legal and other advisers involved in an investigation. <i>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</i>		
Your signature:	Date:	Time:

What to do next

- The contents of this form should be passed to Tandem Theatre's Designated Officer.
- Please mark the envelope/email Private and Confidential
- Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.

Contact Details

Tandem Theatre's Designated Safeguarding Person: Frances Nutt

Work email address: fran@tandemtheatre.com

Mobile telephone number: 0790 314 2358

Or

Deputy Safeguarding Person: Jonathan Coleman

Jonathan Coleman can be contacted on:

Work email address: jcprlcoleman@gmail.com

Mobile telephone number: 07947 394 765

Appendices II: Body Map

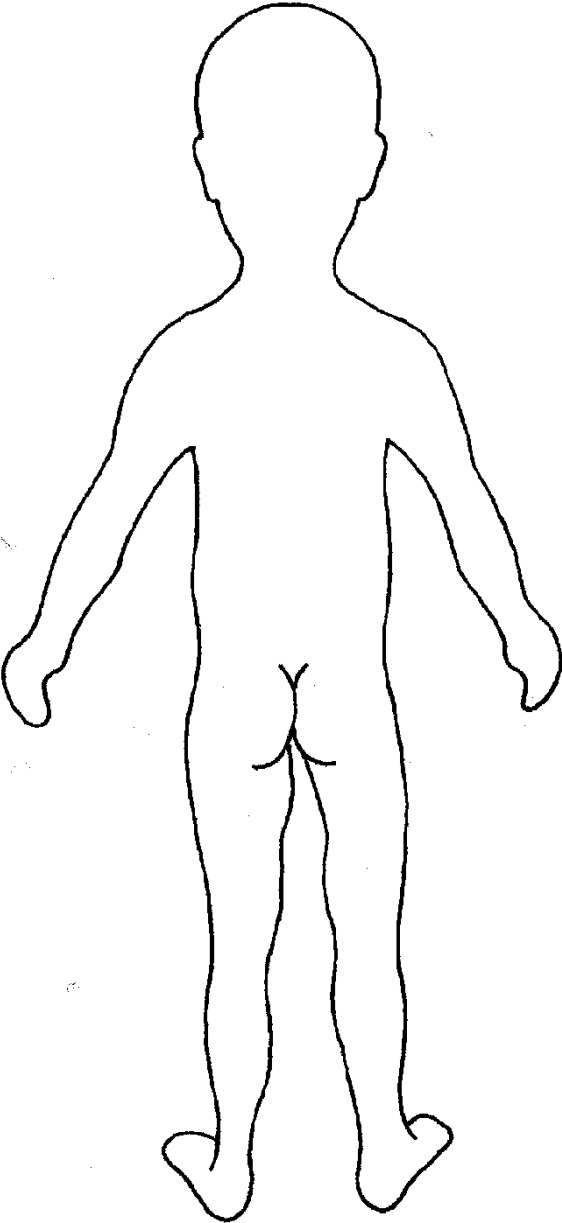
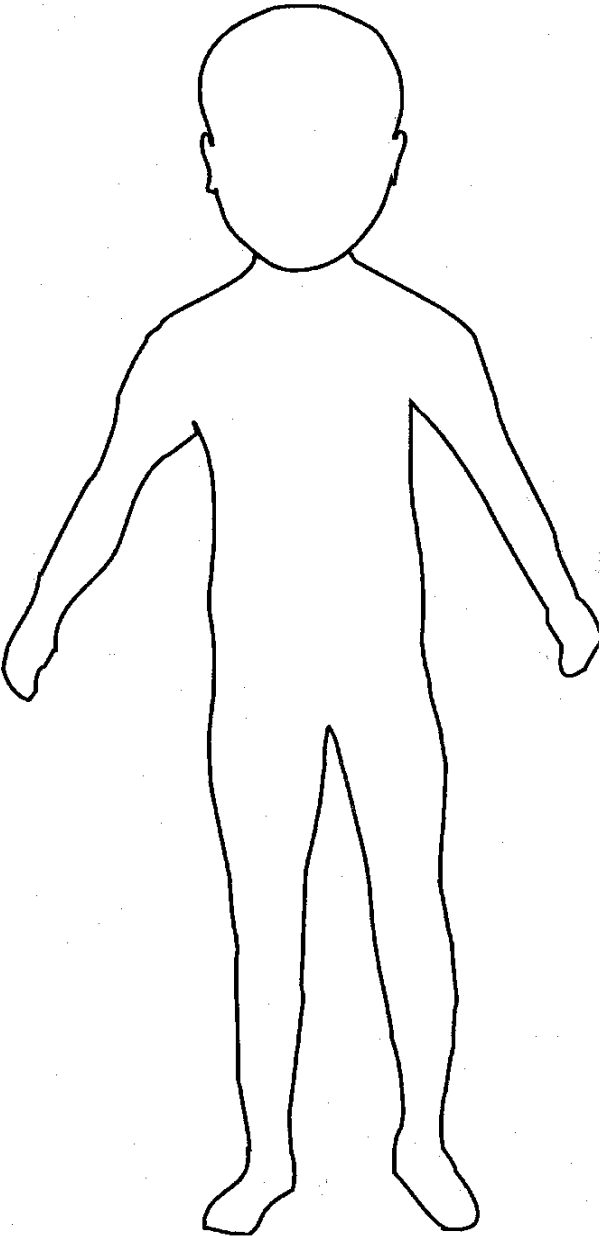
BODYMAP

