



# YOUNG PERSON PROTECTION POLICY & SAFEGUARDING HANDBOOK

National Student Drama Festival Ltd Registered Charity No. 1054121 Company registered in the UK No. 3103602  
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## **Summary**

### **Our policy**

The National Student Drama Festival (hereafter NSDF) is committed to the safety and welfare of the young people we engage with.

NSDF staff may find themselves in positions of trust and we acknowledge that we have an obligation to ensure that this is not abused.

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

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

### **Our commitment**

We will make the policy available to all staff, volunteers and participants.

If anyone breaks the conditions of this policy, this will be misconduct and could lead to disciplinary action.

Our policy has been agreed with the Board of Trustees, and our Chief Executive and staff fully support it.

We will monitor and review our policy every year.

### **The law**

This policy is in line with the current law.

## Policy Statement

### Key Definitions

Anyone under the age of 18 years.

Student and recent graduate engaged in National Student Drama Festival (NSDF) activity. At the annual festival this includes audience, workshop attendees, and those on the Management and Technical Teams.

Adults with responsibility for carrying out organised activity for NSDF, including: Director (CEO), Administrator, Festival Coordinator, Technical Director, Technical Heads of Departments, Technical Advisors, Selectors and Noises Off Editors.

Adults with responsibility for carrying out organised activity for NSDF on a volunteer or expenses-only basis at the annual festival.

Further definitions, including the NSPCC Definitions and Signs of Child Abuse can be found in Appendix 2.

NSDF has a duty of care to safeguard all participants against harm and will ensure that:

- the safety and welfare of participants is paramount
- all participants, whatever their age, race, ethnic origin, nationality, language, culture, religious beliefs, social class, disability, gender, and/or sexual identity have a right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff and volunteers have a responsibility to report concerns to the Young Person Protection Officer

This policy and safeguarding procedures should be followed by paid and volunteer staff. However, we acknowledge that staff and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

NSDF provides young people with many different opportunities to be involved in theatre activities by offering workshops, performances, discussions and hands-on training. As an organisation working with young people, it is our duty to refer to Social Services any information that may undermine the physical or psychological welfare of a child.

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

NSDF will ensure that this policy is kept up to date every year with the latest legislation and developments in the field of young person protection.

All enquiries should be directed to NSDF's Young Person Protection Officer (YPPO): Sarah Georgeson - 020 7036 9027 – [sarahgeorgeson@nsdf.org.uk](mailto:sarahgeorgeson@nsdf.org.uk)

NSDF's Director (CEO) Michael Brazier will assume overall responsibility for reporting incidents and responding to concerns and allegations.

## Procedures

### Code of Practice – Paid and Volunteer Staff

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

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

#### Staff and volunteers should:

- treat all participants equally, with respect and dignity
- always work in an open environment, avoiding private or unobserved situations and encouraging open communication
- be aware and respectful of participants from different faiths and cultures, or who may be especially vulnerable because of disability
- give enthusiastic and constructive feedback rather than negative criticism, including in selector's debrief sessions
- make activities and workshops fun, enjoyable and fair
- ensure that practitioners leading any physical workshops remind the participants that there will be contact-based activity in the session and explain why this is necessary
- always put the welfare of participants first, before winning or achieving goals
- be an excellent role model, including not drinking or smoking in the company of young people while working as a practitioner
- **report all concerns and incidents following the guidance on pages 22-24 of this policy**

#### Staff and volunteers should avoid unless in exceptional or emergency circumstances:

- spending time alone with participants
- taking or dropping off a participant alone at an event or activity
- issuing or accepting new Facebook, LinkedIn, Google+ 'friend requests' from participants or following participants on Twitter or any other social media platform during the annual festival. 'Friend requests' from participants on Facebook may be accepted after the festival has finished if deemed appropriate by the staff member or volunteer, but should never be issued by them.
- taking or sharing photos or video footage of participants under the age of 18, without written confirmation from NSDF's Young Person Protection Officer that the appropriate permissions have been sought and received, and ensuring that NSDF's guidelines for photographing and filming young people are adhered to (see page 25-6). NSDF advises against tagging any participants with their names in photos on social media sites.
- taking on tasks for which you are not appropriately trained, for example physically handling disabled participants
- promising to keep a secret for a participant

**Staff and volunteers should never:**

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

**All staff and volunteers must sign that they have read and understood this code before undertaking any activities on behalf of NSDF. NSDF's Young Person Protection Officer is responsible for ensuring this is adhered to.**

## Code of Practice – Festival-goers

Festival-goers of all ages should:

- treat all participants equally, with respect and dignity
- be aware that participants include both adults and young people
- be aware that NSDF has a Young Person Protection Officer who can be contacted at any time in the run-up to and during the festival on 07780 700348 or [chrisw@nsdf.org.uk](mailto:chrisw@nsdf.org.uk)
- be aware that NSDF staff are required to adhere to this policy which is in place to protect participants against potential harm and should feel confident in reporting any concerns or incidents
- report any concerns or incidents immediately:
  - if possible seek out NSDF's Young Person Protection Officer to pass on the information confidentially. This is for the protection of the potentially vulnerable individual(s). Any NSDF staff member or volunteer should be able to direct you appropriately
  - if this is not possible pass the information to any NSDF staff member or volunteer or call 999 in the case of genuine emergency

**This code will be distributed to all ticket buyers at the point of purchase and will include instruction to any group leaders or teachers to pass the information on to all participants in their group. It will also be printed in the Festival Programme.**

## **Responding to possible abuse and to disclosure**

NSDF will never assume sole responsibility for a participant. NSDF must always have contact details for an adult with legal responsibility for each under 18 at the festival or any other activity it organises.

### **Incidents That Must Be Reported/Recorded**

If any of the following occur you should report this immediately to the YPPO. If the participant is under 18, the YPPO will liaise with you to ensure that the adult with legal responsibility for them has been informed, unless this puts them in danger.

If you accidentally injure a participant.

If a participant seems distressed in any manner.

If a participant seems to be behaving inappropriately or makes you feel uncomfortable.

If a participant misunderstands or misinterprets something you have done.

If a participant discloses anything to you that causes concern.

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

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

A step by step course of action is set out in appendix C.

Action if there are concerns:

- If an incident is reported to NSDF against a member of staff regarding poor practice, all information will be considered and disciplinary/misconduct procedures may be followed if deemed appropriate. The NSPCC will be consulted at an early stage. This will include:
  - Referring the allegation to the Children's Services who may involve the police.
  - Informing the parents or carers of the child as soon as possible following advice from the Children's Services.
  - NSDF will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Children's Service inquiries.

See Managing Allegations on page 16 for further details.

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

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

Stay calm

Listen carefully to what is being said

Find an appropriate early opportunity to explain you will probably have to share the information with others – do not promise to keep secrets.

Allow the participant to continue at his/her own pace.

Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.

Reassure the participant that he/she has done the right thing in telling you.

Say what you will do next and who you will share the information with.

Record in writing what was said using the participant's own words – do it as soon as possible noting the date and time, any names mentioned, to whom the information is given and sign it.

You can use the incident report form in appendix B to record this information.

In confidence, speak to the YPPO at NSDF who will seek advice from the NSPCC about the appropriate course of action.

## Course of action for Reporting an Incident of Child Abuse

If any representative of NSDF has a concern regarding child safety or abuse the company should follow the course of action outlined in this document. If an allegation of child abuse is made against any representative of NSDF, the company will support the accused person, but will follow the course of action as set out in this document. The company will not withhold any information for investigating authorities.

If a representative of NSDF has concerns about a participant's welfare...

You should discuss this with the YPPO and if possible the person responsible for hosting the activity if this is not NSDF

The YPPO will liaise with the NSDF Director and/or and the NSPCC to decide whether the concern should be passed on the Children's Services

### IF YES

1. Working with the host if necessary the YPPO should contact the children's Services or police, following this up in writing (using accident report form) within 48hours.

2. The social worker and manager will let NSDF know they have received the referral and decide what action to take next within one working day.

3. Children's Services will carry out an assessment or it will be passed on to another agency ie the police

#### **4. If there are concerns about the participant's safety**

5. The representative that first made the allegation and/or member of host and/or NSDF may be asked to go to a case conference to give a statement

6. NSDF will then receive feedback

### IF NO

No further action may be needed to protect the participant

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

In accordance with the Protection of Children Act 1999, NSDF is required by law to check all company representatives that will work with participants for history of a criminal record.

It has been agreed with ITC that when in Festival mode if Visiting Artists do not have an up-to-date DBS disclosure they will be accompanied at all times by a member of the NSDF team who has a current NSDF DBS disclosure.

Other than this all members of NSDF staff will undertake DBS checks - the staff's permission is required for NSDF to fulfil this obligation.

NSDF will insist that a member of staff from NSDF with a current DBS check is present at all activities involving participants. It may be that this is a member of the Management Training Team or Technical Training Team. The follow time limits will determine whether a DBS Disclosure is considered 'current':

- Within 3 years for: full-time staff and Selectors, Technical Director, Festival Coordinator and Technical Advisors
- Within 6 months for: all other staff and volunteers

Staff and volunteers are required to present the original disclosure certificate to NSDF before it can take effect.

## **Online and social media**

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

NSDF combats this by strongly advising staff and volunteers in positions of responsibility not to accept or issue 'friend requests' from participants on Facebook, Google+ or follow them on Twitter.

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

## **Confidentiality, Recording and Retention of information**

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

The YPPO

The adult with legal responsibility for the person who is alleged to have been abused.

The person making the allegation.

Children's Services/police

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

Records will be kept in accordance with the Data Protection Act 1998.

All records relating to participant's welfare will be retained for 6 years, unless that concern did not result in a referral to children's social care or the police in which case it will be destroyed after one year.

Records relating to concerns about staff and volunteers who work with participants will be retained for 6 years unless any of the following apply:

- There were concerns about the behaviour of an adult who was working with participants where s/he behaved in a way that has harmed, or may have harmed, a participant
- The adult possibly committed a criminal offence against, or related to, a participant
- The adult behaved towards a participant in a way that indicates s/he is unsuitable to work with young people

In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer.

DBS disclosure certificates should not be stored for more than 6 months.

## **Use of Photographic/Filming**

Photographing and filming participants under the age of 18 is allowed only when a legal guardian (next of kin/carer) has given consent and only if intended for use as a teaching aid or promotional tool. If a member of NSDF intends to photograph or film participants participating in the company's education programme, they must speak to the YPPO who will liaise with the host organisation and issue photo permission forms and guidelines to parents in advance (see appendix D and E).

These forms must be signed by a legal guardian and returned on or before the day of photography/filming. If forms are not returned photography and filming cannot be allowed.

## **Communication of this policy**

The YPPO will ensure that all staff and volunteers have a copy of the Young Peron's Protection Policy. It should be made clear to all that failure to conform to the policy will result in disciplinary action and possible exclusion from the organisation.

Students and freelance staff on the Management Team, Technical Team, Noises Off and Selection Team should receive an induction at the festival to ensure the policy is communicated clearly and give an opportunity for questions to be asked.

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

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

Requests for hard copies should be made to YPPO.

## **Staff Training**

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

Effective management will be provided for full-time employees through supervision, support and training. NSDF will seek out training opportunities for these employees 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.

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

## **Recruitment**

The Police Act 1997 makes it a criminal offence for an employer not to check an employee working with children or vulnerable adults and/or knowingly to give a job to someone who is inappropriate to work with children or vulnerable adults.

The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered to be unsuitable to work with children. The Act requires childcare organisations to make use of the Disclosure service in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Protection of Children Act 1999 was superseded by the Criminal Justice and Court Services Act 2000 which is specifically about disclosures and child protection issues, and the Protection of Freedoms Act 2012 made some changes to the processes of the CRB/DBS.

### **Interview and Induction**

It is always best practice to carry out an interview when employing new staff. In exceptional cases where interviews are not possible or relevant, thorough checks and references should be carried out. If any doubts or concerns are noted during the checks and references a formal interview should be arranged to raise these issues. For freelance staff delivering workshops at the festival, a member of the Management Team with a clean DBS check will supervise the session.

## References

A minimum of two references should be taken up when employing full-time or part-time employees, and at least one should speak of the applicant's ability to work with young people. If an applicant has no experience of working with young people, training is strongly recommended.

## Special Note Regarding the Technical and Management Teams

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

NSDF's extended duty of care includes:

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

NSDF's additional expectations of the under 18 include:

- Not buying, attempting to buy, or consuming alcohol at any time during the period of NSDF
- Willingness to work long hours and undertake physical work as a member of the Technical Team.

Notification of this extended duty of care will be made available to the parents or legal guardians of the under 18 in question. It will be a requirement of the under 18 and their parent or legal guardian and the NSDF Young Person Protection Officer to sign a declaration confirming that they have read and understood these terms.

Completed by: Michael Brazier Director and Sarah Georgeson Young Person Protection Officer 020 7036 9027

	Risks	Probability High/Low	Impact Moderate/Severe	Actions to reduce probability and/or impact
1	Inappropriate behaviour or abuse by member of staff, volunteer or festival-goer	Low	Severe	<ul style="list-style-type: none"> <li>• DBS disclosures required for all staff and volunteers at point of recruitment</li> <li>• All staff and volunteers made aware of YPPP and how to spot signs of abuse</li> <li>• All staff, volunteers and festival-goers made aware of how to report suspicions or incidents swiftly to NSDF to mitigate potential harm</li> </ul>
2	Inappropriate taking of photos or video featuring young people	Low	Severe	<ul style="list-style-type: none"> <li>• All staff, volunteers and festival-goers made aware that appropriate permissions need to be sought and received BEFORE any photography or filming can take place.</li> <li>• Photographs and video never published together with names of young people</li> </ul>
3	Inappropriate use of internet and social media	High	Moderate	<ul style="list-style-type: none"> <li>• Staff discouraged from issuing or accepting 'friend requests' on Facebook or other social media platforms and made aware of dangers of sharing photos and information.</li> </ul>
4	Inappropriate physical contact during workshop	Low	Severe	<ul style="list-style-type: none"> <li>• Staff, volunteers and festival-goers made aware of workshops where physical contact is expected and explained why it is necessary</li> <li>• Practitioners required to ask permission from participants before making any physical contact</li> <li>• Risk assessments carried out for all individual workshops</li> </ul>
5	Instance or suspicion of abuse goes unreported	Low	Severe	<ul style="list-style-type: none"> <li>• All staff, volunteers and festival-goers made aware of YPPO and how to report suspicions or incidents appropriately</li> <li>• Ensuring a supportive and friendly atmosphere where concerns are encouraged to be voiced</li> </ul>
6	Confidential personal information shared	Low	Severe	<ul style="list-style-type: none"> <li>• Adherence to Data Protection Policy, especially in relation to incidents involving young people.</li> </ul>
7	Underage drinking	High	Severe	<ul style="list-style-type: none"> <li>• All festival passes to state if individual is under 18 years old</li> <li>• Clear instructions to staff for dealing with instances of underage drinking with care and respect</li> </ul>

## Underage Drinking

Participants under the legal age to drink alcohol (below 18 years old) are the responsibility of their school/college/group leaders, under *loco parentis*. It is made clear to all ticket buyers that NSDF does not appoint someone to act *in loco parentis* for anyone at the festival.

As a safeguard against underage drinking, NSDF provides all members of the festival with photo ID which states if they are under 18.

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

NSDF will provide NSDF Duty Managers, Workshop Coordinator and General Manager with contacts for all teachers/parents/guardians of students at the festival who are under 18.

NSDF requires its staff and security officers to deal with a participant with respect and care if underage drinking occurs by adhering to the following process:

- Remove the drink and ask participant to identify themselves and their school/college. Do not remove their festival pass.
- Notify the NSDF Duty Manager who will then notify their teacher/parent guardian who will be asked to collect them from the premises and ensure that they get safely back to their lodgings.
- Alert the Bar Manager that an incident has occurred and assist them in documenting the incident whilst ensuring the safety of the underage participant.
- Duty Manager to fill in incident report form and discuss with NSDF Director the severity of the event and to notify the teacher/parent/guardian whether the participant will be allowed to continue participating in the festival.

## **Receiving feedback**

NSDF will make it clear to all staff, volunteers and participants how they can contact the YPPO with any concerns.

At every festival NSDF issues a survey for all participants to give anonymous feedback and internal debriefs are held with staff so that concerns can be aired and dealt with. NSDF also has a Youth Council who will encourage more honest feedback from festival-goers to pass on to staff.

## **Managing allegations**

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

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

- A criminal investigation

- A child protection investigation
- A disciplinary misconduct investigation

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach each decision. A step by step course of action is set out in Appendix H.

NSDF will keep a clear and comprehensive summary:

- Any allegations made
- Details of how allegations were followed up and resolved
- Any action taken
- Decisions reached

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

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

### **Rights and confidentiality**

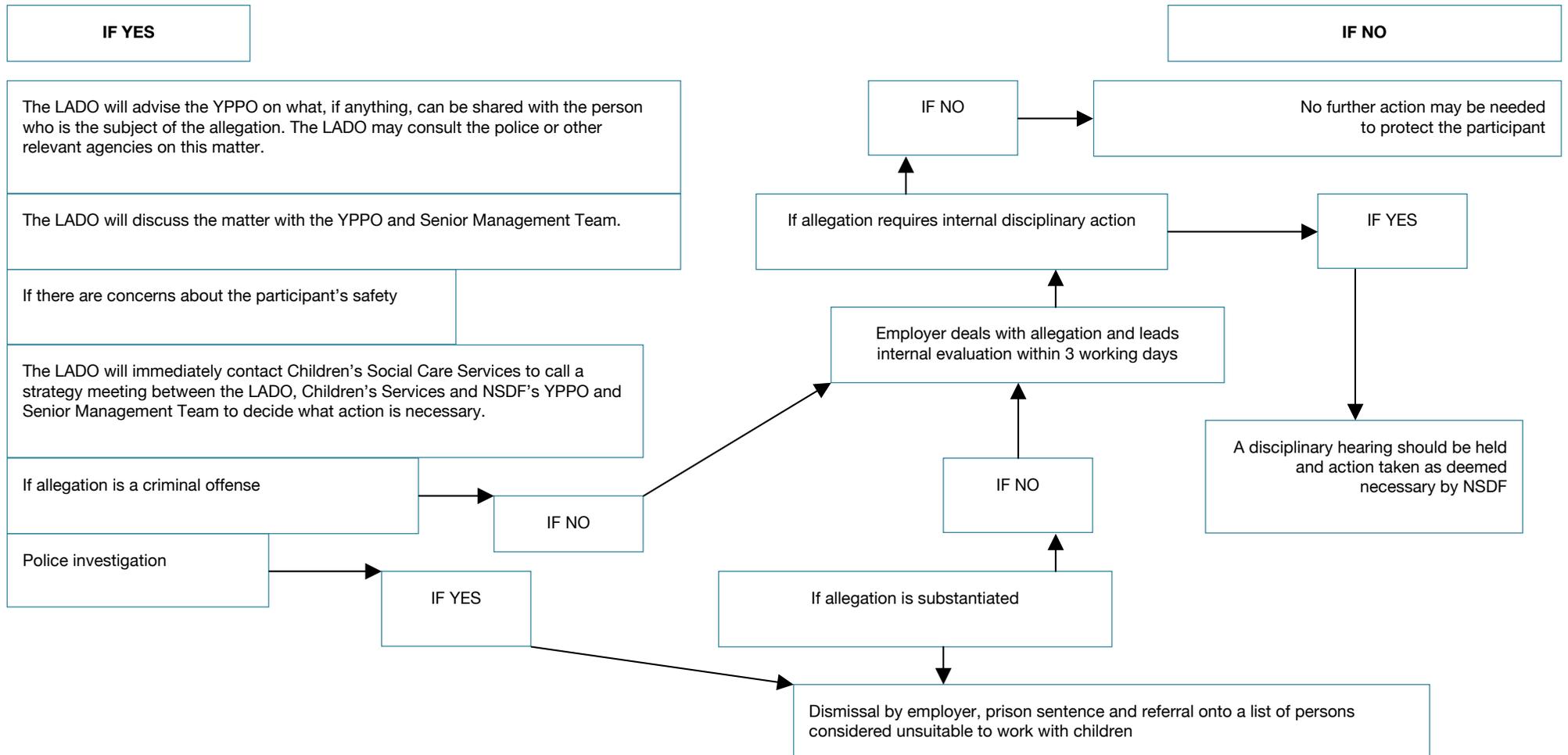
If a complaint or allegation is made against a member of staff, he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the officer who is responsible for personnel in the organisation. No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

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

## Course of Action for Managing Allegations

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

1. If an allegation is made against a representative of NSDF
2. All allegations must be immediately reported to the YPPO
3. The YPPO will liaise with the NSPCC to decide whether the concern should be reported to the local authority designated officer (LADO)



## **Appendix 1: Glossary**

### **Child**

A person under the age of 18.

### **Convictions, spent**

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

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

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

### **Convictions, unspent**

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

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

An agency of the Home Office which, through its Disclosure service, helps organisations to recruit more safely.

### **Disclosure (official)**

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

### **Disclosure service**

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

**To disclose**

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

**In loco parentis (person acting)**

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

**List 99**

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

**Social services departments**

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

**Sole charge**

Means having unsupervised contact with children, young people or vulnerable adults.

## **Appendix 2: Definitions of Abuse**

The definitions of abuse are set out below and in line with Government Guidelines.

### **What is abuse and neglect?**

Abuse and neglect are forms of mistreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institution or community setting, by those who know them or, more rarely, by a stranger. They may be abused by an adult, or another young person or young people.

### **Physical Abuse**

Physical abuse 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/guardian or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to a young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond the young person's developmental capability, as well as overprotection and limitation of expectation and learning, or preventing the young person participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging young people to behave in sexually inappropriate ways.

### **Neglect**

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a young person is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Provide a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a young person's basic emotional needs.

### **Appendix 3: Guidelines on using NSDF's Incident Report Form**

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

Make sure you write your accounts as soon as possible after the incident occurs.

Make sure you sign and date the form.

Try to include names, addresses, telephone numbers and dates of birth if possible.

Include matters of fact, observations, statements made by other people involved (remember to use exact words) and your actions and words.

If you wish to express your opinion make sure that you can substantiate it with fact.

Pass your report to YPPO or Director of NSDF.

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

## Incident Report Form

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

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

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

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

Contact name, number and address for next of kin:

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**What happened:**

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

**What else did you observe if anything?**

<b>Your Name</b>	
<b>Position or relationship to participant</b>	
<b>Address</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Signature (dated)</b>	
<b>YPPO Signature (dated)</b>	

## Appendix 3: Guidance for the use of images and film of participants

### Introduction

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

NSDF is committed to providing a safe environment for all participants. Implicit in this, is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in this guideline, NSDF aims to follow the best possible practice to protect participants, particularly those under the age of 18, wherever photographs or recorded images are taken and stored.

### Key Concerns

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

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

### Recording Images of Young People

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographers on websites and other publications. Photographs can be used as a means of identifying young people when they are accompanied with personal information, for example, "this is a member of the NSDF who lives in Sheffield". This information can make a participant vulnerable to an individual who may start grooming them for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

### Guidelines of Recording Images

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

### Guidelines of Publishing Images

- If a photograph of an under 18 is used, NSDF should avoid naming the participant or use their first name only. Personal details such as email address, home address and telephone numbers should never be revealed on the website.

- NSDF should request both the under 18's and their next of kin's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A next of kin and Child Permission Form is the best way of achieving this and should be completed before any photographs or recorded images are taken (see Permission Form).
- In order to guard against the possibility of a participant under a court order appearing on a website, NSDF will not simultaneously stream images of participants onto a website. Delayed streaming provides an opportunity for the editing of inappropriate clips (eg disarranged clothing).
- NSDF will carefully consider images of participants used in all publications so that images deemed inappropriate are not used.

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

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

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

- A clear brief will be provided about what is considered appropriate in terms of content and behaviour
- The photographer will be issued with identification, which must be worn at all time
- Under 18s and next of kin will be informed in advance that a photographer will be in attendance at an event using the Permission Forms
- Access to the under 18s by photographers will be supervised by a DBS cleared member of NSDF's staff

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

Next of kin and spectators might also wish to take photographs or record the participants at the event:

- If next of kin or other spectators are intending to photograph or video at an event they should also be made aware of NSDF's expectations.
- Next of kin and spectators should be required to register at an event if they wish to take photos of under 18s.
- Next of kin and participants should be informed that if they have concerns about inappropriate or intrusive photography these should be reported to NSDF and recorded in the same manner as any other participant's protection concern
- NSDF staff should approach and challenge any person taking photographs who has not registered with them. They might need to refer to the local police force if this person continues to record images.

#### Casual use

NSDF advises against staff and volunteers sharing images of participants on social media websites. If photos are posted, participants should not be tagged with their names. Photos of under 18s should not be posted at all.

## Appendix 4: Photo and video permission form

For the use of Photographs and Recorded Images

NSDF would like to take photographs/video footage of the workshop/show that the participant in your care is taking part in. We will only use the photographs/videos if we have permission to do so.

This form should be signed by the legal guardian (usually parent/next of kin/carer) of a participant under the age of 18, together with that participant. It provides permission for the images of the participant to be used. Please note that you have to fill in a separate form for each child.

NSDF recognises the need to ensure the welfare and safety of all participants involved in arts activities. As part of a commitment to ensure the safety of participants we will not permit photographs or videos of participants under the age of 18 to be taken or used without the consent of the next of kin/carers and the participant. NSDF will follow the guidelines for the use of images of participants.

NSDF will take steps to ensure these images are used solely for the purposes that are intended which is the promotion and the documentation of our performances and our Workshop and Technical Training Programme. If you become aware that these images are being used inappropriately you should inform our Administrator, Sarah Georgeson, immediately on 020 7036 9027 or sarahgeorgeson@nsdf.org.uk Address: Woolyard, 54 Bermondsey Street, London, SE1 3UD.

These images may be used on our website which can be found at [www.nsf.org.uk](http://www.nsf.org.uk).

If at any time either the next of kin/carer of the participant wishes data to be removed from the website, seven days notice must be given to the Administrator after which the data will be removed. Please keep this half of the page for your information and return the bottom half to the NSDF Administrator.

### Next of Kin/Carer and Under 18 Permission Form

This side to be completed by the under 18 and the next of kin/carer

I ..... (name of under 18) consent to NSDF photographing or videoing my involvement in arts activities under the stated rules and conditions.

Signed: ..... Date: .....

I ..... (next of kin/carer) consent to NSDF

photographing or videoing ..... (name of under 18) under the stated rules and conditions and I confirm that I am legally entitled to give this consent.

I also confirm that ..... (name of under 18) is not under a court order.

## Appendix 5: Resources

<b>List of Useful Contacts</b>		
Organisation	Address	Phone/Website
Report all allegations and concerns to Sara Georgeson Young Person Protection Office	Woolyard, 54 Bermondsey Street, London, SE1 3UD	020 7036 9027
Scarborough and North East Yorkshire Children's Services	01723 342336 / 01732 342355	
For advice on reporting illegal content on the internet: Internet Watch Foundation	East View, 5 Coles Lane, Oakington, Cambridge, CB24 3BA	01223 237 700 General Enquiries: webmaster@iwf.org.uk Reporting: <a href="http://www.iwf.org.uk/reporting.htm">http://www.iwf.org.uk/reporting.htm</a>
NSPCC	National Centre, Weston House, 42 Curtain Road, London, EC2A 3NH	For help if you are worried about a child: 0207 825 2500 Helpline for children: 0808 800 5000 For advice on good practice email: consultancy@nspcc.org.uk 0116 234 7227 or 020 7825 2607 <a href="http://www.nspcc.org.uk">http://www.nspcc.org.uk</a>
Childline UK	Freepost 1111, London, N1 0BR	0800 1111 <a href="http://www.childline.org.uk">http://www.childline.org.uk</a>
Disclosure and Barring Service (DBS)	PO Box 110, Liverpool, L69 3EF	0870 9090811  <a href="http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/">http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/</a>
Department of Health	Consultancy Service, Room 133 Department of Health, Wellington House, 133-135 Waterloo Road, London SE1 8UG	<a href="http://www.dh.gov.uk">Hhttp://www.dh.gov.uk</a>
<b>In an emergency call 999</b>		

<b>Useful Sources of Information</b>	
<b>First Check:</b> A Step by Step Guide for organisations to Safeguard Children (£30)	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> Publications and Information Unit, NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH 020 7825 2775
<b>Working in Schools:</b> A practical Guide to the Partnership by Charlotte Jones (free to download from ITC website)	<a href="http://www.itc-arts.org">www.itc-arts.org</a> Independent Theatre Council
<b>Keeping Arts Safe:</b> Protection of children, young people and vulnerable adults involved in arts activities, 2003. ISBN – 0-7827-0941-4 (free to download)	<a href="http://www.artscouncil.org.uk">www.artscouncil.org.uk</a> Arts Council England Go to information, publications, browse by subject, education & learning
<b>Disclosure and Barring Service</b> Website includes lists of umbrella bodies and codes of practice for England and Wales	<a href="http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/">http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/</a> DBS, PO Box 110, Liverpool, L3 6ZZ, information line 0870 9090811
<b>Internet Watch Foundation</b>	<a href="http://www.iwf.org.uk">www.iwf.org.uk</a>
<b>Recruiting Safely:</b> Guidance for employers and other bodies in the health and social care field on recruiting and retaining staff and volunteers and criminal records, 2001 (Nacro on behalf of the Forum on the Employment of Ex-offenders in Care Settings)	c/o Nacro 169 Clapham Road, London, SW9 0PU 020 7582 6500
<b>What Rights Leaflet:</b> the UN Convention on the Rights of the Child made simple (Unicef – fee to download)	<a href="http://www.therightsite.org.uk">www.therightsite.org.uk</a> <a href="http://www.unicef.org">www.unicef.org</a> helpdesk: 0870 6063377
<b>Working Together to Safeguard Children:</b> A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (Department of Health, 1999)	<a href="http://www.doh.gov.uk/quality5.htm">www.doh.gov.uk/quality5.htm</a> under publications, policy and guidance
<b>Child Protection in Sport Unit</b> -Includes the Coaches Charter	<a href="http://www.sportsprojects.co.uk">www.sportsprojects.co.uk</a>
<b>Foundation for Community Dance</b> – guidelines and information on physical arts work.	<a href="http://www.communitydance.org.uk">www.communitydance.org.uk</a>
<b>Football Association</b> information on use of images of Children	<a href="http://www.thefa.com">www.thefa.com</a>
<b>Local Child protection Co-ordinators</b>	<a href="http://www.acpc.gov.uk">www.acpc.gov.uk</a>

This policy is in accordance with:

Children Act 1933

Children Act 1989

Children Act 2004

Protection of Children Act 1999

Protection of Freedoms Act 2012

Sexual Offences Act 2003

UN Convention of the Rights of the Child 1989

Data Protection Act 1998