



Safeguarding Policy 2025

Date of Policy: **18th May 2025**

Policy Responsibility: **Sam Gibbs (Principal)**

Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

“EVERY CHILD HAS THE RIGHT TO BE PROTECTED AND IT IS EVERYONE’S RESPONSIBILITY TO PROTECT CHILDREN”

INTRODUCTION

Performers Theatre Company is committed to safeguarding and promoting the welfare of all children and young people who engage in our performing arts activities. We believe that children and young people have the right to be safe, and we have a duty of care to protect them from harm. This policy outlines our approach to safeguarding and child protection and provides guidance on how we can achieve our aim of creating a safe and supportive environment for young people.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all Performers staff, including those who work on a volunteer and freelance basis.

Our policy ensures that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to Performers staff members with regards to legal requirements and good practice in accordance with Working Together to Safeguard Children (2024).

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. We will work extensively with external agencies such as the NSPCC and the police to ensure as far as possible that children and young people are protected.

The terms “child”, “children”, are used to refer to anyone under the age of 18.

1. The terms “young person” and “young people” mean a person who has attained the age of fourteen and is under the age of eighteen

2; however, a young person is legally a child until they attain the age of eighteen.

We will not tolerate bullying. Incidents of bullying will be investigated and treated seriously and the necessary action taken in accordance with our Anti-Bullying policy.

The **Designated Safeguarding Lead** is: **Sam Gibbs**

The **Deputy Designated Safeguarding Lead** is: **Jess Eaton** (when the DSL is not available).

Contact information:

Designated Safeguarding Lead

Sam Gibbs

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Deputy Designated Safeguarding Lead

Jess Eaton

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¹ Children Act 1989 and 2004.

² Child and Young Persons Act 1933.

STAFF ROLES AND RESPONSIBILITIES

The Designated Safeguarding Lead leads upon policy development, implementation and reporting, including:

- Reviewing and updating the school's safeguarding policy on an annual basis or when necessary.
- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm.
- Managing complaints about poor practice and allegations against staff/volunteers.
- Collecting monitoring data on all safeguarding activities across the organisation.
- Ensuring safer recruitment procedure and promoting safeguarding across the school.
- Acting as a "front-line" point of contact for any persons concerned about the welfare of a child/young person.
- Providing guidance to staff concerned about a child protection issue.
- Keeping accurate records of concerns about children and young people and actions taken.

Staff responsibilities will be detailed in all staff contracts.

RECRUITMENT AND SELECTION

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. Performers recognises and takes seriously its responsibility to adopt practice which minimises risk to the children and young people by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children and young people or who are unsuitable to work with them. The safety and well-being of children and young people is at the forefront of everyone's mind throughout the recruitment and selection process.

Performers will ensure that:

- An application form with a full employment history.
- An interview process that assesses safeguarding knowledge and suitability for working with children.
- A Disclosure and Barring Service (DBS) check for all staff and volunteers.
- Two references, one of which must be from a previous employer or relevant safeguarding role.
- A full induction and safeguarding training upon commencement of employment or volunteering.

IDENTIFYING & RESPONDING TO CONCERNS ABOUT A CHILD/YOUNG PERSON

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

IDENTIFYING TYPES & INDICATORS OF ABUSE

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse. The Government's Working Together to Safeguard Children (2024) and NSPCC Learning (2020) details four key types of abuse:

- Physical;
- Sexual;
- Emotional;
- Neglect.

All staff are required to acquaint themselves with indicators of abuse (*see Appendix 1*).

RADICALISATION

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

2) Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

3) If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism they should discuss this with the Designated Safeguarding Lead immediately.

FEMALE GENITAL MUTILATION

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

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

3) Any information or concern about a child/young person or member of their family being at risk of FGM must be reported to the Designated Safeguarding Lead as a matter of urgency.

HEARING A DISCLOSURE

If a child/young person says or indicates that they are being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

- Listen to the child calmly and with empathy, but not question them in detail.
- Reassure the child that they have done the right thing by speaking up.
- Record the disclosure immediately using the school's safeguarding reporting form (*see Appendix 2*) including the child's words where possible.
- Inform the DSL as soon as possible.
- Ensure that any actions are taken in line with local child protection procedures.

REPORTING ALLEGATIONS, SUSPICIONS OR CONCERNS

1) It is not the responsibility of anyone working at Performers to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/person.

2) If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then you should raise these with the Designated Safeguarding Lead who will be responsible for documenting your concern on an Incident Report Form. All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

3) All Incident Report Forms are available from the Designated Safeguarding Lead.

