



Safeguarding Policy Statement and Guidance

1 Overview

- 1.1 Shakespeare's Guildhall Trust (SGT) is committed to ensuring that all are protected and kept safe from harm whilst engaged in activities and services organised and provided by the Trust. SGT recognises that there are certain groups who need more protection than others i.e. children, young people and vulnerable persons. The aim of this statement is to safeguard the welfare of children, young people and vulnerable persons who use SGT's services or who attend SGT organised activities.
- 1.2 SGT recognises its responsibilities to ensure that its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and vulnerable persons.
- 1.3 Guidance is provided in this statement to guide SGT in the protection of children, young people and vulnerable persons. This guidance affects every trustee, staff member, volunteer and anyone working on behalf of and/or representing SGT.

2 Definitions

- 2.1 The term children or young person is used to refer to anyone under the age of 18 years.
- 2.2 The term vulnerable person is someone aged 18 and over who is or may be for any reason unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- 2.3 The term parent is used as a generic term to represent anyone with legal parental responsibility or guardianship.
- 2.4 The term trustees, staff and volunteers is used to refer to trustees, employees, volunteers and anyone working on behalf of and/or representing SGT, including temporary and agency staff and contractors.

3 Responsibilities and Aims

- 3.1 SGT accepts the responsibility to provide a duty of care for children, young people and vulnerable persons, safeguard their well-being and protect them when they are engaged in services organised and provided by the SGT or when

they encounter SGT staff, those on work experience, trustees and volunteers. The SGT aims to do this by:

- a) Raising an awareness of the statutory “duty of care” relating to children, young people and vulnerable persons and encourage good practice amongst all trustees, staff and volunteers.
- b) Creating a safe and healthy environment within all its services, avoiding situations where abuse or allegations of abuse may occur.
- c) Advising and supporting trustees, staff and volunteers who work with children and young people to adopt best practice to safeguard and protect children and young people from abuse, and themselves against false allegations.
- d) Responding to any allegations appropriately and taking appropriate action..
- e) Requiring trustees, staff and volunteers to adopt and abide by this statement and guidance.

4 Services, Activities and Events

4.2 The SGT’s provision of services and organisation of events will minimize risk and safeguard as follows:

- a) SGT will carry out a safeguarding risk assessment prior to commencing any activity or event.
- b) Ensure that trustees, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- c) SGT trustees, staff and volunteers are made aware that SGT may require that a person be DBS checked following a risk assessment.
- d) In most activities and events children under 12 should be supervised by their parents, however best practise will be to ensure a minimum of two adults are present.

5 Photography

5.1 Trustees, staff and volunteers should be vigilant regarding people using cameras or videos within SGT facilities and at SGT organised events or activities which involve children and young people.

5.2 Where photographs may be required for publicity or to record an event:

- a) Parents must be informed that photographs of their child or young person may be taken during use of SGT services, activities or events.
- b) No unsupervised access to children or young people or one to one photographic sessions will be permitted.
- c) The child or young person should be happy with having their picture taken.

- d) The names of children or young people will not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

6 Use of Contractors

- 6.1 SGT and its staff and volunteers will ensure that contractors doing work on behalf of the SGT comply with this safeguarding policy.

7 Responding to Concerns and Allegations

- 7.1 Trustees, staff and volunteers are not responsible for deciding whether abuse has occurred following a report or allegation. It is also not the place of any SGT representative to investigate allegations. However, trustees, staff and volunteers do have a duty of care to the child, young person or vulnerable person which means they must report any suspicions they may have. It is the duty of any SGT trustee, employee or volunteer to report any concerns about abuse, receive a disclosure or are aware of colleagues behaving in an inappropriate manor.
- 7.2 All reports should be treated as confidential and with respect to the person raising the concern regardless of the outcome. If an allegation is made a record must be made in writing of all the details of what was said using the child, young person's or vulnerable person's own words. The record should also include the following:
 - a) The date and time.
 - b) Name, address and date of birth (or age).
 - c) The nature of the allegation.
 - d) A description of the person's physical and emotional state and any visible injuries.
 - e) Names and contact details of the person making the record with signature and date. **Do not ask questions, other than name, address and date of birth.**
- 7.3 Contact local Social Services or the Police without delay and follow their guidance. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only; this is usually Social Services or the Police. In the case of an emergency where there is evidence of danger phone 999 immediately.
- 7.4 It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to all parties. Informing the parents of a child or young person of concerns you may have should be dealt with by Social Services. Parents will not be informed if they are the subject of the allegation. Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done by Social Services and the Police. It is important that the timing of this does not prejudice

the investigation; therefore, confidentiality is of the utmost importance. Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public or any branch of the media, it is vital that all Trustees, staff and volunteers are briefed to not make any comments regarding the situation.

8 Accidents causing injury

- 8.1 These procedures apply to all persons, however extra care must be taken in the instance of a child, young person or vulnerable person.
- 8.2 If an accident has occurred at an SGT organised activity/event, the details of the person and the nature of the incident must be recorded at the time. The person (and parent/guardian) must be referred to official first aid services if present or appropriate medical treatment and the outcome noted. Details of the incident should be relayed to the trustees for follow up.
- 8.3 For accidents on SGT property, information must also be formally recorded. Where required the area/equipment will be inspected promptly, and any necessary action taken to prevent further accidents. Incidents will be referred to the trustees for review.

9 Sources of Information and Support

- **Police:** Non-emergency Tel. 101; Emergency Tel. 999
- **Norfolk County Council:** Tel. 01603 223161
- **Norfolk Safeguarding Children's Board:** www.norfolkscb.org/
- **Norfolk Safeguarding Adult's Board:**
www.norfolksafeguardingadultsboard.info/
- **ChildLine:** Free helpline for children and young people in the UK. children and young people can call to talk about any problem www.childline.org.uk, Tel. 0800 1111
- **NSPCC:** Information for children and adults www.nspcc.org.uk, T: 0808 800 5000

10 Review

- 10.1 This policy will be reviewed every year.