(This must be completed at time of observation)

Name of Child: _____ Date of Birth: _____

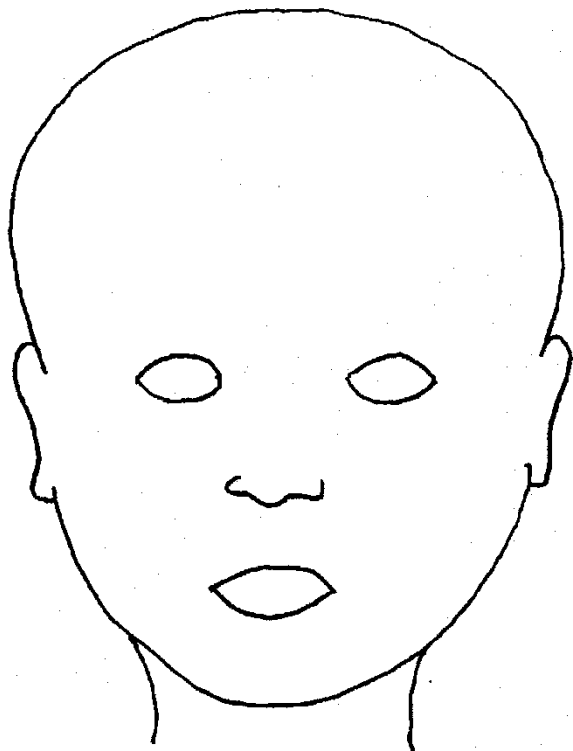
Name of person completing the form: _____ Role: _____