MAKING A REFERRAL TO SOCIAL SERVICES

1) If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Lead to formally report this concern. If, for any reason, the Designated Safeguarding Lead is unable to lead on this process then the Deputy Designated Safeguarding Lead will follow the appropriate procedures.

2) Performers will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, Performers will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

3) If a concern is allayed and a decision is made not to make a referral then Performers will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later if further concerns emerge.

ALLEGATIONS OF MISCONDUCT OR ABUSE BY STAFF

In the event of allegations being made against an employee (staff or voluntary), Performers has a dual responsibility in respect of both the child/young person and employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues. Two separate procedures must be followed:

1) In respect of the child/young person the Designated Safeguarding Lead will lead the process related to the child/young person;

2) In respect of the staff member against whom the allegation is made the Deputy Designated Safeguarding Lead will lead the process related to the staff member.

With regards to the child/young person, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1) Performers will make formal contact with Hampshire County Council who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.

2) Performers is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children and young people has:

a) Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people;

b) Possibly committed a criminal offence against a child/children and/or a young person/young people;

c) Behaved towards a child in a way that indicates they are unsuitable for such work

3) The LADO will instruct Performers on procedure and what information may be shared with the person who is the subject of an allegation. Performers and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.

4) Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, Performers will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances Performers will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will

be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

COMMUNICATION WITH CHILDREN AND YOUNG PEOPLE

COMMUNICATION VIA PHONE

Staff and volunteers should make or receive calls or texts with parents and carers, and should where possible not make or receive calls or texts to or from children and young people using their personal mobile phone numbers. This is not always possible, but staff and volunteers should choose to text if they need to contact a child personally so there is a paper trail of what has been sent rather than a phone call.

COMMUNICATION VIA EMAIL

Staff will, on occasion, be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient. Staff members who have concerns regarding content of an email that they send or receive from a child/young person should consult the Designated Safeguarding Lead for guidance.

SOCIAL MEDIA

See our *Social Media Policy*.

TRANSPORTING OF CHILDREN OR YOUNG PEOPLE

Parents/carers are responsible for arranging for their children to be transported to and returned home from rehearsals, performances and events. It is reasonable for Performers to place full responsibility on parents/carers for ensuring appropriate transport arrangements are made. Where parents/carers transport their own children, or make private arrangements with other parents/carers to deliver or collect their children, they are responsible for their children's safety and for the suitability of any travel arrangements.

If a child does require transport, this will be privately arranged with the parent/carer. Consent will be attained.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

DBS CHECK LEVELS

a. 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 and young people. 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.

b. 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:

1. Standard checks reveal information relating to spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC). To be eligible for a Standard Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.
2. Enhanced checks reveal the same information as Standard Checks but also check against information held by local police forces (for instance, relevant on-going investigations). To be eligible for an Enhanced Check the position must be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974 AND regulations made under the Police Act 1997, which includes work with children.
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' (see below). To be eligible for an Enhanced and Adult/Child Barred list(s) check the position must meet the above criteria and fall within the DBS definition of 'Regulated Activity' (see below).

c. Access to Standard, Enhanced, and Enhanced with Barred List(s) DBS checks is only available to employers who are entitled by law to ask an individual to reveal their full criminal history, including spent convictions (excluding protected cautions and convictions that will be filtered from a criminal record check). This is known as asking 'an exempted question'. An exempted question applies when the individual will be working in specific occupations, for certain licenses or specified positions. These are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Knowingly requesting a higher-level check than the legislation allows is unlawful and could be a breach of the Data Protection Act 2018 and other relevant legislation.

d. The minimum age at which someone can apply for a DBS check is 16. Young people and young adults who are members of Performers do not require a DBS check unless they are employed by Performers as staff or volunteers.

e. A DBS check does not have an official expiry date. Any information included will be accurate at the time the check was carried out. It is up to the organisation to decide when a new check is needed. If the applicant has signed up for the DBS update service you can check whether their certificate is up to date online. Performers Theatre Company highly recommends that all staff are on the update service.

f. An organisation can accept a certificate that was requested for a previous role but must:

- Check the applicant's identity matches the details on the certificate.
- Check the certificate is the right level and type for the role applied for.
- Check to see if anything has changed if the applicant is signed up for the update service.

