

# Safeguarding Policy

## The Company

Actors Touring Company (ATC) makes international, contemporary theatre that travels. We create shows which activate and entertain the audience whilst asking questions of the world around us. We seek out new ideas, artists and perspectives and question what theatre is and can be through openness, invention and curiosity. Our work predominantly involve professional actors, though we aim to undertake specific projects that look to engage with children and young people aged 16 -25.

## Safeguarding Children and Young People

ATC is committed to the safety and protection of children and young people that engage in its activities. ATC has a duty to ensure that they are respected, taken seriously, listened to, and to prevent anything that contradicts the dignity and rights of a child. ATC acknowledges its duty to take into account the requirements of children and young people from minority ethnic groups, those with specific needs, and those who may be particularly vulnerable.

ATC also has a duty to ensure its members of staff are fully informed on the issue of Child Protection, as well as being supported and protected from unfounded allegations of abuse.

ATC has therefore developed this policy to demonstrate its commitment to the welfare of children, young people and its employees, and has implemented effective procedures for recording and responding to incidents, complaints and alleged or suspected incidents of abuse.

The child protection policy and procedures apply to all members of staff, volunteers and those carrying out work for ATC. It will be included in all inductions for new recruits and circulated round existing employees.

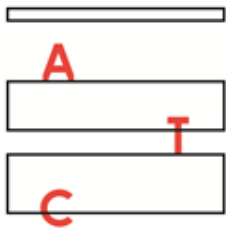
The General Manager is the designated person with primary responsibility for Child Protection for ATC as part of their overall responsibilities for pastoral care and well-being of all company members.

## Policy Statement

ATC has a duty to ensure that all children and young people involved in its activities are safeguarded from harm. All children have a right to protection, and the needs of disabled children and vulnerable adults must be taken into account. ATC will ensure the safety and protection of all children and young people involved in ATC activities through adherence to the Child Protection Policy adopted by the organisation.

ATC is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the 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 (paid/unpaid) have a responsibility to report concerns to the appropriate officer
- communication with children and young people is open and clear
- children and young people are provided with appropriate safety and protection whilst in the care of ATC no matter what setting we are in.



# Safeguarding Policy

## Policy Aim

The aim of the Child Protection Policy is to ensure that all staff/volunteers who work with us know how to keep children safe. This policy will allow all staff /volunteers to make informed and confident responses to specific child protection issues.

- ATC will ensure that all relevant staff and workers receive a copy of this policy and an explanation of what it requires.
- Before working with children staff will be aware of the registration form parents have completed and will not ask children directly for personal details or offer their own details.
- No contact outside of workshops with young people is allowed except by agreed telephone methods of communication with parents/carers who have given consent as set out in the registration form or in exceptional cases, for reasons of health and safety.
- All staff/volunteers will have a full Disclosure and Barring Service check and in the event that previous criminal convictions evidence they are not suitable to work with children they will not be hired.
- Children will be invited to explore a range of topics using a range of information and materials. Workshop leaders/staff and volunteers will consider the appropriateness of any information/material shared out to young people according to age and maturity.

## Promoting Good Practice

ATC is committed to promoting good practice within staff members/volunteers working with children and young people and has developed a Code of Conduct to reflect this, please see APPENDIX 1. All staff should demonstrate exemplary behaviour in order to protect themselves from false allegations. It is important to create a positive culture and environment for the participants.

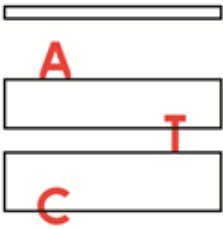
## Responsibility

The designated Child Protection Officer is the General Manager; it is their responsibility to ensure that the Child Protection Policy is adhered to. They will review and update the policy annually in case the pattern of work and contact with children and young people changes and will include any new legal requirements that may arise.

They are the named person to deal with concerns of allegations of abuse. They are responsible for Disclosure Checks and keeping up to date with legislation and policies regarding Child Protection.

## Co-production

When co-producing and working with children and young people on tour, ATC will work closely with educational departments to ensure safeguarding of children and young people is upheld. ATC will ensure we are aware of the partner venue's child protection policies and will make sure they are not in conflict. We will have an agreed protocol on how to deal with situations of abuse and risk of harm to children. The partner venue will need to provide details of their own Child Protection Officer, who will act as first point of contact regarding any incidents while working at their venue. This Officer will be responsible for the Child Protection Policy is adhered to and within their team should facilitate the running of sessions in line with Project Planning, Implementation, Risk Management and Good Working Practice as outlined below. Any incidents relating to ATC should be reported to the General Manager so they can assist in managing the situation and have a record of the incident.



# Safeguarding Policy

## Definitions

Children – a child is defined as a person under the age of 18 (The Children Act 1989).

Young People – there is no conclusive definition under law of the term ‘Young Person.’ ATC uses this term to include young adults aged 18 -25, but it also reflects the fact that many teenagers under age 18 strongly dislike being referred to as children.

Member of Staff – any adult (over 18) employed by ATC on a full time, part time, freelance or volunteer basis.

Parent / Carer – the person with legal responsibility for children or young people ATC are working with.

## Child Abuse

The definition of child abuse is the abuse of relationships; a misuse of power and betrayal of trust. The results of abuse have an immediate and harmful effect on the child and the effects may remain with the child throughout later life, with unresolved abuse issues often following the child into adulthood. There are 4 types of child abuse which are outlined below;

Physical abuse – physical harm of any form that is intentionally inflicted or knowingly not prevented.

Emotional abuse – persistent lack of affection, continual rejection, isolation, exclusion, deliberate humiliation and threats; could also include exploitation or corruption.

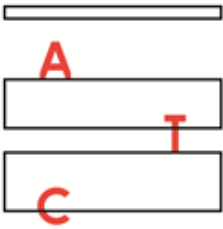
Neglect abuse – persistent failure to meet their basic physical, emotional, medical and/or psychological needs.

Sexual abuse – using children or young people for sexual gratification or knowingly failing to protect them from sexual harm; includes sexual harassment, touching a child in a sexual manner, encouraging them to touch another person in a sexual manner, the use of inappropriate sexual language, exposing them to sexual images, text or imagined situations of photographing children in indecent or sexual poses.

## Legislative Context

ATC understands its responsibilities in Child Protection as set out by government legislation, including:

- The Children Act 1989 – ensuring the welfare needs of all children is met and that they are protected from harm.
- The Children Act 2004 – creates clear accountability to ensure that all agencies and organisations work together more effectively to safeguard and promote the welfare of children (from proposals in ‘Every Child Matters’ 03).
- Criminal Justice and Court Services Act 2000 – outlines the responsibility of public bodies to prevent unsuitable people from working with children and provides criminal sanctions for those who breach the disqualification.



# Safeguarding Policy

## ATC Child Protection Procedures

### Criminal Record Bureau Checks

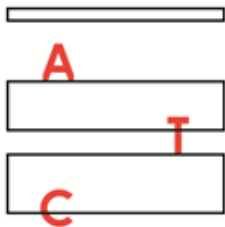
- All full time members of ATC staff must hold a recent (within the last three years) Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS).
- Any part-time members of staff, freelancers or volunteers employed specifically to work alongside children or young people must hold a recent DBS Enhanced Disclosure Certificate, or be willing to apply for one in advance of taking up the post. This will be made clear at the beginning of the recruitment process.
- In the instance of a member of staff still awaiting their DBS clearance, they may only work with children and young people in the presence of at least one other person with full BDS clearance.
- A Registered Body such as ITC will facilitate the checking procedure with the DBS.
- It is the responsibility of the General Manager to ensure that Enhanced Disclosure Certificates for ATC employees will be kept safely and securely and treated with confidentiality. The information will be kept for a maximum of six months following the recruitment decision, during which time no reproductions of the disclosure or its content will be made; it will then be disposed of it in a manner appropriate to sensitive nature of the documents.
- Sensitive disclosure information will only be made available to those people with specific duties relevant to recruitment and vetting processes of staff employed to work with children and young people.
- When employing artists from abroad to work with children and young people, ATC will seek advice about Disclosure and Barring Service checks from the relevant country's agency.

### Recruitment Practices and Determining Suitability

- Minimum of two references will be required for all new members of staff, freelancers or volunteers employed to work with children or young people to ensure suitability for this role. ATC also require seeing evidence of identity and relevant qualifications. These will be sought and obtained directly from the referee.
- Applicants will be treated fairly and judged on their ability to fulfil the specifications needed for the role; the relevance of any conviction will be only considered in relation to the post. Depending on their nature, certain offences will not impact on the recruitment decision; however patterns of apparent minor offences may point to significant issues and may be considered relevant.

### Training Provision

- All new members of staff, freelancers or volunteers will receive a comprehensive induction, including the companies Code of Conduct while working with children and young people, and other issues relating to the Child Protection, Health and Safety and Equal Opportunities policies.
- Key staff members working directly with children and young people will undertake Safeguarding Children Level 1 and 2 training workshop to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.



# Safeguarding Policy

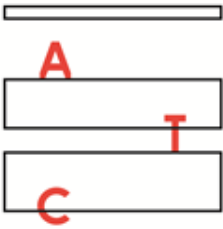
## Project Planning, Implementation and Risk Management

- Project plans will ensure that young people have a safe and rewarding experience and will ensure that resources (in terms of leaders) are not stretched too thinly. Plans will include: signing in / out systems, procedures for capturing emergency contact details and permissions from parents/carers (for under 18s), ways of establishing a joint code of conduct with the young people involved.
- An Education Facilitator will ensure that the above plans are implemented for each project, as well as ensuring appropriate numbers of staff work with each group (aiming for minimum of 1 adult : 8 Young People).
- The Education Facilitator will be responsible for Risk Management of each project and will produce detailed Risk Assessments. Risk Assessments will outline things that may go wrong, the likelihood and impact of these things going wrong, as well as identify measures to reduce the risks and procedures to follow in the event of an incident.

## Good Working Practice

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled and vulnerable adults equally, with respect and dignity.
- Always putting the welfare of each young person first.
- Our work may entail physical contact with children due to the nature of drama activities. Touch will be done thoughtfully respecting the young person's personal space in accordance with the activity. Staff will only make physical contact with children in an open planned environment with other professionals and young people present.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making the arts fun and enjoyable.
- Involving parents/carers wherever possible.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment. Keeping a written record of any accident or injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if staff or volunteers are required to transport young people in their cars.
- Particular care should be taken when participants are involved in projects that require the use of dressing rooms for costume changes. Each gender should be provided with a separate dressing room. Only ATC staff for whom it is essential to have access to the dressing rooms should be allowed to enter. Where possible the team will include a male and female stage manager to ensure that access to dressing rooms is on a same gender basis. Always respect the participant's privacy and be sensitive to different levels of modesty.

# Safeguarding Policy



## Practices in an emergency

If an emergency arises action will be taken after consultation with the designated Child Protection Officer or the General Manager. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others. Staff should not be alone. All programmes are designed for staff to have cover.
- avoid taking or dropping off a child to an event or activity. This is unless given written permission by parents/carers

## Practices that are never sanctioned

Staff/volunteers must **never**:

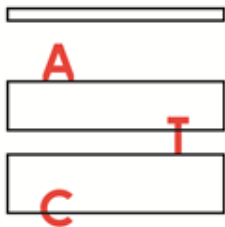
- engage in rough, physical or sexually provocative games, including horseplay
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.
- Invite children to invite you onto any form of social media.

## Photography of children and vulnerable adults

Children will not be identified in the use of any images. If ATC seeks to take photographs of participants for promotion or feedback to funders then permission is always to be sought from parents/guardians and a signed acknowledgment form received. Please see APPENDIX 2 for consent form.

## Bullying

- ATC will take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns, help the victim to speak out, and create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim but NOT to promise to tell no one else.
- Keep records of what is said
- Report any concerns as needed.



# Safeguarding Policy

## Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate designated child protection officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a child/young person
- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- if a child misunderstands or misinterprets something you have done or said.

Please see **Appendix 3** for ATC guidelines and **Appendix 4** for ATC reporting form.

## Responding to allegations or suspicions

It is not the responsibility of anyone working at ATC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Child Protection Officer and the appropriate authorities.

ATC assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there are three types of investigation; a criminal investigation, a child protection investigation a disciplinary or misconduct investigation. The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

## Confidentiality

ATC will make every effort to ensure that confidentiality is maintained for all concerned. Information is to be handled and disseminated on a **need to know** basis only. This includes the following people:

- the Child Protection Officer/General Manager and Executive Director as line manager
- local Education Facilitator when co-producing
- the parents of the person who is alleged to have been abused if appropriate.
- the person making the allegation
- social services/police

ATC will seek the Local Authority Designated Officer advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

## Internal enquiries and possible suspension

The General Manager and Executive Director will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Irrespective of the findings of the social services or police inquiries ATC will assess all individual cases and decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

## ACTORS TOURING COMPANY

12 Carlton House Terrace  
London  
SW1Y 5AH

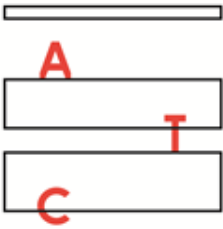
Artistic Director  
Executive Director  
General Manager

Matthew Xia  
Andrew Smaje  
Jess Banks

[www.atctheatre.com/](http://www.atctheatre.com/) Tel: 020 7930 6014

Charity Number 279458/Company Registered Number 1472949





# Safeguarding Policy

## APPENDIX 1

### Working with Children and Young People Code of Conduct

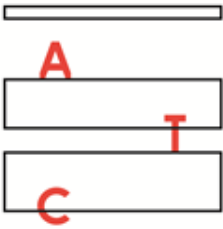
#### ATC will:

- establish a safe environment in which children and young people can learn and develop and in which all are treated equally with respect and dignity.
- practice safe recruitment in checking the suitability of staff and volunteers to work with young people.
- undertake appropriate risk assessments and risk management procedures throughout projects.
- ensure staff are aware of procedures for reporting any incidents, suspicions or allegations, and that they have the necessary contact details.
- be constantly aware of the content of the work and the impact it may have on children or young people
- always ensure there is more than one member of staff present in a session at any one time.
- conform to its policy for taking, using and storing photographs or images of children and young people.
- ensure confidentiality to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or facilitators as part of the recruitment process.
- ensure confidentiality on behalf of children and young people wherever possible, while understanding that the protection of the child is the most important consideration and sometimes steps have to be taken.
- always have contact details of a person with legal responsibility for the children or young people ATC is working with.

#### ATC staff will:

- maintain a safe and appropriate distance from participants.
- only touch participants when it is absolutely necessary in relation to the particular arts activity and only with agreement of the participant.
- make sure disabled participants are informed of and comfortable with any necessary physical contact.
- always put the welfare of each participant first, before aiming to achieve goals.
- build balanced relationships based on mutual trust, which will empower children and young people to share in the decision-making process.
- give enthusiastic and constructive feedback rather than negative criticism.
- not allow inappropriate relationships to develop with participants or maintain contact with them outside of the work of ATC.
- be made aware of guidelines for appropriate use of information technology (such as email, digital cameras, websites, internet) to make sure that children are not put in danger and exposed to abuse and exploitation.





# Safeguarding Policy

## APPENDIX 2

### Photography and Video Consent Form

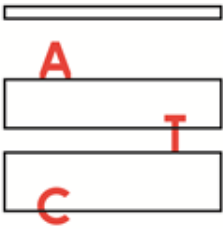
*Actors Touring Company are committed to the safeguarding of children and young people, to help develop our work we may be required to take photographs or film footage of the workshop, process and production. All photographs and images of children or young people will be stored in a safe place. We may decide to use certain images in promotional material relating to the project. If this is the case we will ensure your child is not named directly and that the child's name is not visible on a label.*

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity. Please see our policy in regards to protection of your child when using photographs and images;

I give ACTORS TOURING COMPANY permission to take photographs and / or video of my child.

I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

<b>Name of child</b>	
<b>Name of parent /guardian</b>	
<b>Signature of parent /guardian</b>	
<b>Date</b>	

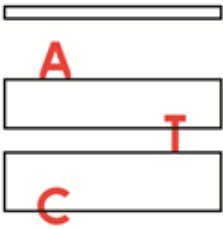


# Safeguarding Policy

## APPENDIX 3

### Responding to Suspicions and/or Allegations

Situation	Guidelines
ATC staff member suspects that a child attending ATC projects is being abused by someone not connected to ATC.	<ul style="list-style-type: none"> <li>• Speak immediately to the General Manager to inform them of situation.</li> <li>• If you do not suspect the abuse is happening in the child's home, inform the parent / carer.</li> <li>• Do not inform parent / carer if you suspect that the abuse is happening in the child's home.</li> <li>• Complete, sign and date a 'Reporting Form' – see overleaf.</li> </ul>
ATC staff member suspects that a child is being abused by another ATC member of staff.	<ul style="list-style-type: none"> <li>• Speak immediately to the General Manager, who will consider the situation and contact Social Services or the Police as necessary.</li> <li>• If the suspicion regards the General Manager, contact ATC Executive Director who will act accordingly.</li> <li>• Complete, sign and date a 'Reporting Form' – see overleaf.</li> </ul>
Child or young person is injured during an ATC activity.	<ul style="list-style-type: none"> <li>• ATC staff member must make a record in the accident book – countersigned by the parent / carer.</li> <li>• ATC staff must inform General Manager.</li> </ul>
Child or young person arrives at an ATC activity with an obvious physical injury.	<ul style="list-style-type: none"> <li>• ATC staff member must make a record in the accident book – countersigned by the parent / carer.</li> <li>• ATC staff must inform General Manager.</li> </ul>
ATC staff member receives an allegation from a child or young person that they are being abused by somebody not connected to ATC.	<ul style="list-style-type: none"> <li>• Listen to them – it can be very difficult for a child or young person to report abuse, particularly while it is happening, so it is important that any allegation is taken seriously.</li> <li>• Reassure them that they did the right thing in telling you.</li> <li>• Don't promise to keep it a secret – let them know you will have to share this information with others, but only those who need to know and can offer help.</li> <li>• Tell them exactly who you are going to speak to.</li> <li>• Speak to General Manager who will deal with the relevant authorities, ie social services.</li> <li>• Complete, sign and date a 'Reporting Form' – see overleaf.</li> </ul>
ATC staff member receives an allegation that somebody working at ATC has abused a child or young person.	<ul style="list-style-type: none"> <li>• Speak immediately to the General Manager, who will consider the situation and contact Social Services or the Police as necessary.</li> <li>• If the allegation regards the General Manager, contact ATC Executive Director who will act accordingly.</li> <li>• Complete, sign and date a 'Reporting Form' – see overleaf.</li> </ul>
ATC staff member has other concerns regarding Child Protection issues, or are unsure of what action to take.	<ul style="list-style-type: none"> <li>• Speak to General Manager and pass on your concerns.</li> <li>• Complete, sign and date a 'Reporting Form' – see overleaf.</li> </ul>



# Safeguarding Policy

## APPENDIX 4 Reporting Form

### Nature of Concern (please circle appropriate letter)

A	Suspicion that a child attending ATC projects is being abused by someone not connected to ATC.
B	Suspicion that a child is being abused by another ATC member of staff.
C	Allegation from a child or young person that they are being abused by somebody not connected to ATC.
D	Allegation that somebody working at ATC has abused a child or young person.
E	Concerns regarding Child Protection issues, or are unsure of what action to take.

### Details of young person making the allegation or believed to be the victim:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

### Details of the person to whom the allegation or suspicious statement was made:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Contact details: \_\_\_\_\_

### Names of all persons present when the allegation or suspicious statement was made:

\_\_\_\_\_  
\_\_\_\_\_

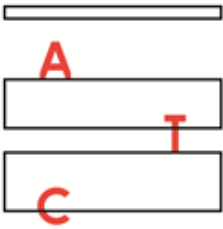
### When was the allegation made or suspicion noted?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

### What was alleged? What words were used and to whom? (be exact)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Safeguarding Policy

What was the physical and emotional state of the alleged victim?

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Who else is aware of the alleged abuse or suspicion?

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Additional Information (if applicable)

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Signed \_\_\_\_\_

Date \_\_\_\_\_