Date and time of observation: _____

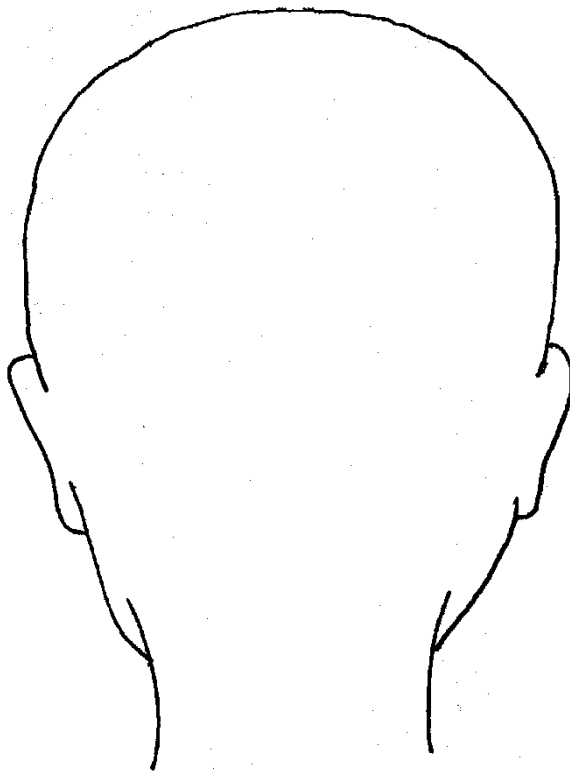


Name of child:

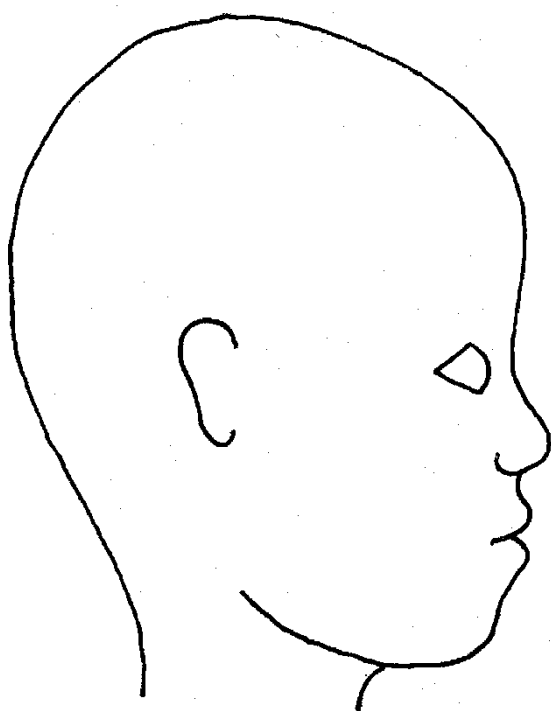
Date and time of
observation:



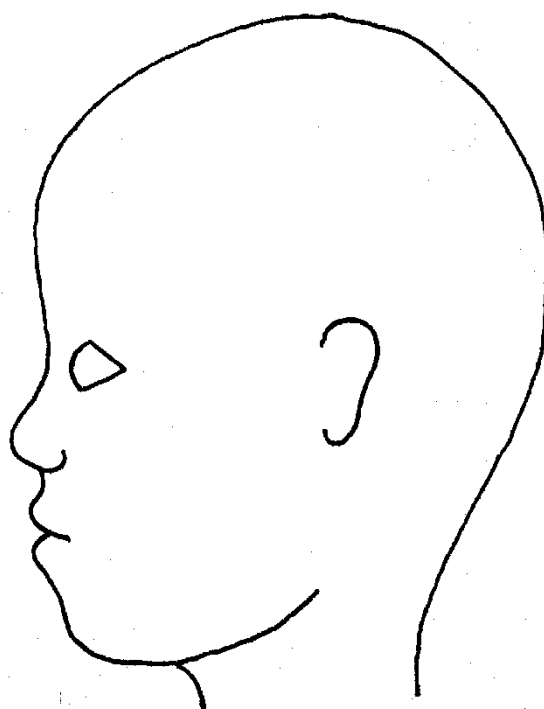
FRONT



BACK



RIGHT



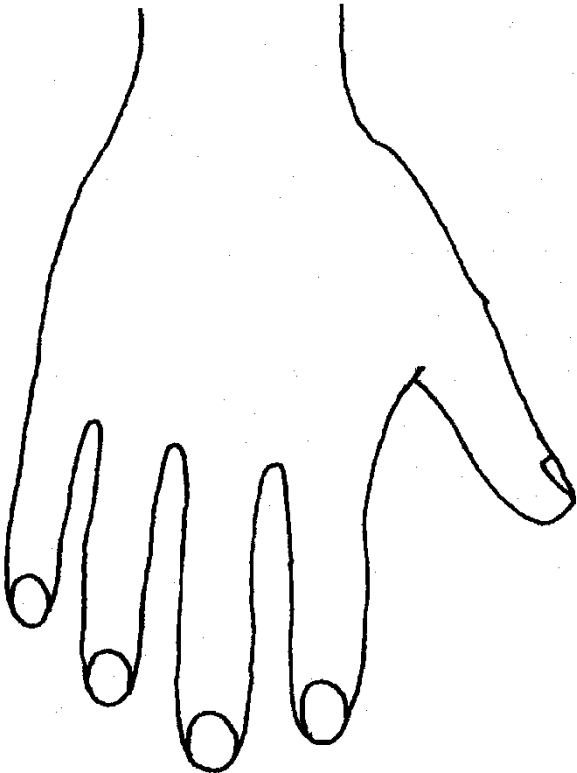
LEFT

Name of child:

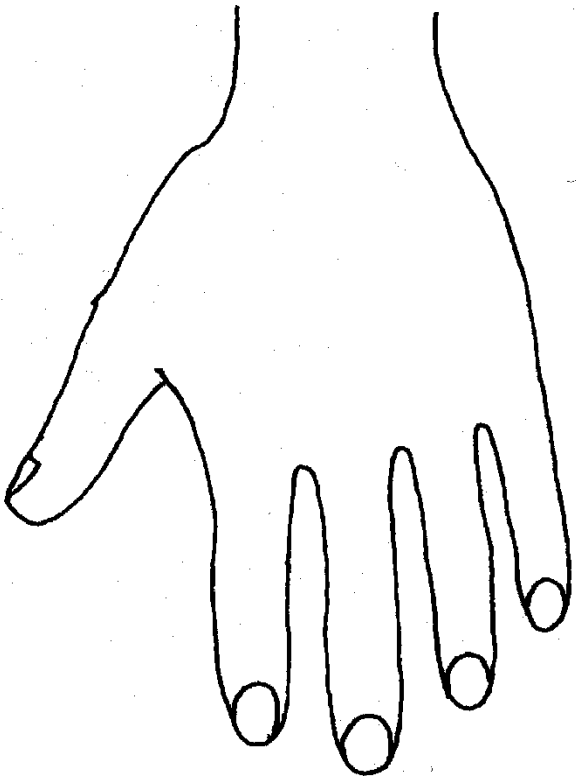
.....

Date and time of
observation:

.....



R



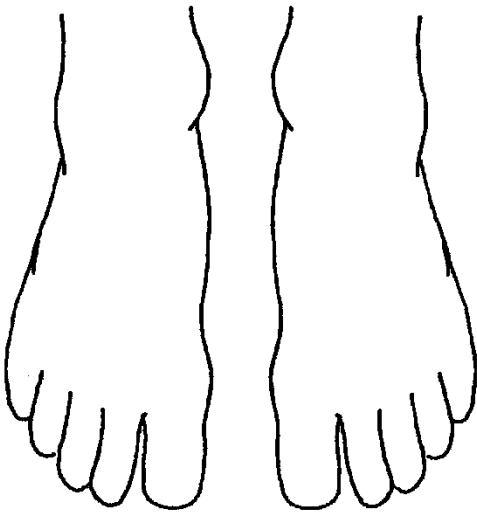
L

BACK



Name of child:

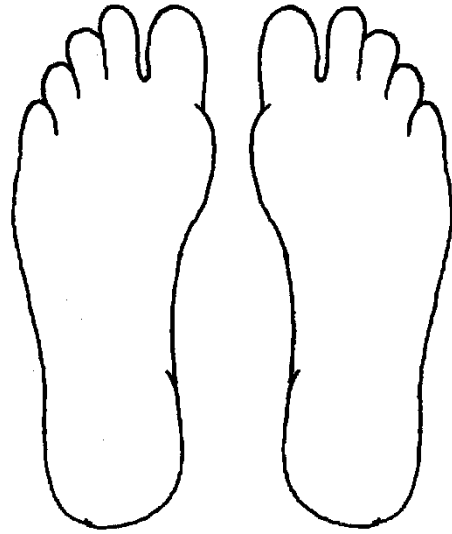
Date and time of observation:



R

TOP

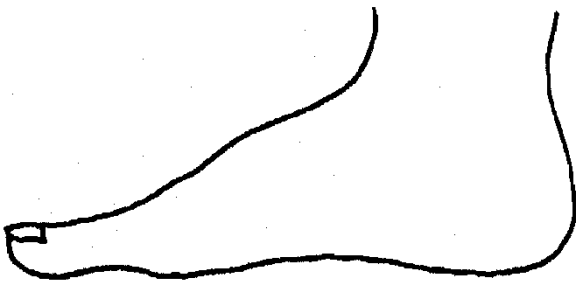
L



R

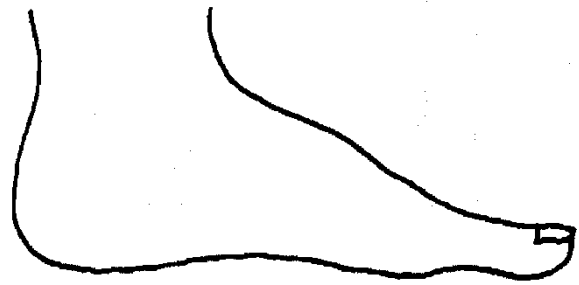
BOTTOM

L



R

INNER



L



R

OUTER



L

Printed Name:

Signature:

Role:

Appendices III: Behaviour code for adults working with children

Purpose

This behaviour code outlines the conduct Tandem Theatre expects from all our staff (employees or freelance) and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Tandem Theatre is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Tandem Theatre you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Frances Nutt, Artistic Director
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others

- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
 - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
 - if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make rude, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Tandem Theatre]. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Frances Nutt, Artistic Director. If necessary you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Appendices IV: Behaviour code for children and young people

Purpose

This code of behaviour aims to make sure everyone who participates in Tandem Theatre's services knows what is expected of them and feels safe, respected and valued.

Tandem Theatre must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Basic principles

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to the workshop leaders about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

What happens if I decide not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We may also decide that a sanction is appropriate such as restricting you from taking part in some activities

Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we'll inform your parents or carers as appropriate.

At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures. This may involve making a referral to the local authority.

If child protection procedures are necessary we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or or interfere with a police investigation.

The role of parents and carers

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

Appendices V: Application Form

Confidential Application Form (Freelance/volunteer)

The information on this form will be treated in confidence. Any offer of employment / volunteer position will be subject to DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

Position applying for:	
Your details:	
First Name:	
Surname:	
Date of Birth:	
Age:	
Pronoun:	
Gender:	
Address:	
Post Code:	
Mobile Number:	
Home Number:	
Email Address:	

Referees	
Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current (or most recent) employer. (Note: If you are not currently working with children, young people and/or vulnerable adults but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children, young people and/or vulnerable adults. References will not be accepted from relatives, or persons who only know you as a friend.)	
Referee 1	
Name:	
Position:	
Name of organisation:	
Address:	
Mobile Number:	
Work number:	
Email address:	
In what capacity do you know the referee?	
Referee 2	
Name:	
Position:	
Name of organisation:	
Address:	
Mobile Number:	
Work number:	
Email address:	

In what capacity do you know the referee?	
---	--

Please note that we will contact these referees and seek references **before** we can offer you a position. Also, in relation to work with children, young people and vulnerable adults we will seek information about any past disciplinary issues relating to children, young people and vulnerable adults and/or safeguarding concerns that you may have been subject to. If you have any concerns please contact the Artistic Director on 0790 314 2358 to discuss.

Education and Qualifications

Please give details of Secondary and Further Education including and "A" levels or equivalent vocational courses.