REGULATED ACTIVITY DEFINITION AND BARRED LIST DBS CHECKS

Regulated activity is something that must not be done by a person who is barred. If someone is included on the Children's Barred List, they must not apply to work in a role that involves regulated activity with children. The DBS has recently reduced the scope of Regulated Activity, so that some roles that previously needed a barred list check no longer do so. However, those posts taken out of Regulated Activity remain eligible for Enhanced Checks. In reducing the scope there is now a greater role for organisations in deciding whether a person is a suitable candidate for a particular role. To do this effectively they must also use other safeguarding measures rather than rely on legal provisions alone.

DBS UPDATE SERVICE

The Disclosure and Barring Service (DBS) Update Service allows applicants to keep their DBS certificates up to date and employers to check a DBS certificate. The Update Service is for standard and enhanced DBS checks only. For unpaid volunteers there is no charge for the service; however, the individual must register for the Update Service within 30 days of their DBS certificate being issued.

The Update Service enables individuals to take their DBS certificate from one job to the next, unless:

- An employer asks you to get a new certificate.
- You need a certificate for a different type of 'workforce' (for example, you have an 'adult workforce' certificate and need a 'child workforce' certificate).
- You need a different level certificate (for example, you have a standard DBS certificate and need an enhanced one).

PERFORMERS DBS CHECKS POLICY

a. Performers will only apply for a DBS Check (including an Update Service check) if legally entitled to do so and with the individual's knowledge and permission.

b. Prospective staff and volunteers are within their rights to refuse to apply for a DBS Check; however, Performers will not be able to employ that individual/volunteer for any role or in any capacity for which a DBS Check is required.

c. Performers will accept a DBS certificate from another employer or organisation provided the individual is signed up to the Update Service, the certificate is for "child workforce", and the certificate is an Enhanced Check. If these conditions are not met, then a DBS Check will be applied for by Performers.

d. If an individual is not signed up to the Update Service, then their DBS Check Certificate must be within 3-years of its issue. Upon expiry of the 3-years a new DBS Check will be applied for.

e. It is Performers policy that sessions and events, including rehearsals and performances, are supervised by those with an Enhanced DBS; accordingly, neither staff nor volunteers will have regular unsupervised contact with children or young people whilst teaching, training or instructing. On this basis, Performers is not lawfully entitled to apply for Enhanced DBS checks (with barred list).

CHILD PERFORMANCE LICENSING

Child performance and activities licensing legislation in England – February 2015
The Children (Performances and Activities) (England) Regulations 2014
Children and Young Persons Act 1963
Children and Young Persons Act 1933

LICENSING REQUIREMENT

a. Under section 37 of the 1963 Act, a licence must be obtained before a child can take part in certain types of performance and activities in Great Britain. This includes:

- Any performance for which a charge is made, whether for admission or otherwise.
- Performances on premises licensed to sell alcohol, for example in a hotel, a pub, a theatre.
- Any live broadcast performance, for example a television or radio broadcast, internet streaming.
- Any performance recorded (by whatever means) with a view to its use in a broadcast or such service or in a film intended for public exhibition. For example, a live stage performance recorded for a cinema screening, a feature film, a video or sound recording of a performance on a website. (Note that this does not extend to user generated content, for e.g. where young people or a family record themselves and share it on a website or social media).

It should be noted that:

- A performance licence may be required whether or not the child is paid.
- Amateur groups and musical performances are not exempt from the requirements.
- Licensing requirements apply only to children under the upper limit of compulsory school age (as defined by section 8(3) of the Education Act 1996) (i.e. up to the last Friday in June in the school year in which they have their 16th birthday).

EXEMPTIONS FROM THE LICENSING REQUIREMENT FOR PERFORMANCES

- a. Under section 37(3)(a) of the 1963 Act, if a child has not performed on more than 3-days in the last 6-months, they will not need a licence for performance on a fourth day (the "four-day rule"). Once a child has performed on 4-days in a 6-month period then a licence is required for any further performances.
- b. If a child is to be absent from school this exemption cannot be relied upon: a licence will be required.

APPLYING FOR A LICENCE

- a. An application for a licence must be submitted to the child's home local authority. Local authorities are responsible for the administration of licences.
- b. Where Performers is responsible for organising, producing and running the activity or for the production of the performance in which the child is to take part, then the appropriate representative of Performers will apply for licences where they are required. Performers is the holder of the licence once it is issued, and is accountable for ensuring its conditions are met.

CHAPERONES

- a. Chaperones must be approved by the local authority that has granted the relevant licence to the child as part of the application process as being suitable to exercise care and control of the child in question. The maximum number of children a chaperone may take care of at any one time is twelve.
- b. Chaperones must not undertake any activities or other duties which will prevent them from carrying out their duties towards the child or children in their care.
- c. Chaperones will be given a copy of Performers' Safeguarding Policy and informed who the DSL is.
- d. Where chaperones are not satisfied with the conditions for the cast members, they should bring this to the attention of the person responsible for child welfare.

- e. If a chaperone considers that a child is unwell and unable to continue, the chaperone must inform the person responsible for child welfare, who will inform the Principal so that a decision can be taken on whether to allow the young person to continue with the Production.
- f. Under the Dangerous Performances Act no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. If the chaperone feels there is a danger, they should speak to the person responsible for child welfare who will discuss their concerns with the Principal.
- g. Under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, performances that are licensed require that chaperones be responsible for meeting the cast members as they arrive and signing them into the building. Chaperones must be aware of where the members of the cast in their care are at all times
- h. Cast members of compulsory school age, i.e. up to the end of Year 11 of schooling, are not to leave the rehearsals or theatre unsupervised by chaperones unless in the company of their parents/guardians or designated person.
- i. Cast members must be adequately supervised while going to and from the toilets. Males and Females must have separate dressing rooms. Sensitive arrangements can be made for any young person who does not identify as either or who is transitioning (MTF/FTM).
- j. Chaperones should be briefed by a designated person on the safety arrangements, fire procedures and first aid procedures in the venue, and will ensure that cast members in their care do not place themselves or others in danger.
- k. Chaperones must notify the person responsible for child welfare if an accident occurs so that an accident form can be completed.
- l. Cast members must be signed out when leaving a performance. Cast members over compulsory school age, after the end of Year 11 of schooling, may sign themselves out.
- m. If a parent/carers has not collected the child, the chaperone must stay with that child until the parents arrive.

WHISTLEBLOWING

Performers Theatre Company encourages a culture of openness and transparency. If any member of staff or volunteer has concerns about the safeguarding practices of others, they are encouraged to report these concerns.

APPENDIX 1

Keeping Children Safe in Education (2024)

Indicators of abuse and neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion) from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos) can be signs that children are at risk.

Child-on-child abuse

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online. All staff should be clear as to the school or college's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

All staff should understand that even if there are no reports in their schools or colleges it does not mean it is not happening. It may be the case that abuse is not being reported. As such it is important that when staff have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or a deputy).

It is essential that all staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Examples of which are listed below. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).



Performers Theatre Company Safeguarding Concern / Incident Report Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the member of staff or volunteer who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per Performers' reporting protocols.

| REFERENCE NUMBER |
|---------------------|
|---------------------|

Name & role of person completing this form:

Contact details:

Date/time form completed:

Details of child or young person at risk or making disclosure:

Name:

Address:

Contact number:

Gender:

Date of birth:

| | |
|--|--|
| Have parents/carers been informed of the incident? Yes / No | |
|--|--|

Incident Details:

Date/ Time:

Location of incident:

Description of the incident or concern: (continue on separate sheet if necessary & include reference number):
(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)

Child or young person at risk account of the incident or concern: (use their own words)

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person or adult at risk:

Contact details:

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person or adult at risk:

Contact details:

Outcome of incident & immediate actions taken: (tick box and details where relevant)

First aid provided Y/N

Ambulance/medical attention required Y/N

Police attended Y/N

Any disciplinary actions?

Notes:

Signed By Author:

Name:

Date:

Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

| | | |
|---|--------------------------------|---------------------------------|
| Date & time DSL notified of incident/concern: | | |
| Date & time this form passed on to DSL (if different from above): | | |
| DSL comments: (actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required): | | |
| External agency referral: | | |
| Social services notified? Y/N | LADO notified? Y/N | <u>Other</u> referral made? Y/N |
| Date & time of referral: | Date & time of referral: | Agency: |
| Name of contact person: | Name of contact person: | Date & time of referral: |
| Contact number / email: | Contact number / email: | Name of contact person: |
| Agreed action or advice given: | Agreed action or advice given: | Contact number / email: |
| | | Agreed action or advice given: |

| | | |
|----------------|-------|-------|
| Signed By DSL: | Name: | Date: |
|----------------|-------|-------|

For Office Use Only:

| Follow-up action required: | | |
|----------------------------|-----------|-------------------|
| Action: | Due date: | Whom responsible: |
| | | |
| | | |
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