Dates (mm/yy)		College/other institution	Qualifications obtained and grade/level
From	To		

Please give details of Higher Education and equivalent vocational courses.

Dates (mm/yy)		College/other institution	Qualifications obtained and grade/level
From	To		

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

Dates (mm/yy)		College/other institution	Qualifications obtained and grade/level
From	To		

Previous Employment/Freelance work				
Please give details of previous employment (full time or part time), freelance work and/or volunteering. Continue on a separate sheet of necessary.				
Dates (mm/yy)		Name of employer/organisation	Job title and main responsibilities	Reason for leaving
From	To			

Present employment/work/voluntary role	
Job/Role Title:	
Employer/organisation	
Address:	
Date started employment/working or volunteering:	
Please give a brief description of current duties, responsibilities and achievements:	

If there are any gaps in your employment or education history please explain them here:	
Are you eligible to work in the UK? (please tick)	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If you have any conditions related to your employment please give full details:	

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Personal statement
Using the person specification that you have been sent, please demonstrate, using examples, your suitability for the position you are applying. Please include your reasons for applying for an interest in this position.

Declaration – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Tandem Theatre relating to the subject matter of this form, being processed by them in the administering the recruitment process.

I have also completed the Self Disclosure form accompanying this application form.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children, young people and/or vulnerable adults nor subject to any sanctions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Print Name:

Sign Name:

Date:

Appendices VI Self-Disclosure Form

Roles which are not exempt

Self-disclosure form for roles which are covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

For completion by the person applying for the role.

Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

<p>Have you ever been known to any Children's Services department or police as being a risk or potential risk to children?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>If yes, please provide further information and include details of the outcome:</p>	
<p>Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Do you have any unspent convictions in the UK or overseas?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Confirmation of declaration (tick box below)</p>	
<p><input type="checkbox"/></p>	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.</p>

<input type="checkbox"/>	<p>In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>
<input type="checkbox"/>	<p>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.</p>
<input type="checkbox"/>	<p>I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.</p>
DBS Certificate Number:	
Date of Birth:	
Signature of candidate:	
Print name:	
Date:	

Appendices VII: Tandem Theatre Reference Form

To:	
Requesting a reference for:	
Role and project:	

Please note the terms 'work' and 'hire' relate to both employing the applicant or the applicant working for you or your organisation as a freelancer.

Please confirm the following details

The applicant's period of work with you:	
From (input start date)	To (input end date or current)
The applicant's current or most recent role:	
The main duties involved in that role:	
The applicant's reasons for leaving your employment or ending the freelance role:	
How long have you known the applicant?	
In what capacity do you know them?	
Did the applicant perform their duties satisfactorily? <i>(Tick or delete as appropriate)</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If No please provide details of any areas needing improvement and any remedial action taken:	

Please see the attached role description and comment on the applicant's suitability for this appointment.
Please comment on the effectiveness of the applicant's interactions with:
a. other adults
b. children and young people
Are you completely satisfied that the applicant is suitable to work with children, young people and/or vulnerable adults? <i>(Tick or delete as appropriate)</i>
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If No, please provide specific details of your concerns and the reasons for your doubts:
To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children, young people and/or vulnerable adults? <i>(Tick or delete as appropriate)</i>
<input type="checkbox"/> Yes
<input type="checkbox"/> No
If Yes please give full details of the nature and detail(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.
Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force? <i>(Tick or delete as appropriate)</i>

Yes

No

If Yes please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force.

Has the applicant been the subject of any disciplinary action relating to his/her suitability to work with children, young people and/or vulnerable adults in which penalties or sanctions were imposed but have since expired? (*Tick or delete as appropriate*)

Yes

No

If Yes please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions that were imposed.

Would you re-employ or re-hire the applicant? (*Tick or delete as appropriate*)

Yes

No

If No, please say why

I confirm that the above information is correct to the best of my knowledge

Printed Name:

Signature:

Position:

Organisation: