

Child Protection and Adults at Risk Policy

Updated and reviewed by *Playhouse* Designated Officer Elaine Forde, June 2020
Certified by Roisin Timlin *Volunteer Now*, June 2020

CONTENTS

POLICY

1. Children/Adult at Risk Protection Policy Statement
2. Who does this Policy apply to?
3. Recruitment & selection
 - 3.1 Induction
 - 3.2 Training
 - 3.3 Probationary period
 - 3.4 Support and supervision
 - 3.5 Annual appraisal / review
 - 3.6 Recruitment of volunteers

PROCEDURES

4. Reporting concerns
 - 4.1 What might constitute a concern about a children/Adult at Risk?
 - 4.2 What is a disclosure?
 - 4.3 What is a concern / allegation about the behaviour of staff?
 - 4.4 Recording
 - 4.5 Who is the Designated Officer and what is their role?
5. Reporting procedure: what to do if you suspect children/Adult at Risk abuse / inappropriate behaviour
6. Reporting procedure: what to do if there is an allegation of abuse against staff / volunteers
7. Contact numbers: reporting allegations or suspicions of abuse
8. Referral to Disqualification to Working with Children/Adult at Risk (NI) List
9. Anti-Bullying
 - 9.1 Reporting Procedure: what to do if bullying takes place

GUIDELINES

10. Code of behaviour for staff
11. Physical contact
12. Reasonable force
 - 12.1 Definition of reasonable force
 - 12.2 Use and forms of reasonable force
 - 12.3 Record keeping
 - 12.4 Complaints
 - 12.5 Training and development
 - 12.6 Complaints in relation to the user of reasonable force
13. Code of behaviour for children/Adult at Risk
14. Disability and additional needs
15. Sanctions
16. Sharing information
17. Children/Adult at Risk protection in outreach situations
18. Parental consent

- 19. Equal opportunities policy
- 20. Complaints procedure
- 20.1 Grievance procedure for staff and volunteers
- 21. Confidentiality
- 21.1 Record keeping
- 22. General safety and management of activities
- 22.1 First aid
- 22.2 Safely including disabled children/Adult at Risk
- 22.3 Supervision of children/Adult at Risk
- 22.4 Adult / children/Adult at Risk ratios
- 22.5 Insurance
- 23. Photography and videos
- 24. Guidelines
- 24.1 Drop off and collection at the Playhouse
- 24.2 What to do if a child/Adult at Risk loses their parents / carers in the Playhouse
- 24.3 What to do when children/Adult at Risk attend a 16+ show with their parent /guardian
- 24.4 What to do if an incident occurs and the child/Adult at Risk's parents are in the building
- 24.5 How to respond to requests for Stewarts to take children/Adults at Risk to the toilet
- 24.6 Who is responsible: Playhouse or user groups?
- 25. Sector specific issues and guidelines for workshops / events
- 25.1 Generic areas to consider across all art forms
- 25.2 Visual Art
- 25.3 Dance & drama
- 25.4 Creative Writing
- 25.5 Music
- 25.6 Theatre / performance and dance
- 25.7 Visual / film & animation / digital photography / internet
- 25.8 Safe Communication Online with Children and Young People Factsheet
- 25.9 Coronavirus (Covid 19) Keeping Children and Adults Safe

APPENDICES

- Appendix 1** Children/Adult at Risk protection policy statement
- Appendix 2** Declaration to adhere to children/Adult at Risk protection policy for staff /volunteers
- Appendix 3** Declaration to adhere to children/Adult at Risk protection policy for user groups, hires and facilitators

- Appendix 4** Breach of the Playhouse's code of behaviour
- Appendix 5** Parental consent form
- Appendix 6** Health form
- Appendix 7** Consent form for the use of photographs or video
- Appendix 8** Incident report form
- Appendix 9** Consent to enhanced criminal record check
- Appendix 10** Volunteer application form
- Appendix 11** Volunteer reference form
- Appendix 12** Equal opportunities monitoring questionnaire
- Appendix 13** Useful contacts
- Appendix 14** Emergency Evacuation Procedure
Where to obtain copies of this policy

1. THE PLAYHOUSE CHILDREN/ ADULTS AT RISK PROTECTION POLICY STATEMENT

Staff and volunteers in the Playhouse are committed to practice, which promotes the welfare of children/Adults at Risk and protects them from harm.

We wish to ensure that all children/Adults at Risk participate in an enjoyable and safe environment in which they can have fun and feel valued.

Staff and volunteers in the Playhouse accept and recognise our responsibilities to develop awareness of the issues which cause children/Adults at Risk harm, and to establish and maintain a safe environment for them. **We are committed to reviewing our policy, procedures and practice at regular intervals, at least every two years - (Last update completed June 2020)**

We will endeavour to safeguard children/Adults at Risk by:

- Following carefully the procedures laid down for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Reporting concerns to statutory agencies who need to know, and involving parents and children/Adults at Risk appropriately.
- Adopting children/Adult at Risk protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about children/Adult at Risk protection and good practice with children/Adult at Risks, parents/guardians, staff and volunteers.
- Ensuring safety procedures are adhered to.

The current Children/Adult at Risk Protection Policy will be reviewed every two-years.

2. WHO DOES THIS POLICY APPLY TO?

All those who are employed by the Playhouse (*See Appendix 2*) and all those who hire or use premises or facilities (*See Appendix 3*) of The Playhouse must complete and sign a declaration that they comply with this policy and that adequate children/Adult at Risk protection (Access NI) checks have been carried out on those who will have unavoidable substantial access to children/Adult at Risks.

3. RECRUITMENT AND SELECTION

The Playhouse recruits and appoints all workers in accordance with relevant current legislation and actively seeks to equally offer employment and volunteering opportunities according to our Equal Opportunities Policy.

Definition of regulated activity relating to CHILDREN

From 10 September 2012 regulated activity relating to children includes:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, providing advice/guidance on well-being, driving a vehicle only for children;
2. Work for a limited range of establishments (specified places) with opportunity for contact with children, for example, schools, children's homes, childcare premises, children's hospitals. Work undertaken by supervised volunteers in these places is not regulated activity; Work under 1 or 2 is regulated activity if undertaken regularly. Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 30 day period or overnight.
3. Relevant personal care, for example washing or dressing, or health care by or supervised by a professional (even if carried out once); 4 Registered childminding and foster care. Note: the day to day line manager/supervisor of an individual in regulated activity is also in regulated activity.

Definitions of regulated activity for Adults at Risk

The following categories of people (and anyone who provides day to day management or supervision of those people) fall within the definition of regulated activity:

1. Providing health care - any health care professional providing health care to an adult or anyone providing health care to an adult under the direction or supervision of a health care professional.

A health care professional is a person who is regulated by one of the following professional regulators:

- General Medical Council,
- General Dental Council
- General Optical Council
- General Osteopathic Council
- General Chiropractic Council
- Pharmaceutical Society of Northern Ireland
- Nursing and Midwifery Council
- Health Professions Council.

Health care includes all forms of health care provided for adults, whether relating to physical or mental health, and includes palliative care.

The provision of psychotherapy and counselling (including over the telephone) to an adult which is related to health care the adult is receiving from, or under the direction or supervision of, a health care professional, is regulated activity. Life coaching is excluded.

First aid, when any person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid (for example, St John Ambulance Service), is regulated activity.

This includes first aid given by First Responders. However, a worker employed for another purpose who volunteers, or is designated, to be that organisation's first aider is not in regulated activity.

2. Providing personal care - Anyone providing physical assistance, prompts and supervision, training, guidance or instructions to an adult with eating, drinking, toileting, washing, bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability.

To be engaged in regulated activity you must provide physical assistance to the person, for example spoon feeding that person, or you must be prompting and supervising (for example, prompting and supervising a person with dementia, because without it they would not eat), or you must be training or instructing (for example, teaching a person who has suffered a stroke to eat using adapted cutlery).

3. Conveying - Anyone who transports an adult, who requires it because of their age, illness or disability, to or from a place where they have received or will receive health care, personal care or social care (health care, personal care or social care are outlined above).

Hospital porters, Patient Transport Service drivers and assistants, employees of the Northern Ireland Ambulance Service Health and Social Care Trust and staff within an emergency department who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, personal care or social work are also included in regulated activity.

Conveying does not include licensed trips taken for purposes other than to receive health care, personal care or social work (for example, trips for pleasure are excluded).

Illustrative examples:

a) A person who volunteers to take an adult to and from their GP appointment on behalf of a community group is in regulated activity. It would not matter if that person knows, or is friends with, the adult they were taking to the appointment if the conveying is on behalf of the group.

b) A friend who takes their neighbour to a hospital appointment would not be in regulated activity, as this is a personal relationship.

Regulated activity continues to exclude any activity carried out in the course of family relationships, and personal, non-commercial relationships.

The Playhouse follows best practice guidelines in its recruitment and selection procedures by:

- Providing clearly defined job descriptions for all staff.
- Identifying 'regulated' roles as defined under the Protection of Children and Adults at Risk (NI) Order 2003.
- Adhering to an open recruitment process and advertising all positions to ensure their availability to the whole community.
- Using application forms or cover letters and CV's, the Playhouse gathers key information from an interested candidate in relation to the position. Job descriptions are sent to all candidates, along with information about the organisation and an online link to our children/Adult at Risk protection policy.

- Declaration from requesting information on previous convictions which are not protected, and investigations, if any' (See Appendix 9).
- Requesting two forms of identification. One to be photographic (passport/driving licence) or birth/marriage certificate, the other to confirm the identity of the successful candidate and their address (utility bill/bank statement).
- Short-listing applicants according to their suitability for the position.
- Interviewing all shortlisted applicants for positions which will lead them into contact with children/Adult at Risks, whether voluntary or paid, before the position is offered. Applicants are interviewed by at least two representatives.
- Taking up at least two references in writing for the preferred candidate, one of which is from a previous employer or volunteer coordinator. The Playhouse also asks questions that relate directly to a person's suitability for working with children/Adult at Risks.
- Following a conditional offer of employment appointment, an Access NI check is requested on the preferred applicant. **We request an Enhanced Disclosure Certificate for all Regulated Positions (or Supervisory positions whereby the candidate will be responsible for children, young people, or adults at risk).**
- Considering the results of the disclosure check and confirming or withdrawing an offer of employment role, based on the information received.
- Issuing an Employment Contract to staff.
- Drawing Service Level Agreements for workers contracted for projects that require regular input over a period of time and requesting an Access NI check every 12 months for contract workers before renewing contracts.
- Inducting all workers in the Children/Adult at Risk Protection Policy, procedures and guidelines.

3.1 Induction

- All new workers (staff, facilitators and volunteers) are inducted in the Children/Adult at Risk Protection Policy, Code of Behaviour and Health & Safety Policies and Emergency Evacuation (See Appendix 14) procedures and guidelines before signing a contract to acknowledge that they have received, read and understood the policies (See Appendix 2).
- All workers (staff, facilitators and volunteers) are made aware of what is expected and required of them and the boundaries or limits within which they must operate.

The Playhouse has a separate policy for Volunteers however volunteers are expected to adhere to this, The Playhouse Child protection and Adults at Risk policy.

3.2 Training

All workers (staff, facilitators and volunteers) will receive training specific to their roles in addition to clear guidelines on appropriate behaviour with children/Adult at Risks. Training will also be reviewed regularly in line with changing legislation.

3.3 Probationary Period

All new staff appointments are conditional on satisfactory completion of a six-month probation period.

Volunteer appointments are conditional on satisfactory completion of the agreed probation period. The probation period will differ depending on the duration of the placement or internship e.g. the probation period for a two-month placement is 2 weeks. The probation period will be agreed by the volunteer with the CEO, or the appropriate line manager, at the start of the placement.

3.4 Support and supervision

The Playhouse is dedicated to ensuring all volunteers and staff have the necessary support to enable the individual to carry out their role to the best of their ability.

Volunteers and staff:

- Will be managed by a line manager, overseen by the Senior Management Team and the CEO.
- Will have regular one-to-one meetings with their line manager.
- The Senior Management Team will oversee all support and supervision.
- Annual appraisals will be carried out by the CEO to assess progress and identify any additional training needs.

3.5 Annual Appraisal (Staff) / Review (Volunteers)

Formal staff appraisals will be carried out annually with each member of staff (employees and volunteers) enabling staff and long-term volunteers to assess their performance, workload, development and goals with the CEO. Informal reviews will be carried out 6-months after the review.

After the appraisal the CEO will email a written copy of the appraisal to the staff member outlining what was discussed and agreed during the appraisal.

Example of Playhouse Support/Supervision/Appraisal Checklist

1. Generally:

How do you feel your work is going?

What's going well?

What's not been going so well? Why? What would help?

Is there anything that has happened which you are unsure about?

Are there particular situations that you would like to talk through?

2. Workload:

What is your workload like? e.g. is it too much, too little or about right?

3. Objectives/Actions:

Let's review the objectives we set last time which we need to review. Last meeting you raised issues of...let's talk about...

4. Relationships:

How are you getting on with the rest of the team – staff/volunteers?

5. Personal Development:

Are there things you would like to learn more about/undertake further training on?

6. Ideas for Improvement:

Do you have any ideas of how the organisation could improve how it provides its services and activities to children, young people or adults at risk or its conditions for staff/volunteers?

7. Developments to job/role:

Are there any particular projects/new areas of work you would like to explore?

8. Objectives/Actions:

Are there any actions that we should set ourselves between now and next time we meet?
Is there any particular issue that you would like me to bring to the team/management?

9. Safeguarding Children and Young people:

Are there any issues in relation to safeguarding children and young people or adults at risk that you would like to raise that we have not discussed.

3.6 Recruitment of Volunteers

Volunteers who will work with children/Adults at Risk/ young people will follow similar recruitment procedures following submission of a Volunteer Application Form (*See Appendix 10*) and on receipt of satisfactory references (*See Appendix 11*). Volunteers will also undergo an Access NI check if they are to work in a 'regulated position.'

N.B. Since most children/Adult at Risk abusers have not been convicted in a court of law there may be no records for Access NI to check. However, as much as it is necessary to have anyone in a 'regulated position' undergo an Access NI check it is accepted that it cannot be totally conclusive in its findings and that it is only valid on the date of issue.

4. REPORTING CONCERNS

All staff should adhere to guidelines and respond appropriately to concerns, allegations or disclosures of abuse and harm. It is a statutory responsibility to report any child/Adult at Risk protection concerns.

Definitions of abuse – Children and Young People

The following definitions are derived from "Co-operating to Safeguard Children and Young People in Northern Ireland" (March 2016) which provides the overarching policy framework for safeguarding children and young people. For the purpose of this guidance a child is a person under the age of 18.

Physical abuse is deliberately physically hurting a child. It may take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. It may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, and engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Bullying

Bullying is the repeated use of power by one or more persons to intentionally harm, hurt or adversely affect the rights and needs of another or others (NI Anti Bullying Forum). Although bullying is not defined as abuse, in its more extreme form it would be regarded as a form of abuse. It can take many forms but the main types are:

Emotional – excluding, being unfriendly;

Physical – hitting, kicking, theft;

Racist – racial taunts, graffiti, gestures;

Sexual – unwanted physical contact or sexually abusive comments;

Homophobic – because of or focusing on the issue of sexuality;

Verbal – name calling, sarcasm, spreading rumours, teasing;

Cyberbullying (e.g. text message, picture/video-clip and phone call bullying via mobile phones; email, website bullying).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or,

at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

Definitions of Abuse – Adults at Risk

Abuse is a 'single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights'.

Abuse is the misuse of power and control that one person has over another. It can involve direct and indirect contact and can include online abuse.

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty. Female Genital Mutilation (FGM) is considered a form of physical AND sexual abuse.

Sexual violence and abuse is 'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).

Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or nonpenetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation, or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception.

This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can happen in any organisation, within and outside Health and Social Care (HSC) provision. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and

includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly where the person lacks the capacity to assess risk.

“Adult Safeguarding: Prevention and Protection in Partnership” does not include selfharm or self-neglect within the definition of an ‘adult in need of protection’. Each case will require a professional HSC assessment to determine the appropriate response and consider if any underlying factors require a protection response. For example self-harm may be the manifestation of harm which has been perpetrated by a third party and which the adult feels unable to disclose.

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

This list of types of harmful conduct is not exhaustive, nor listed here in any order of priority. There are other indicators which should not be ignored. It is also possible that if a person is being harmed in one way, s/he may very well be experiencing harm in other ways.

Related Definitions

There are related definitions which interface with Adult Safeguarding, each of which have their own associated adult protection processes in place.

Domestic violence and abuse is ‘threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member’. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

The response to any adult facing this situation will usually require a referral to specialist services such as Women’s Aid or the Men’s Advisory Project.

In high risk cases a referral will also be made to the Multi-Agency Risk Assessment (MARAC) process.

Specialist services will then decide if the case needs to be referred to a HSC Trust for action under the safeguarding procedures.

If in doubt anyone with a concern can contact the Domestic and Sexual Violence helpline (0808 802 1414) to receive advice and guidance about how best to proceed.

Human trafficking/Modern Slavery involves the acquisition and movement of people by improper means, such as force, threat, or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking/modern slavery can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity. The response to adults at risk experiencing hate crime will usually be to report the incident to the Police Service.

4.1 What might constitute a CONCERN about a child/Adult at Risk?

A concern relates to the possibility of a child/Adult at Risk suffering harm. Indicators of this might include:

- Sudden, unexplained or worrying changes in behaviour.
- Physical signs or symptoms that may be indicative of abuse (emotional, sexual, physical or neglect).
- Worrying remarks made by a child/Adult at Risk.
- A situation where a child/Adult at Risk is exposed to potential risk or harm.

ALL concerns should be recorded and passed to the Designated Officer Elaine Forde within 24 hours whether they relate to situations internal or external to the Playhouse.

4.2 What is a DISCLOSURE?

A disclosure is when a child/Adult at Risk tell's a staff member that they have been or are being harmed or abused in some way. This may be physical, sexual, emotional abuse, neglect or bullying.

It is important to reassure the person who has made the disclosure and offer appropriate support.

ALL disclosures must be reported to the Designated Officer within 24 hours (*See Appendix 4*).

4.3 What is a CONCERN / ALLEGATION about the behaviour of staff?

Inappropriate or unacceptable behaviour or communication, favouritism or negligence is an example of what may constitute a concern about the conduct of a member of staff.

An allegation about a staff member occurs when a child/Adult at Risk, parent or other staff member reports unacceptable behaviour where a child/Adult at Risk has been harmed, put at risk of harm or abused in some way.

ALL allegations against staff must be referred to the Designated Officer within 24 hours (See *Appendix 4*). In the case of allegations against the Designated Officer, this should be reported to the Chief Executive.

4.4 Recording

ALL concerns, disclosures and allegations should be recorded on pro-formas (See *Appendix 4*) and passed to the Designated Officer within 24 hours.

4.5 Who is the Designated Officer and what is their role?

The Playhouse Current Designated Safeguarding Officer and Deputy are Kevin Murphy and Deirdre Mackel.

The role of the Designated Safeguarding Officer and Deputy is to make contact with local statutory agencies such as Social Services and PSNI and to report any allegations against staff / volunteers, disclosures or concerns to the relevant agency.

4.6 Whistleblowing

The Playhouse conducts its business at all times with the highest standards of integrity and honesty.

It expects all its employees to maintain the same standards in everything they do. It is important to The Playhouse that any fraud, misconduct or wrongdoing by employees of the Organisation is reported and properly dealt with.

The Playhouse therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run.

The Whistleblowing policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Aim of the policy is to:

- Enable and encourage employees to raise genuine concerns about possible wrongdoing at work without fear of reprisal and to reassure workers that such matters will be dealt with seriously and effectively by The Playhouse internally;

- Allow The Playhouse to take action against any employee who makes allegations in bad faith and/or publicly discloses information when it is unreasonable for them to do so in line with The Playhouse Disciplinary & Grievance Policy and Procedure.

It is particularly important to state that this policy is separate from The Playhouse Disciplinary & Grievance Policy and Procedure, which relates to general concerns which an employee may have about their own personal circumstances. This Whistleblowing Policy is designed to ensure that concerns about possible illegal or dangerous activities or forms of malpractice are

brought swiftly to management's attention. These may not necessarily be related to the whistleblowers area of work.

For further information please refer to The Playhouse Whistleblowing Policy.

5. REPORTING PROCEDURE
What to do if you Suspect Child/Adult at Risk Abuse / Inappropriate Behaviour

Staff Member/ Volunteer has concerns

Physical or Behavioural indications	You suspect an adult is a threat to children/Adult at Risks	A child/Adult at Risk tells you they are being abused in some way
--	--	--

Contact the Manager onsite and tell them of your concerns	Maintain surveillance of the suspect and immediately contact the Manger on duty to discuss your suspicions	React calmly, believe and reassure the child/Adult at Risk. Question only to clarify, not to investigate. Pass on the information to the Manager on duty
--	---	---

Remain calm at all times, ensure safety of child/Adult at Risk and, where possible, maintain surveillance of suspect

The Manager on duty should record all information, actions and observations. Include dates, times, location, witness names, as this information may be required at a later date
(See Appendix 4)

Report to Designated Officer: Kevin Murphy – W. 02871 268027 or kevin@derryplayhouse.com
 Or
(A second staff member will take up this position after training)
 (in order to implement Child/Adult at Risk Protection Procedures)

Designated Officers refers to Chair – Board of Management
 (in order to implement disciplinary procedures, if appropriate)

If it is a serious concern the Designated Officers will refer to Social Services and / or PSNI

Social Services will advise regarding contact with parents and police

5.1 . Playhouse implements effective procedures for assessing and managing risk with regard to safeguarding children and adults.

To ensure the safety of children and adults, The Playhouse staff risk assess activities.

The risk assessments undertaken:

- Identify the hazards, which are anything that could potentially cause harm;
- Identify those who may be at risk;
- Assessment of the risks associated with the hazards;
- Additional safety and/or control measures that can be put into place to minimise the risks;
- Identify specific risks for children and young people with additional needs.

APPENDIX 13 - See sample risk assessment

5.2 Supervision of Children and Young People on Day Trips

Making arrangements to ensure the appropriate supervision of children and young people is one of the most effective ways to minimize any opportunities for children and young people to suffer harm of any kind whilst in our care.

Activities

Staff organising any trips should plan and prepare a detailed programme of activities for the children and young people involved in the project, ensuring that the programme is suitable for the age and stage of development of those participating.

- Playhouse project coordinators are responsible for the welfare and safety of the children and young people for the whole time they are away from home.
- Whilst in our care children and young people will not be left to their own devices, for example, in a town for the evening or unaccompanied shopping expeditions.
- All children and young people will be adequately supervised, and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted for example unforeseen bad weather requiring changes to the planned programme, project coordinators will have a number of alternative activities planned.

- Project coordinators will obtain, in writing, parental consent for each child and young person to join an organised trip.
- Parents will be given full information about the event, including details of the programme, the activities in which the children and young people will be engaged and the supervision ratios of staff and volunteers to children and young people.

Supervision of Children and Young People

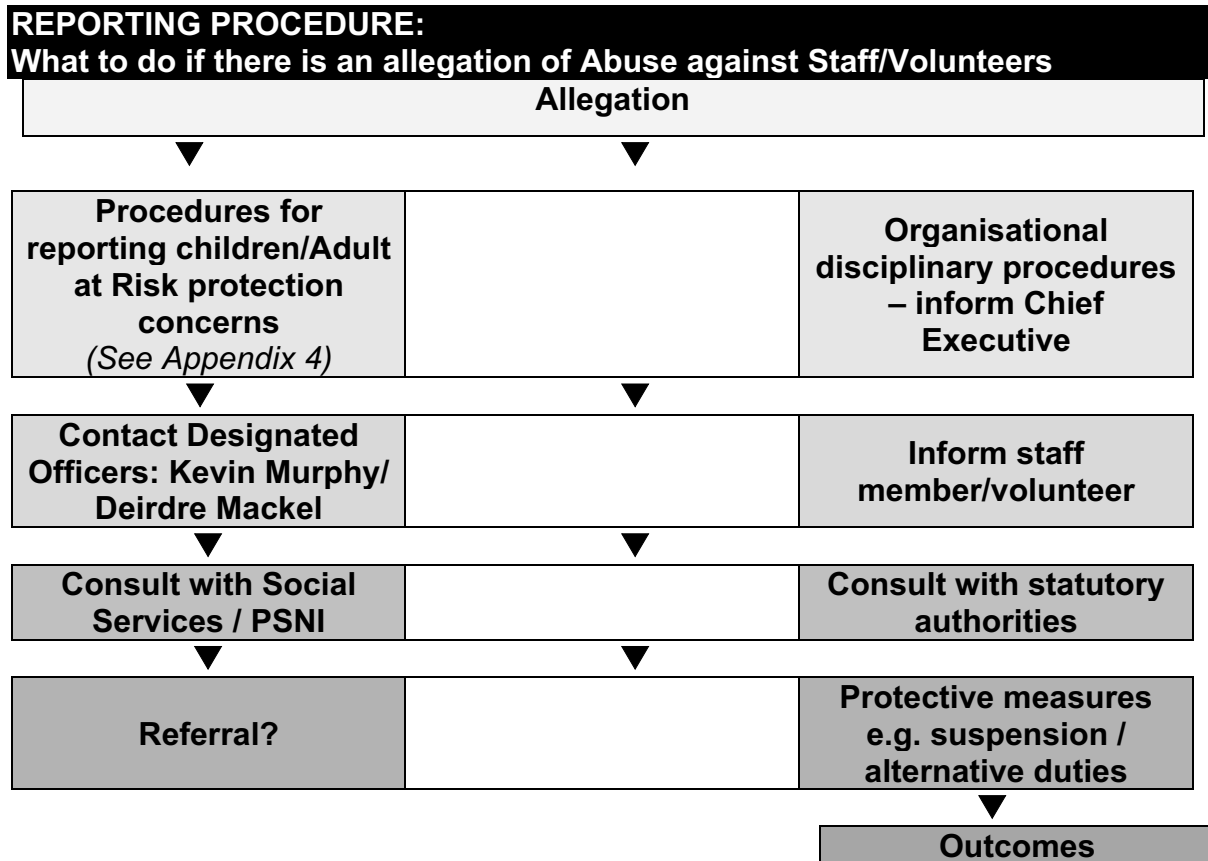
- Leaders in charge must be satisfied that the staff and volunteers accompanying children and young people are fully competent to do so.
- Children and young people must be supervised at all times.
- Children and young people must not be left unsupervised at any time.
- Staff and volunteers should know at all times where the children and young people are and what they are doing.
- Any activity which could be considered risky or which involves the use of potentially dangerous equipment should have constant adult supervision.
- Children and young people will be safer if supervised by two or more adults.
- Dangerous behaviour by children and young people should not be tolerated.

APPENDIX 13 - See sample risk assessment

5.3 All identified risks and risk-reducing measures are recorded and reviewed at least once a year by The Playhouse Designated Safeguarding Officers and the Senior Management Team.

5.4 The Playhouse records all accidents and incidents in the Accident Journal which is kept at Box Office. All accidents, incidents and near-misses must be recorded in the Accident Journal.

The accidents & incidents recorded are reviewed by the CEO annually as the information recorded informs practice and management decisions and procedures.



**7. CONTACT NUMBERS:
Reporting Allegations or Suspicions of Abuse**

Contact: Kevin Murphy (Designated Officer)
Role: CEO
☎ (work): 02871 268027

Contact:
Role:
☎ (work):
☎ (mobile):

If there is an emergency and the Designated Officer's cannot be contacted, contact the relevant agency below:

**Children and Young People - Social Services Office:
Derry**

☎: 028 7131 4090
☎(Out of Hours): 028 95 049999

Adults at Risk - HSC Trusts
Normal working hours Regional (9am to 5pm)
Western (028) 7161 1366
Out of hours
(028) 9504 9999

Adults at Risk - RQIA
Normal working hours
(9am to 5pm)
Omagh - (028) 8224 5828

NSPCC Helpline

☎:
0808 8 00 5000

Children/Adult at Risk Abuse Investigation Unit (PSNI)

☎:
028 9065 0222

It is not the worker’s responsibility to investigate a concern or decide if abuse or harm has occurred. Workers simply need to ensure that all information is passed to the Designated Officer without delay.

8. REFERRAL TO THE DISCLOSURE AND BARRING SERVICE (DBS)

If a worker in a regulated position has harmed a child/Adult at Risk or placed a child/Adult at Risk at risk of harm as a result of misconduct, the Playhouse will make a referral to the Department of Health, Social Services and Public Safety.

The Playhouse will also make a referral if it receives information about the misconduct of a worker who has since left and if that information had been available at the time, the Playhouse would have considered dismissing the worker on the grounds of misconduct. A referral will not be made in circumstances where dismissal was not a serious option.

9. ANTI-BULLYING

Bullying is unacceptable and children/Adults at Risk are encouraged to tell a member of staff about any incidents so these can be dealt with promptly and efficiently.

Bullying is defined as the use of aggression with the intention of hurting another person, resulting in pain and distress to the victim and which will negatively impact on their wellbeing.

Bullying can be categorised as:

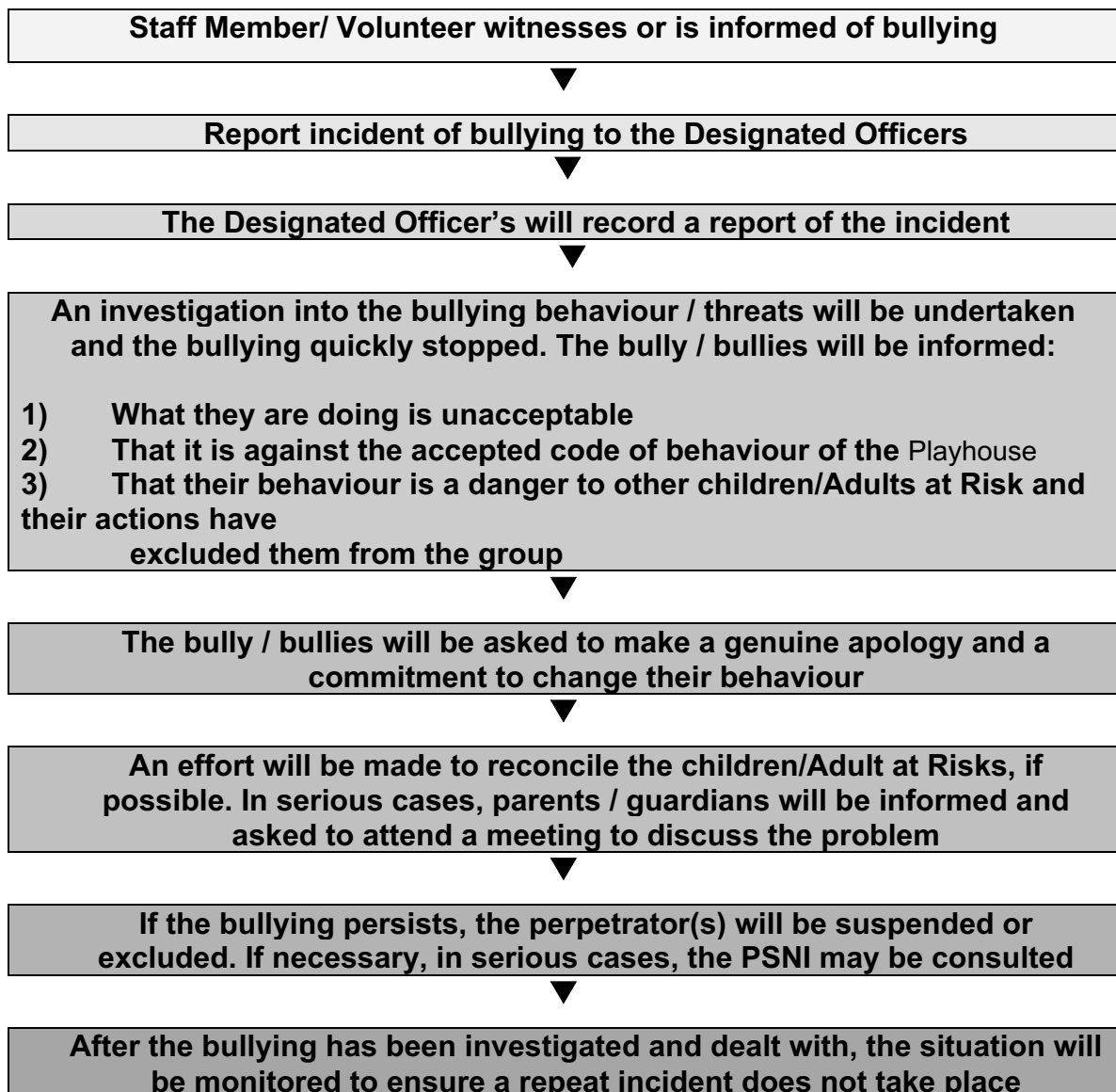
Emotional	Being unfriendly, excluding, tormenting (E.g. hiding possessions, threatening gestures).
Physical	Pushing, kicking, hitting, punching or any use of violence against another person.
Racist	Racial taunts, graffiti, gestures.
Disability	Gestures, taunts and exclusion on the grounds of disability.
Gender	Unfriendliness and exclusion.
Sexual	Unwanted physical contact or sexually abusive comments.
Homophobic	Because of, or focusing on, the issue of sexuality.
Verbal	Name-calling, sarcasm, spreading rumours, teasing.
Cyber	Internet, email and internet chat room misuse; mobile phone threats by text messaging, Bluetooth and phone calls; misuse of associated technology i.e. camera and video facilities.

Every children/Adult at Risk has the right to be treated with respect – no one deserves to be a victim of bullying and children/Adults at Risk who are bullying others need to learn different ways of behaving.

Bullying of any kind will not be tolerated by the Playhouse.

Playhouse staff should ensure that all children/Adults at Risk are made aware of the anti-bullying policy and the code of behaviour.

**9.1 REPORTING PROCEDURES:
What to do if bullying takes place**



10. CODE OF BEHAVIOUR FOR STAFF	
DO	DON'T
Be supportive, approachable and reassuring.	Show favouritism towards a children/Adult at Risk.
Show respect, be patient and listen to children/Adult at Risks.	Promise to keep secrets.
Respect a young person's right to personal privacy.	Belittle or demean children/Adults at Risk or other workers.
Treat and value children/Adults at Risk as individuals.	Embarrass, ignore or single out a child/Adult at Risk.
Set a good example by using appropriate attitude, demeanour and language at all times.	Shout at / argue with children/Adults at Risk or other workers in a humiliating / patronising / threatening manner.
Wear clothing that is appropriate to the art form and artistic need.	Give unnecessary orders or orders which humiliate / instigate fear in others.
Offer support and empathy in a manner appropriate to the child's/Adult at Risk's age, stage and gender of a child's/Adult at Risk – always in an open and transparent manner and within context e.g. if the child/Adult at Risk is distressed.	Engage in sexually provocative / inappropriate games (including horseplay). Any contact activities must be part of the planned activities for the group and clearly supervised.
Ensure that any time spent with children/Adults at Risk takes place in as open a setting as possible.	Allow or engage in inappropriate touching (kissing, hitting, smacking, etc.).
Provide clear instruction, clarify meaning and establish clear boundaries.	Make sexually suggestive comments about or to a children/Adult at Risk, even in jest.
Involve children/Adults at Risk in the decision making process as much as possible e.g. planning activities.	Abuse privileges / your own position.
Focus on the child/Adult at Risk and what they really want to do (i.e. it could be more damaging to push a child/Adult at Risk who is not ready to take part in a performance).	Give your personal contact details to children/Adult at Risks; organisational details should be used instead.
Encourage leadership, responsibility and participation in activities.	Text / telephone / email children/Adults at Risk on a one-to-one basis unless with parental consent and for a specific purpose.
Encourage children/Adults at Risk to do as much as possible for themselves and instil confidence – support them to make choices and to find acceptable ways to express their feelings. This will enable children/Adults at Risk to have the self-confidence and vocabulary to resist inappropriate approaches.	Invite / accept invites from children/Adults at Risk for social networking websites.
	Let allegations a child/Adult at Risk makes go unrecorded or leave issues unresolved.
	Teach or give instruction that is outside your remit.
	Be under the influence, or recovering from the effects of, alcohol / illegal substances.
	Leave children/Adults at Risk unsupervised.
	Allow children/Adults at Risk to use language that is deemed inappropriate or offensive to others within the group.
	Do things of a personal nature for children/Adults at Risk that they can do themselves.

	Take children/Adults at Risk to your home (or their home if a parent / guardian is not there to meet them).
--	---

Failure to comply with the code of behaviour will result in disciplinary action (staff) and sanctions (volunteers).

ALL STAFF SHOULD AVOID:
<p><u>Spending periods of time alone with children/adults at risk.</u></p> <p>An adult who needs to take a child/_adults at risk aside (e.g. time out for misbehaviour) should stay within the sight of others. If it necessary to enter a separate room, use a room with visual access (e.g. a window) and leave the door open. Another adult should know, be vigilant and within ear shot if possible. A written record should be made and kept on file.</p>
<p><u>Physical contact that is out of the art form context.</u></p> <p>Any required physical contact should only take place with the child/ co adults at risk consent, within the context and any resistance should be respected.</p>
<p><u>Taking children/Adults at Risk alone in car journeys, no matter how short.</u></p> <p>If this is necessary, try to take more than one child/Adult at Risk and ensure that they are seated in the back of the vehicle. It should also only take place with the full knowledge and consent of the leader / supervisor in charge and the child/Adult at Risk's parents / guardians. They should also know the route that will be taken and the estimated time of arrival.</p>

Shouting at a child/Adult at Risk in a threatening, patronising or derogatory manner is unacceptable; however, appropriate shouting within the context of an activity (e.g. rehearsals or a theatre performance) may be required when children/Adults at Risk need to be alert and ready to respond. In many instances, workshops and technical rehearsals involve loud music, participants are excited and boisterous, the environment is often chaotic and the schedule may be running behind time. The importance of following direction and instruction given by the artistic team in these situations may make shouting appropriate and contextual as part of the learning process for participants.

11. PHYSICAL CONTACT

There will be instances when physical contact with a child/adult at risk is unavoidable and appropriate within the context. Some guidelines of what is considered appropriate and inappropriate touch include:

APPROPRIATE	INAPPROPRIATE
Context dependent touch within a controlled and supervised environment	Touch which is unnecessary.

(e.g. demonstrations for dance, music, drama, craft or singing).	
Administration of first aid (with parental consent and only by a trained first-aider).	Touch which is unexplained.
Assistance to avoid embarrassment (e.g. offering to help a child/Adult at Risk to their feet if they fall).	Touch which is out of context.
Support and guidance for performing arts such as drama, dance, circus and musical theatre (e.g. lifting / positioning / spotting).	Touch which is out of normal environment.
Offering comfort to a distressed child/Adult at Risk, in response to the child's/Adult at Risk's needs.	Touch which is in response to adult's needs.
Preventing injury (e.g. catching a falling child/Adult at Risk, appropriate restraint).	Touch which is without consent.
Handshake and 'hi-fives'.	Sustained and prolonged 'appropriate' touch.
Group hug with all the children/Adults at Risk/ group at the end of class / following a performance as a means of congratulations.	Kissing.
Undertaking personal care (e.g. for very young or disabled children/adult at risk) only with the full consent of parents / guardians and, if possible, by a worker of the same gender. In an emergency, personal care should <i>only</i> be undertaken with the full consent of a leader / supervisor and parents / guardians should be fully informed as soon as possible, if it was not possible to contact them beforehand.	Touch of breast, groin or buttocks.
Fitting / checking / fixing microphones and sound equipment.	Horseplay (adults – children/Adult at Risk; between peers).
Taking measurements / fittings for costume.	Sexual gestures.
Emergency costume repairs (e.g. when a child/adult at risk is wearing a costume during a performance).	Slapping / hitting (even in jest).
Fitting harnesses / checking safety equipment for 'flying'.	Holding hands (unless in context e.g. assisting very young children/Adults at Risk with crossing the road).
Assisting children/Adults at Risk with planned costumes in the wings / backstage.	

In addition, physical touch should *only* occur:

- After the type of activity and reason for it has been explained to the children/adult at risk.
- When the children/ adult at risk consent has been gained.
- In an open and transparent manner, preferably in view of others.
- When it is appropriate to the age and developmental stage of the child's/ adult at risk.
- In response to the particular needs of the children/Adult at Risk.
- When it is not in breach of appropriate physical contact guidelines.
- As lightly and sensitively as possible.

Care should also be taken to avoid standing behind the child/ adult at risk whenever possible. A worker who feels something may have been misconstrued should address this **without delay** with the children/ adult at risk / other workers and tell a leader / supervisor.

Workers must remember that the safety of a child/ adult at risk comes first. One example is a circus tutor who has been appointed to 'spot' a children/ adult at risk to prevent injury if the child/ adult at risk falls. If, when catching the child/ adult at risk, the tutor accidentally touches the child/ adult at risk in an inappropriate way / part of the body, they should address any issues or embarrassment with the child/ adult at risk once that child/ adult at risk is safe and make a note of it in their end of session report.

It is important to remember that the safety of children/Adults at Risk is paramount and that common sense must prevail in all instances.

12. REASONABLE FORCE

The Playhouse recognises its responsibility towards children/Adults at Risk in its charge and therefore takes all reasonable steps to ensure that the welfare of children/Adults at Risk is safeguarded and that their safety is preserved. The Playhouse's staff / facilitators / volunteers also have a duty to promote and secure good behaviour on the part of the children/adult at risk

The following is guidance for staff on the use of reasonable force and restraint and is not deemed to be an exhaustive list of definitions or situations.

12.1 Definition of Reasonable Force

The working definition of "reasonable force" is the minimum force necessary to prevent a children/Adult at Risk from physically harming him/herself or others or seriously damaging property, but used in a manner which attempts to preserve the dignity of all concerned. The use of reasonable force will always depend on the circumstances of the case and staff should take the following into consideration:

- Whether it is reasonable to use force and the degree of force that could reasonably be employed, given the age, sex, physical strength, size, understanding and any known medical conditions of the child/Adult at Risk.
- The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of *any* degree of force is unlawful if the particular circumstances do not warrant the use of physical force. Therefore physical force could

not be justified to prevent a child/adult at risk from committing a trivial misdemeanour, or in a situation that clearly could be resolved without force.

- The degree of force employed should be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should always be the minimum needed to defuse the situation.

12.2 Use and Forms of Reasonable Force

(a) When might it be appropriate to use reasonable force?

Reasonable force should be limited to emergency situations and used only as a last resort in situations where:

- A child/adult at risk attack's a member of staff or another child/adult at risk.
- Children/Adults at Risk are fighting.
- A child/ Adults at Risk is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials, substances or objects;
- A child/ Adults at Risk is running in an area or on a stairway in which he/she might cause an accident likely to injure him/herself or others.

(b) Physical intervention in these circumstances may take several forms e.g.:

- physically interposing between children/ Adults at Risk;
- blocking a child/ Adult at Risk path;
- holding;
- leading a child/ Adult at Risk by the hand or arm;
- shepherding a child/ Adult at Risk away by placing a hand in the centre of the back;
or
- (in extreme circumstances) using more restrictive holds.

(c) The law strictly prohibits the use of force, which constitutes the giving of corporal punishment. The use of force as a punishment or to intentionally cause pain, injury or humiliation, such as the examples below, (which are not exhaustive) should not be permitted under any circumstances;

- holding around the neck;
- any hold that might restrict breathing;
- kicking, slapping or punching;
- forcing limbs against joints;
- tripping;
- holding by the hair; and
- holding the children/Adult at Risk face down on the ground.

(d) When used, physical intervention should avert danger by preventing or deflecting a child/ Adult at Risk action or perhaps by removing a physical object which could be used to harm him/her or others. It should, at all times, be carefully applied and may be eased by degrees as the child/ Adult at Risk calms down in response to the physical contact. The child/ Adult at Risk should be advised throughout that physical intervention will cease when he/she calms down.

(e) The use of restraint is only likely to be needed in exceptional circumstances if a child/ Adult at Risk appears to be unable to exercise self-control of emotions and behaviour and is presenting a threat to him / herself or others. The use of reasonable force should involve calm and measured approach by staff at all times.

(f) There may be times when members of staff should not intervene in an incident without help. Assistance should be sought when dealing, for example, with:

- an older child/ Adult at Risk;
- a physically large child/ Adult at Risk;
- more than one child/ Adult at Risk;
- when the staff member believes that he/she may be at risk of injury.

In those circumstances where the member of staff has decided that it is not appropriate to restrain the child/ Adult at Risk without, he/she should:

- remove other child/Adults at Risk who might be at risk;
- summon assistance from colleagues;
- where necessary, contact the PSNI;
- inform the child/ Adult at Risk that help will be arriving; and
- continue to attempt to defuse the situation orally, and try to prevent the incident from escalating
-

12.3 Record Keeping

(a) All incidents involving the use of reasonable force should be recorded in a detailed, contemporaneous written report in accordance with Playhouse procedures (*See Appendix 4*). Such records may be required for future reference. Immediately following any such incident the member of staff concerned should inform the Designated Officer's and provide a written report.

(b) Staff and the Designated Officer should keep record of the written report.

12.4 Complaints

(a) If an incident occurs in the Playhouse involving the use of reasonable force by a member of staff, the procedures governing such incidents should be followed.

(b) In the event of a subsequent complaint made against a member of staff either by or on behalf of the children/Adult at Risk, this should be dealt with in accordance with the Playhouse's complaints procedures. A dispute about the use of force by a member of staff might lead to an investigation either under disciplinary procedures, or by the PSNI and Social Services Department under children/Adult at Risk protection procedures.

(c) Staff who themselves are subject to physical violence or assault should be supported, as appropriate, in taking any necessary action against an assailant.

12.5 Training and Development

(a) Although it is anticipated that incidences involving the use of reasonable force or physical intervention will be infrequent, all staff members should be aware of the issues relating to the

use of reasonable force and physical intervention as well as procedures and practices relating to the Playhouse’s children/Adult at Risk protection procedures. As part of the Playhouse’s training and development policy, all staff should receive appropriate training in the use of preventative strategies and approaches for managing difficult situations when they arise

12.6 Complaints in Relation to the user of Reasonable Force

(a) Involving parents when an incident occurs with their child/Adult at Risk, and having a clear policy about the use of reasonable force that staff adhere to, should help to avoid complaints from parents/guardians. It will not, however, prevent all complaints, and any complaint from a parent/guardian about the use of reasonable force on his/her child/Adult at Risk should be dealt with in accordance with the Playhouse’s existing procedures.

(b) The possibility that a complaint might result in a disciplinary hearing or a criminal prosecution, or in a civil action brought by a child/Adult at Risk or parent/guardian, cannot be ruled out. In these circumstances it would be for the disciplinary panel or the court to decide whether the use and degree of force was reasonable in all the circumstances. In doing so, the disciplinary panel or court would have regard to the Playhouse’s policy on the use of reasonable force, whether that had been followed, and the need to prevent injury, damage, or disruption, in considering all the circumstances of the case.

Workers may encounter a circumstance when it is necessary to restrain a child/Adult at Risk to prevent injury to them (e.g. child/Adult at Risk who is about to walk in front of a moving vehicle) or others (e.g. child/Adult at Risk attacks another child/Adult at Risk or worker). In all instances, reasonable force should only be used in emergency situations when it is necessary to do so and only the minimum force should be used.

13. CODE OF BEHAVIOUR FOR CHILDREN/ADULT AT RISKS

A code of behaviour should be developed for children/Adults at Risk taking part in an activity/group. As with a code of behaviour for staff, it should outline appropriate and inappropriate behaviours and should be valid for a specified period of time (e.g. the duration of the project).

All staff working with children/Adults at Risk should develop their own code of behaviour, in discussion with the children/Adult at Risks, for each project. In doing so, children/Adults at Risk will be encouraged to take ownership of their code of behaviour and minimise the necessity to impose sanctions.

The following is an example of a code of behaviour for children/Adult at Risks:

DO	DON'T
Include and encourage the participation of other group members.	Shout.
Listen to others.	Swear or use inappropriate language.
Ask questions if you are unsure about something.	Make fun of others.
Respect other children/Adults at Risk and adults at all times.	Exclude or make assumptions about others.

Tell a leader straight away if you (or another child/Adult at Risk) feel uncomfortable or frightened by the actions or words of another adult or child/Adult at Risk.	Fight / push / pull / hit / nip / bite – even in fun.
Say 'no' if you feel uncomfortable at any time (e.g. during an activity).	Tell jokes or stories that are rude or may offend or hurt others.
	Run throughout the building / backstage.
	Keep bullying or inappropriate behaviour a secret.
	Promise to keep secrets.
	Use mobile phones during activities (including breaks).

Dangerous behaviour by children/Adults at Risk should not be allowed.

14. DISABILITY AND ADDITIONAL NEEDS

The Playhouse welcomes children/Adults at Risk with and without a disability to participate in activities. Parents / guardians, the child/Adult at Risk and staff are involved in consultation to identify and assess additional needs on an individual basis to provide appropriate learning opportunities for all children/Adult at Risks.

The Playhouse aims to maximise inclusion by:

- Planning for inclusion in advance, with regards to accessibility of activities, venue, equipment, transport and sanitary / changing and catering facilities.
- Involving the child/Adult at Risk, parents / guardians, staff and support organisation with regards gathering information, planning and reviewing.
- Minimising fuss when including a child/Adult at Risk with additional needs and taking care to avoid singling them out.
- Ensuring appropriate supervision ratios are maintained at all times.
- Asking parents / guardians to provide detailed information about medical, dietary and intimate care needs to ensure the comfort, safety and privacy of their child/Adult at Risk (*See Appendix 5 & 6*).
- Only giving out information on a need to know basis and with strictest confidentiality.

In all instances, it is important to remember that a child/Adult at Risk with additional needs is a child/Adult at Risk first

15. SANCTIONS

A breach of procedures and guidelines will be taken seriously and staff, volunteers, children/Adult at Risks, parents / guardians and other service users should note the following:

- **Staff** in breach of guidelines will be disciplined in line with the Disciplinary Procedure. If there is an allegation of gross misconduct, the employee will be suspended from work on full pay. Two independent investigating officers appointed by the CEO in conjunction with the Chair of Board of Directors will conduct a formal investigation. In accordance with the Playhouse Disciplinary Procedure and the outcome of the formal investigations:
 1. Dismissal may occur;
 2. The PSNI may be informed;
 3. The Department of Health & Social Services may be informed.
- Guidelines for dealing for difficult situations will be followed for **volunteers** who breach policy, as outlined in their Volunteer Agreement.
- **Children/Adults at Risk** who breach the code of behaviour, anti-bullying policy or instructions for an activity / task will be disciplined in the context of the seriousness of the incident. This may include challenging difficult behaviour, taking time out from participating in an activity or temporary suspension from the Playhouse. Depending on the seriousness of the breach the children/Adult at Risk's parents / guardians may be contacted and in some instances and in the most extreme cases, it may be necessary to consider permanent suspension.
- **Service users (including parents / guardians, audience members and user groups)** must adhere to the Playhouse's Children/Adult at Risk Protection Policy in order to facilitate the safety of children/Adult at Risks. Failure to do so will result in sanctions and in extreme cases, possibly permanent suspension.

Any breach should be reported to the Designated Officer without delay.

16. SHARING INFORMATION

Good communication helps to foster an environment in which children/Adults at Risk will be protected from harm. The Playhouse strives for best practice through implementing the following:

- Ensuring all parents / guardians, children/Adult at Risks, staff and other service users are aware of policies, procedures and guidelines relevant to them, including the Children/Adult at Risk Protection Policy. **The Children/Adult at Risk Protection Policy is also displayed in the Playhouse third floor Administration Office (where the Designated Officers are based) and the complete document is stored in the Playhouse Policy & Procedure file. All staff members have a copy of this document. A copy is available online.**
- Keeping parents / guardians and children/Adults at Risk fully informed about meetings, workshops, training, events and specific activities (including any particular requirement e.g. suitable clothing).
- Regularly circulating updated information about activities and events through publicity leaflets / brochures / letters, etc.
- Holding events in accessible and appropriate venues.
- Welcoming and considering suggestions from parents / guardians and children/Adults at Risk (verbal / written) and undertaking surveys and evaluations to assess services.
- Explaining the complaints procedures to parents / guardians and children/Adults at Risk and volunteers and the grievance procedure to staff.
- Encouraging parental assistance with specific events.
- Producing and circulating information with key points in advance of events; highlighting key points at the start of an event (e.g. policy on photographs and videos) and placing posters around the venue to remind individuals about the organisation's commitment to good practice in relation to children/Adult at Risk protection.
- Holding regular meetings with staff, facilitators and user groups to outline children/Adult at Risk protection responsibilities.
- Informing children/Adult at Risks, parents / guardians and staff about sanctions that apply to breaching codes of behaviour.
- Extracting key information from the full Children/Adult at Risk Protection Policy as a quick reference guide for staff / volunteers / children/Adults at Risk/ parents / guardians (e.g. code of behaviour, dealing with disclosure, reporting procedure, emergency contact numbers).

17. CHILDREN/ADULT AT RISK PROTECTION IN OUTREACH SITUATIONS

On the occasions when the Playhouse and its staff are conducting workshops or events in locations outside of the building, the **Playhouse's Children/Adult at Risk Protection Policy must still be adhered to.**

Children/Adult at Risk protection policies should be exchanged in advance so that both organisations can familiarise themselves with the procedures and guidelines of the other organisation, and any differences should be discussed in advance of a session and definitive procedure agreed upon.

For example, the agreed reporting procedure may be that any children/Adult at Risk protection concerns are reported through the host organisation's procedure but, if the visiting organisation is not satisfied that it has been appropriately dealt with, then it will deal with the concern via its own procedure.

Playhouse staff should hold a preliminary meeting with the host venue to explain the activities that will be undertaken and the process for interacting with the children/Adult at Risks. The staff will explain the rationale behind the techniques that will be used within the given art form and emphasise the benefits to the children/Adult at Risks.

Attention will be given to how the workshop facilitators operate and how they deliver a session within the guidelines of the Playhouse’s Children/Adult at Risk Protection Policy (this is particularly important if the art form requires using techniques that would not be used by the host organisation’s workers to interact with children/Adult at Risks).

By improving a host organisation’s understanding of how and why a particular approach is taken, the Playhouse aims to reduce any conflict of interest between workshop facilitators and workers from the host organisation.

If we are unhappy at the level of supervision, inadequate facilities or if we feel our staff are being mistreated or abused, the Playhouse will reserve the right to halt or cancel an activity. **The responsibilities of the visiting and host organisations, the children/Adult at Risk protection procedures to be used and the specific details of the sessions should be negotiated and agreed in advance of a session including:**

Date:	Time:
Workshop facilitator(s):	
Facilitator(s) contact details:	
Name of supervising worker(s) who will be present at the session:	
Supervising worker(s) contact details:	
Workshop venue, set-up:	Location:
Workshop activities:	
Supervision requirements (e.g. worker from the host organisation will greet and escort the facilitator to the workshop venue and must be present for the duration of the session and in the instance that a worker will be unavailable on the day, another worker will be present) and guidance of the required level of input from the host organisation’s worker (e.g. the workshop facilitator will manage all aspects of the session and the host organisation’s worker will observe, unless asked for input or assistance):	
Code of behaviour for workshop facilitators and workers from host organisation:	
Code of behaviour for children/Adult at Risks:	

Reporting procedures for concerns:

Procedure for communication any changes to session (e.g.) different workers
--

This information should be written into a formal agreement and sent to the head of the host organisation, who should then confirm that they agree to the workshop taking place and provide the names of workers from the host organisation who will be involved in organising the workshop (e.g. venue set-up, session supervision).

The facilitator will then write to these workers and outline the key information to avoid confusion on the day of the workshop. The host organisation's worker(s) should be asked to speak to a workshop facilitator if they have a concern about the approach used during an activity.

18. PARENTAL CONSENT

For events which involve children/Adults at Risk the Playhouse will gain information about children/Adults at Risk in its care and parental consent in relation to medical / dietary requirements, activities and emergency situations (*See Appendix 5 & 6*). Consent must be given by those with Parental Responsibility. Records are maintained and regularly updates for the following information:

- Names, addresses and contact numbers for parents / guardians.
- Information about health issues / medication / dietary requirements.
- Parental consent for all activities / emergency situations (including emergency contact numbers).

A generic consent form is used to gain parental consent for regular activities (e.g. gaining parental consent at the start of the youth musical. *See Appendix 5*). In addition, a new consent form is issued to parents / guardians for any specialist activities over and above the normal ones (e.g. a visit to another theatre).

Parents / guardians are made aware of the Playhouse's commitment to ensuring the safety and welfare of all children/Adults at Risk and the requirement to know of any medical, dietary or behavioural conditions in relation to a children/Adult at Risk (*See Appendix 6*). The need to provide the Playhouse with all information is clearly communicated, in order to minimise placing a children/Adult at Risk and / or others at risk of harm.

The Playhouse highlights its commitment to inclusiveness through communication with parents / guardians, emphasising that a condition is very unlikely to preclude a children/Adult at Risk from being involved and that efforts will be made to provide appropriate methods of support.

Comprehensive information is provided by the Playhouse about activities (e.g. wearing make-up and dressing up) and specifies any requirements that parents / guardians, and children/Adult at Risks, should be aware of (e.g. to wear loose clothing when engaging in dance or free movement activities).

Guidelines are provided on inappropriate and / or unacceptable clothing and the procedures that children/Adults at Risk must adhere to when participating in an activity (e.g. to use allocated changing facilities and to follow safety instructions at all times).

19. EQUAL OPPORTUNITIES POLICY

The United Nations Convention on the Rights of the Children (1991) states:

“It is the State’s obligation to protect children/Adults at Risk from any form of discrimination and to take positive action to promote their rights.”

The Playhouse’s activities and events are accessible to children/Adults at Risk and families from all sections of the local community.

The Playhouse promotes Equal Opportunities by:

- Widely circulating information about activities and events in local communities.
- Welcoming individuals from all cultural, ethnic, religious and social groups, with and without disabilities.
- Ensuring that our literature is available in large print format.
- Monitoring the gender and ethnic background of children/Adults at Risk to avoid exclusion and foster respect and awareness (*See Appendix 12*).
- Being flexible to accommodate the needs of individual children/Adults at Risk and families e.g. regarding attendance patterns.
- Promoting and encompassing cultural diversity within the local community.

A copy of the Playhouse’s Equal Opportunities Policy is available upon request.

20. COMPLAINTS PROCEDURE

The Playhouse’s complaints procedure **applies to children/Adult at Risks, parents / guardians, staff and other service users.**

All complaints are taken seriously and dealt with in a fair, consistent and confidential manner.

Informal Stage

This may be appropriate when the complainant simply wants to raise awareness and resolve a specific issue. This type of complaint can usually be dealt with through dialogue and a written report kept on file.

Formal Stage

Should individuals wish to make a formal complaint, they can do so in writing for the attention of:

The Playhouse CEO Kevin Murphy or The Playhouse Chair Mike Moriarty

5-7 Artillery Street
Derry/Londonderry
N. Ireland
BT48 6RG

20.1 Grievance Procedure for Staff and Volunteers

Staff wishing to make a complaint should follow the formal grievance procedures of the Playhouse. Full details are available within the Staff Handbook which is available upon request.

21. CONFIDENTIALITY

Information gathering and reporting procedures can bring Playhouse staff into contact with confidential information.

All information pertaining to health, additional needs, family circumstances, a child/Adult at Risk's development and behaviour is treated in the strictest of confidence and is held securely.

All individuals associated with the Playhouse (i.e. staff, service users, user groups, parents / guardians, children/Adult at Risks) are advised of the confidentiality policy and are required to respect it.

The Playhouse respects confidentiality by:

- Only allowing parents / guardians access to any files and records held on their own child/Adults at Risk but not those of other children/Adult at Risks.
- Ensuring that information received from parents / guardians will not be used inappropriately and, even then, will only be communicated on a **need to know basis**. Staff/volunteers should follow reporting procedures in relation to a child/Adult at Risk protection concern.
- Recording any anxieties and evidence relating to a child/Adult at Risk's personal safety in a confidential file, accessible only to the Designated Officer's.

Any breach of confidentiality may lead to sanctions being imposed.

In all instances, the welfare and safety of children/Adults at Risk is of paramount consideration and only in strict circumstances when the child/Adult at Risk's welfare is at risk should confidentiality be overridden.

21.1 Record Keeping

All information held by the Playhouse is gathered, stored and shared in accordance with GDPR regulation (May 2018).

22. GENERAL SAFETY AND MANAGEMENT OF ACTIVITIES

The Playhouse strives to provide a healthy and safe environment for children/Adult at Risks, workers and other service users.

22.1 First Aid

First aid kits are located at:	
Floor 1	Reception
Floor 5	Administration Office
Members of staff who are qualified to administer first aid:	
Kieran Griffiths, Fiona McLaughlin & Chloe Harkin Free-lance facilitator, Daniel Roddy (Successfully Completed Annual Training - March 2020)	

The contents of the First Aid boxes are regularly checked and replenished.

In the absence of a first aider in an emergency situation, leaders should use their best endeavours to ensure the welfare of children/Adults at Risk in their care.

In the event of it being necessary to administer medicine to children/Adult at Risks, this should be done with written parental consent (See Appendix 5 & 6).

22.2 Safely Including Disabled Children/Adult at Risks

The Playhouse Equal Opportunities Policy outlines our commitment to including all children/Adults at Risk where possible.

The Playhouse strives to make venues and activities as accessible as possible to disabled children/Adult at Risks. When disabled children/Adults at Risk are involved due regard is given to higher supervision ratios, training and support needs of workers and intimate care requirements of the children/Adult at Risk.

When an activity is deemed unsuitable for disabled children/Adult at Risks, reasonable alternatives are assessed in line with the Playhouse's responsibilities under the Disability Discrimination Act. Any decisions taken are recorded by the Designated Officer.

22.3 Supervision of Children/Adult at Risks

- It is the Playhouse's policy that children/Adults at Risk must be supervised at all times by at least **two adults**. *Children/Adults at Risk will be safer if supervised by two or more adults.*
- **Children/Adults at Risk must not be left unsupervised at any time.**

- Staff should know at all times where children/Adults at Risk are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision (e.g. onstage technical rehearsal).

22.4 Adult/Child/Adult at Risk Ratios

Levels of supervision must be adequate. Therefore, when deciding how many adults are required to supervise, leaders must take into consideration a range of practical matters:

- The number of participants in the group;
- The nature of the set-up/venue;
- The activities to be undertaken. If the activity is one of a hazardous nature then there are specific ratios of adults to children/Adults at Risk which must be adhered to. This can be verified by contacting the WELB (028 8241 1411);
- It is important that each individual supervisor knows the responsibilities s/he is expected to bear;
- It is recommended that no journey/visit should be undertaken without a minimum of two adults in attendance, one of whom must be a worker. Bus drivers should not be considered as supervisors;
- Where a party consists of children/Adults at Risk of both sexes, both male and female supervision should be provided unless otherwise agreed;
- The standard **recommended ratios** are:

0-2 years	1 member of staff to 3 children/Adult at Risks
2-3 years	1 member of staff to 4 children/Adult at Risks
3-7 years	1 member of staff to 8 children/Adult at Risks
8 years and over	2 members of staff (preferably one of each gender) for up to 20 children/Adult at Risks

There should be one additional staff member for every 10 extra children/Adults at Risk and / or young people.

The ratio of staff and volunteers to children/Adults at Risk with disabilities is dependent on the needs of the individual children/Adult at Risk.

Supervision ratios must be met and maintained at all times.

22.5 Insurance

The Playhouse has appropriate and adequate public indemnity insurance to cover injury to any person who enters the building. This cover applies to staff, customers or members of the general public.

23. PHOTOGRAPHY AND VIDEOS

The Playhouse balances its need to have photographs for press and publicity purposes against its requirement to provide a safe environment for children/Adult at Risks.

Parental consent is sought in advance from parents / guardians for the filming / photographing of children/Adults at Risk in activities / workshops (*See Appendix 7*). Should permission not be granted to include a children/Adult at Risk in image recording, this must be respected and honoured. At the consent stage, parents / guardians should be informed of the purpose of the image recording.

There is a blanket prohibition on the use of cameras and mobile phones, DVD and video recorders in The Playhouse's auditorium during a performance. Recording restriction signs are prominently displayed at each entrance to the auditorium. A recorded announcement broadcast in-house before each curtain-up reinforces this prohibition. This prohibition exists for the benefit of the performers and audiences and to protect copyright.

Press photographers come to The Playhouse at the request, for the most part, of the Marketing Department, to take pictures for publicity purposes. **At least two members of staff must be present at all times while press photographs are being taken.**

If the children/Adults at Risk are part of a school party, the school involved will already have received written permission from parents / guardians at the beginning of the school year which covers the children/Adults at Risk for any photo-call situation. This also covers any photo-call organised by The Playhouse of school groups. When The Playhouse wishes to photograph auditions, this is explicitly communicated in advance and only takes place with parental consent and the consent of the children/Adult at Risk.

In any non-school photo-call situation involving individual children/Adult at Risks, written permission must be given by the parents / guardians.

User groups taking part in photo-call situations in the Playhouse organised independently or in conjunction with The Playhouse **must ensure that the children/Adults at Risk involved have written permission from parents / guardians.**

The Playhouse staff and user groups should follow these guidelines during the use of photographic and video equipment:

- Do not permit unsupervised access to children/Adults at Risk or one-to-one sessions.
- Do not allow sessions outside the remit of the event / brief or at a child/Adult at Risk's home.
- If the child/Adult at Risk is named, avoid using their photograph.
- If a photograph is used, avoid naming the children/Adult at Risk.
- Only appropriate images of children/Adults at Risk in suitable dress should be used, to reduce the risk of inappropriate use. Some activities have a greater risk of potential misuse than others. In these instances, the content of the photograph should focus on the activity as opposed to a particular children/Adult at Risk and should avoid full face and body shots.

Report the use of / taking of inappropriate images to the Designated Officer's (*See Appendix 4*).

24. GUIDELINES

The following best practice guidelines should be adhered to should any of the following eventualities arise. These guidelines have been created to address concerns and questions voiced by Playhouse staff during Children/Adult at Risk Protection training.

24.1 Drop Off and Collection at The Playhouse

Parents / guardians are responsible for dropping off and collecting their children/Adult at Risk from The Playhouse. All children/Adults at Risk must be dropped off and collected at the advertised start and finish times of the activity.

Should another nominated person be collecting your children/Adult at Risk at the end of the activity you must inform the activity staff when you drop your children/Adult at Risk off. Photo ID (driver's license) will also be required from the nominated person collecting your children/Adult at Risk before allowing the children/Adult at Risk to be taken from the Playhouse.

If a parent / guardian fails to turn up to collect a child/Adult at Risk the staff will:

1. Try home telephone/mobile number of parent / guardian
2. Try business numbers of parents
3. Try emergency numbers given by parents (it is the responsibility of parents / guardians to fully complete the parental consent forms to ensure this information is at the disposal of the Playhouse)

If the parent / guardian give permission for the child/Adult at Risk to make his/her own way to and from the Playhouse, this must be explicitly stated in the Parental Consent Form.

If a Playhouse staff member is made aware of a child/Adult at Risk who has not been collected on time that staff member must ensure that two staff members (preferably one male and one female) stay with the child/Adult at Risk until their parent / guardian arrives.

There is a designated area for those who are awaiting collection: the child/Adult at Risk along with two members of staff (one male and one female if possible) should wait at the seating area in the Playhouse Box Office.

24.2 What to Do - If a Child/Adult at Risk Loses Their Parents / Carer in the Playhouse

In the event of a child/Adult at Risk approaching a staff member to inform them that they have lost their parent / carer the staff member should:

- Assure the child/Adult at Risk.
- Take note of the child/Adult at Risk's name, age, group they attended the Playhouse with (if applicable), parent / carers name.
- One male and one female staff member accompany the child/Adult at Risk to the Designated Waiting Area –Box Office Ground Floor.

- Make an announcement over the tannoy: ***“Ladies and gentlemen, could I have your attention please. Could the parent or carer responsible for a young person who has been lost, please report to Front of House immediately please.”*** (Please Note: Under no circumstances should you announce the children/Adult at Risk’s name over the tannoy).
- Once the parent / guardian comes to Reception ask their name and the child/Adult at Risk’s name to ensure that it is the same as given to you by the lost child/Adult at Risk, if so, accompany the adult to the child/Adult at Risk in the waiting area.

24.3 What to Do - When Children/Adults at Risk Attend a 16+ Show with Their Parent / Guardian?

Should an event contain adult material, this will be specified in the Playhouse event brochure. It will also be reaffirmed at the point of ticket sale. Children/Adults at Risk can only attend such events if they are accompanied by a parent / guardian.

On the date(s) that the event takes place, posters on the entrance to the auditorium will inform audiences once again that the show contains material of an adult nature.

It is the understanding of the Playhouse and its staff that if a child/Adult at Risk attends such a show in the company of a parent / guardian that it is with the parent’s / guardian’s consent, in full knowledge that they are aware of the content.

24.4 What to Do - If an Incident Occurs and the Child/Adult at Risk’s Parents Are In the Building?

In the event of an incident occurring to a child/Adult at Risk while their parents are in the Playhouse, continue to follow the reporting procedures as detailed in the Children/Adult at Risk Protection Policy. The Designated Officer’s will contact and discuss the incident with the parents once the procedures have been followed through.

24.5 How to Respond - To Requests for Stewards to Take Children/Adults at Risk to the Toilet?

Under *no* circumstances should stewards accompany children/Adults at Risk to the toilet to carryout intimate care. Parents / guardians must accompany children/Adults at Risk to the toilet. Only in instances where written consent from the parent / guardian has explicitly been given should a staff member who has been y
by Access NI accompany a children/Adult at Risk to the toilet.

24.6 Who Is Responsible For Children/Adult at Risks: Playhouse Or User Groups?

The Playhouse is responsible for the safety and welfare of children/Adults at Risk while they are attending the Playhouse events, shows, activities and workshops. User groups and hires are responsible for the safety and welfare of children/Adults at Risk under their care when they are involved in independent events, shows, activities and workshops.

The Playhouse requires all hires to adhere to our Children/Adult at Risk Protection Policy and Code of Behaviour for working with Children/Adult at Risks/Young Adults and Adults at Risk (See Appendix 3). It is however the responsibility of the hirer to ensure a safe environment for children/Adult at Risks/young adults and Adults at Risk working with their organisation.

The Playhouse has an overarching responsibility of all children/Adults at Risk who use the Playhouse's facilities. Therefore it is crucial that the Playhouse Children/Adult at Risk Protection Policy is adhered to at all times by all users. It is the responsibility of user groups / hires to seek Access NI checks, parental consent, health forms and all relevant documentation required to work with children/Adult at Risks.

25. SECTOR SPECIFIC ISSUES & GUIDELINES FOR WORKSHOPS / EVENTS

The following issues have been identified in addition to those that already appear in the Children/Adult at Risk Protection Policy. Please note, that while an issue has been categorised into a particular art form, it may also apply to others.

25.1 Generic areas to consider across all art forms:

- Children/Adults at Risk and young people must be treated with respect at all times.
- Children/Adults at Risk and young people have a right not to partake in an activity which they feel uncomfortable with.
- The need to seek permissions required from parents / guardians / children/Adults at Risk and young people.
- The need to obtain consent / release forms for use of any material produced by participants e.g. film, video, photography, etc. These Parental Consent forms must provide as much information as possible for parent / guardians to give informed consent.
- The need for the provision of information in advance in relation to the content and requirements of the performance / workshop e.g. methods, touch, etc.
- The need for content and material that is age specific and appropriate to the needs of the group.
- The need to be aware of guidance in Children/Adult at Risk Protection Policy re: adult / children/Adult at Risk ratios.
- Any creative medium can invoke personal reaction and emotions in participants and therefore sensitivity and awareness is important.

25.2 Visual Art:

- Children/Adults at Risk and young people and the supervising adults should be told in advance what, if any, physical touch will be involved.
- Consent from the children/Adult at Risk should be received before any physical touch is carried out.
- Awareness that children/Adults at Risk and young people do not harm or attempt to harm themselves or others with any of the craft materials. Attention should be given to the type of materials and tools used, the safe storage of materials, dealing with an emergency (e.g. spillage or medical – contact with skin/eyes or an allergic reaction).
- Good practice in working with arts and crafts would indicate that physical touch is only necessary to guide the person's hands in the activity and therefore this should be a light minimal touch.

25.3 DANCE & DRAMA:

- In relation to physical touch it is important that all children/Adults at Risk and young people are fully aware that touch is integral to doing drama.
- Staff should be aware of the variation in physical size, appearance and ability within their group and set tasks / roles accordingly.
- Staff may encourage children/Adults at Risk to work in small groups or in pairs. If so, they should be vigilant and make children/Adults at Risk aware if their behaviour is making other children/Adults at Risk frightened or uncomfortable.
- **Separate changing facilities should be used (with regards to gender and children/Adults at Risk/ staff) and privacy should be upheld at all times. Workers should not be involved in assisting children/Adults at Risk to change. Children/Adults at Risk should only change in designated dressing rooms. Changing in any other part of the building is a breach of the Code of Behaviour.**
- Separate changing facilities should also be used by the choreographer / dancer.
- Touch is given and directed in a respectful and non-threatening manner.
- Permission is sought from the children/Adult at Risk for touch to take place.
- It is important to highlight to children/Adult at Risks, young people and Adults at Risk that it is OK to say no and they do not have to partake in any activity which they do not want to.
- Where possible provision of tutors / supervisors of both sexes should be made available.

25.4 Creative Writing:

- In addition to ensuring the material, theme, subject matter and language is appropriate to the age and stage of the group, workers should ensure it will not exclude, offend or degrade any participants.
- Workers should use a variety of exercises and audio/visual stimuli to ensure that sessions are inclusive to all participants.
- Use of imagination and exploration of feelings will trigger hidden thoughts and emotions. Workers should also make children/Adults at Risk aware of this possibility. Workers should follow recording and reporting procedures in the event of a disclosure or concerns.

25.5 MUSIC :

- The teaching of specific musical instruments will involve at times the physical touch of children/Adults at Risk and young people to ensure they are following the tutor's directions. Good practice would highlight the importance of ensuring that children/Adults at Risk and young people are informed that touch may be involved. Physical touch may involve the touching of the diaphragm to enhance / demonstrate breathing techniques. This needs to be carried out firstly with permission and secondly as lightly and as sensitively as possible.
- The importance of recognizing that touch or personal space being invaded is and can be a threatening experience. Therefore all artists must be aware of their need to respect personal space and if touch must occur it is carried out in a respectful manner but importantly with consent.
- Ensure written parental consent has been gained for one-to-one tuition (e.g. singing lessons, music instruction). It may be necessary to make alterations to ensure visibility and workers should be aware of protocol for physical contact (e.g. regarding breathing techniques for singing).
- If a child/Adult at Risk is playing a musical instrument, the parents / guardians and the child/Adult at Risk should understand that it will involve an element of physical contact

and be aware of the precise nature of the contact. This information should be discussed at the first rehearsal / lesson and any uncertainties discussed.

- Should physical contact be necessary as part of a vocal lesson or demonstration, ensure that the children/Adult at Risk is aware of the need for and is comfortable with the contact by informing them of any actions that need to be taken during the course of the lesson and respecting any resistance. As with musical instruments, necessary and appropriate physical contact should be discussed at the outset with parents / guardians and children/Adult at Risks.
- Consideration should be given to the content of lyrics and the appropriateness for the age groups, as well as the type of instruments being used (e.g. some instruments may be viewed as culturally specific).
- Wherever possible, ensure there is more than one adult present during activities with children/Adult at Risks, or at least that you are within sight or hearing of others. In the case of individual singing or instrumental lessons, all rooms should have a glass-panelled door.
- Types of appropriate touch include:
 - Touching a musician's head / neck / torso to demonstrate correct breathing and singing technique;
 - Holding hands in a circle;
 - Clapping hands with a tutor;
 - In the case of instrumental teaching, demonstrating correct fingering / posture on an instrument.

25.6 THEATRE / PERFORMANCE:

- Ensure that productions with inappropriate content for under 18's are clearly marked as such and remind the audience of this prior to the commencement of a performance.
- User groups should also provide an outline of production details.
- It is inappropriate to involve children/Adult at Risk actors in 'sexualised' stage roles and/or to dress children/Adult at Risk actors in 'sexualised' outfits and/or use inappropriate language/content.
- Equipment and /or props should be checked for safety in advance of a production.
- Parents / guardians should be made aware of the need to fit / alter costumes and sound equipment, sometimes at very short notice during a production while being worn by the children/Adult at Risk. It is necessary to provide guidelines to workers to whom this is applicable and ensure parental consent has been sought.
- It is essential to clearly highlight a user group's responsibility to ensure it does not breach children/Adult at Risk protection policy, procedures and guidelines and that it understands the sanctions related to a breach in contract. This also applies to visiting performers (e.g. if using a hypnotist, the venue must provide clear written guidelines regarding appropriate and inappropriate content if children/Adults at Risk– under 18's – will be in the audience and if so, that it is the hypnotists' responsibility to ensure all participants selected from the audience are aged 18 and over and that the content is appropriate for children/Adult at Risks. It should be clearly stated that the responsibility for 'checking' a participant's age lies with the hypnotist and if they are in any doubt, that the participant should not be selected).
- User groups must adhere to the Playhouse Children/Adult at Risk Protection Policy while using the building and the user groups are responsible for ensuring supervision ratios are met for their events / activities.

- To ensure the safety of children/Adults at Risk taking part in a production, colour coded ID passes may be used to outline area access, highlight who is meant to be there and what their responsibilities are (e.g. area – backstage, dressing room; role – sound technician, wardrobe department, chaperone/supervisor).
- Appropriate supervision backstage and in dressing room areas is essential. It may be effective to establish additional systems (e.g. using walkie-talkie contact) to assist supervision, particularly for a large group or according to a venue (e.g. dark areas behind stage) or performance (e.g. long waits between scenes).
- If a performance requires special effects make-up, such as a mask, consent should be received from parents / guardians and the children/Adult at Risks. Before the make-up commences, it should be agreed how the children/Adult at Risk can communicate if they are not comfortable and / or want the treatment to stop (e.g. tapping the table during a latex mask treatment).
- Restricting the use of and/or disallowing unauthorised cameras and videos in workshops or performances as outlined in the Photography and Videos section (See Page 33).
- Identifying supportive individuals within the audience (e.g. parents / guardians, family members, key workers) can have an immensely positive impact upon a children/Adult at Risk in terms of their sense of achievement, confidence and wellbeing.
- Ensuring that performance exposure is a positive experience involves prior preparation, assessing the readiness and willingness of children/Adult at Risk, and creating a supportive environment (including the audience). One example of how this can be achieved is to ensure that an audience is aware of the background to a project or performance, if applicable (e.g. a youth group attending a performance by children/Adults at Risk with disabilities or a cross community project should understand the nature of the performance, which may be achieved by providing information to leaders and supervisors in advance so they can support the youth group's understanding and develop respect for the performers).
- Fitting microphones / checking sound packs / fixing broken microphones – explain to children/Adults at Risk before a performance and inform the children/Adult at Risk what you need to do...or get another children/Adult at Risk to buddy-up and assist each other.

25.7 VISUAL/FILM & ANIMATION/DIGITAL PHOTOGRAPHY/INTERNET

- It is essential that parental consent is explicitly sought prior to involving children/Adults at Risk in photography or films. The exact nature of the activity should be highlighted in detail, as should information regarding how and where the material will be used. The consent of the child/Adult at Risk should also be sought (See Appendix 5, 6 & 7).
- If the material is to be used in the Internet, stringent guidelines should be established and adhered to.
- Playhouse staff will ensure protective blocks on computers being used by children/Adult at Risks, protecting user access to on-site networks, ensuring appropriate levels and quality of Internet usage.
- Supervision of children/Adults at Risk using photographic and recording equipment is essential and workers must provide a clear outline of role allocation and purpose.
- As the Code of Behaviour of workers outlines, workers should never be alone with a children/Adult at Risk in a darkroom or editing suite. If the Playhouse is providing training services to another establishment, for example a school, it should ensure that an adult supervisor from the school is present alongside the worker at all times.

Another worker should be instructed to check-in on the session at specified regular intervals.

- As with art, writing and storytelling, workers should be aware that visual imagery will enable a child/Adult at Risk to explore their innermost feelings and thoughts. Workers should respond in accordance with recording and reporting procedures to any concerns about a child/Adult at Risk or disclosures.
- It is important to understand the motivation of a person who is involved in the sexual exploitation of children/Adult at Risks, young people and Adults at Risk and that for them even the most innocent of photographs, images or film can provide them sexual stimulation.
- The inclusion of a child/Adult at Risk, young person or Adult at Risk's image on a website has been another positive communication medium for visual facilitators to highlight their work and showcase the work of groups. However, the internet is a medium with no boundaries and therefore an image can be forwarded to any number of other websites / emails / individuals. The security of these images to any website cannot be guaranteed.
- In recognising these issues it is therefore good practice to ensure that those adults signing a consent form are aware of all the visual mediums that their child/Adult at Risk or young person's image may be displayed on and permission sought for their consent in this way.
- Good practice would highlight that all material generated in the visual arts workshops remains the property of the individual participants / receiving organisation. Further consent for the showcasing of work needs to be given by the consenting parent / guardian. For further information in relation to issues of copyright / ownership of intellectual property please go to www.culture.gov.uk
- Do not allow unsupervised access to young people or one-to-one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a young person's home.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser and recorded in the same manner as any other child/Adult at Risk protection concern (See Appendix 4).

25.8 Safe Communication online with Child and Young People Factsheet

During the COVID-19 pandemic, with the absence of normal face to face activities, organisations used alternative ways of communicating with the children and young people, including online.

Below are some guidelines to help staff and volunteers communicate safely with children and young people online:

Risk assessment – Playhouse staff and freelance staff must consider the most appropriate method of communication, and assess the risks involved.

Measures must be put in place to reduce any risks identified.

The method of communication must be approved by your line manager or the CEO; no staff member or volunteer should contact a child or young person directly without prior approval from their Line Manager.

Use your work account – Staff/volunteers should use their work account/number for any communication and not their personal ones. Work devices should also be used where possible.

Obtain parental consent - Communication with children and young people, including online must only take place with prior written consent from their parents/carers.

The project worker / staff member can ask for consent from the young person themselves if they are 16 years+.

It is recommended parents should give consent alongside the child/young person in these circumstances.

Make sure parents/carers are fully informed – Send an email to parents/carers which explains what method of communication you intend to use, the purpose of the contact, who will be involved, and practical things such as a date and time.

Their reply could incorporate their consent.

If you are using apps such as Zoom and Microsoft Teams, less information is required to access them than other platforms. Each of these platforms has their own privacy policy. Staff should familiarise themselves with these and make parents/ carers aware of them.

Communicate in groups rather than one to one interaction.

Use the parents/carers email address or telephone number to send the invite to. They can oversee the call. Set boundaries.

Remind parents/carers about choosing an appropriate space in their home for the call to take place, again preferably where they can oversee it.

Appropriate dress is another issue to consider and keep it professional – everyone should remember the purpose of the call.

Where there is a group of children and young people involved remind them that the normal ground rules apply e.g. listening to leaders, being respectful, not using bad language.

If a Safeguarding issue occurs during an online workshop then the host should use the mute / or stop camera functions to reduce the risk of participants seeing any background issue. The workshop should be terminated. Appoint a Safeguarding Adult at the start of the online workshop so they can monitor the online workshop space, and they will be responsible for terminating the workshop, if necessary. Please remember we are entering into people's homes and their personal spaces so protect yourself and the other workshop / meeting attendees.

Where live streaming is involved, children and young people need to know that any comments they make will be seen by others and it is unlikely they will be able to delete them.

Adhere to The Playhouse Safeguarding Policy: Our Safeguarding Children, Young People and Adults at Risk Policy still applies.

Staff and volunteers should adhere to the guidelines in our Code of Behaviour and follow agreed reporting procedures if they have any concerns or where a disclosure is made.

With children and young people spending more time online organisations, parents and carers can use this opportunity to educate them on how to stay safe. They can also encourage children and young people to model responsible behaviour themselves when they are online.

25.9 Coronavirus (Covid 19) Keeping Children and Adults Safe

Due to the Coronavirus crisis social distancing and self-isolation are a priority. This means children and adults are spending more time at home and, for some, this brings increased risks. Risks change as circumstances change.

The current situation may place increased demands on families, place stress on relationships, bring financial worries and all of these factors can increase the likelihood of abuse. For this reason keeping children and adults safe must also be a priority.

There are many children and adults who will be feeling unsafe at home and they may not have any outlet to talk about this. They cannot have that face to face contact with key people in their lives e.g. their friends, other family members, their teacher, their support workers, counsellors etc. Abuse can take many forms and children and adults are at risk of physical abuse, sexual abuse, emotional abuse, neglect, financial abuse and institutional abuse. Abuse is often perpetrated by those who are physically and emotionally close to the child or adult, and on whom they depend and trust.

Everyone has a responsibility to keep children and adults safe.

Follow these guidelines to help keep people safe:

- Be vigilant for possible indicators of abuse including repeated yelling or swearing, humiliation or ridicule, threats, prolonged periods of crying, hitting or rough handling, children and adults appearing withdrawn, children and adults unwashed or wearing dirty clothes, inappropriate clothing, loss of weight, being left unsupervised for long periods of time, repeated callers at their door.
- Check in with the youth worker regarding the child's welfare. Or check-in with the child or adult if you can and give them the opportunity to speak about what may be going on. If they tell you that they are being abused try to stay calm, listen attentively, express concern and sympathy and reassure them they have done the right thing in telling you. It's important that you don't promise to keep secrets, don't press them for more details or start to investigate. This is sensitive information and must be shared and handled appropriately.

Report any concerns of abuse to the dedicated Child Protection Officer.

If you have any concerns that a child or adult you are working with is experiencing abuse follow The Playhouse Child protection policy and contact the Safeguarding Designated Officer. If your concerns are in relation to an adult contact your Adult Safeguarding Designated Officer.

If you cannot reach these individuals you can contact the Health and Social Care Trust Gateway Teams directly or PSNI on 101. Contact numbers (including out of hours) can be found at <http://www.hscboard.hscni.net/niasp/niasp-contact2/>

APPENDIX 1

CHILDREN/ADULT AT RISK PROTECTION POLICY STATEMENT

The Board of Directors and staff of The Playhouse are committed to practice which protects children/Adults at Risk from harm. Staff, volunteers and artists in this organisation accept and recognise their responsibilities under the Children (NI) Order 1995, about safeguarding children/Adult at Risks, and will endeavour to carry these out by:

- Having an awareness of the issues which cause children/Adults at Risk harm;
 - Adopting children/Adult at Risk protection guidelines for staff, leaders, volunteers and artists;
 - Providing information about children/Adult at Risk protection and good practice to children/Adult at Risks, parents, staff, volunteers and artists;
 - Sharing information about concerns with children/Adult at Risks, parents and others who need to know;
 - Following carefully the procedures and recruitment and selection of helpers (staff, volunteers, artists) and the management of the group;
 - Undertaking appropriate training;
 - Keeping children/Adult at Risk protection policies under regular review; and
 - Providing information as required to management committees/funders.
- The Playhouse operates a Child Protection Policy. Copies of the Policy are available upon request by calling (028) 71268027 or available to download at www.derryplayhouse.co.uk

This revised Children/Adult at Risk Protection Policy statement was certified by **Volunteer Now in June 2020 and adopted by The Playhouse Board of Directors on (date).**

Authorised Signature.....

Date.....

Position in Organisation

APPENDIX 2

DECLARATION
For staff / volunteers

I have received, read and understood the Playhouse Children/Adult at Risk Protection Policy. I understand that it is my responsibility to adhere to its requirements.

PLEASE PRINT DETAILS

Name:

.....
.....

Position:

.....
.....

Signature:

.....
.....

Date:

.....
.....

Completed forms to be submitted to: Kevin Murphy, The Playhouse, 5-7 Artillery Street, Derry / Londonderry, BT48 6RG

APPENDIX 3

DECLARATION
For user groups, hires and facilitators / partners

The Playhouse requires people/organisations we work in partnership with, or who hire our facilities to adhere to our Children/Adult at Risk Protection Policy and Code of Behaviour. It is the responsibility of the partner organisation / hirer to ensure a safe environment for children/Adult at Risks/young adults and Adults at Risk working with their organisation.

If the guidelines in our Children/Adult at Risk Protection Policy are not followed, the Playhouse reserves the right to ask the hiring group to leave and will refuse further requests to use our facilities.

I have received, read and understood the Playhouse Children/Adult at Risk Protection Policy. I understand that it is my responsibility to ensure that whilst my organisation uses the Playhouse all our representatives will be made fully aware of and adhere to its requirements.

Has the staff member from your organisation supervising workshops, or hiring The Playhouse, been vetted through your own organisations procedures?

Yes No

Does your organisation implement its own Child Protection and Adults at Risk policy and procedures?

Yes No

PLEASE PRINT DETAILS

Name:

.....

Position:

.....

Organisation:

.....

Date of Event: **From:** **To:**

Signature:

.....

Date:

Completed forms to be submitted to:



Tel: 028 71 268027
Socials: @PlayhouseDerry
Mail: info@derryplayhouse.com
5-7 Artillery St, Derry.Londonderry, BT48 6RG

Kevin Murphy
CEO
The Playhouse
5-7 Artillery Street
Derry / Londonderry
BT48 6RG

APPENDIX 4

**BREACH OF THE PLAYHOUSE
CODE OF BEHAVIOUR – CHILDREN/ADULTS AT RISK PROTECTION POLICY**

Name of Staff Member
.....**Position**.....

Date & Time of incident.....

Observation i.e. behaviour / injury / cause for concern / breach.....
.....
.....

Child/Adult at Risk / young person’s statement / comments (if applicable)...
.....
.....

**Name/s of Supervising
Adult**.....

Action to be taken – date / time, who will be informed.....
.....

Follow-up action:
**Form forwarded to Children/Adult at Risk Protection Officer in the Playhouse within
24 hrs**

Name (Designated Officer).....

Date.....

Signed.....

**Follow-up
Outcome**.....
.....

APPENDIX 5

PLAYHOUSE PARENTAL CONSENT FORM – to be completed with Health Form (if appropriate)

Please complete this form and return it to *(name)*

.....

The Playhouse, 5-7 Artillery Street, Derry/Londonderry, BT48 6RG

A signed consent form is a condition of participation in this activity for those under the age of 18.

Child/Adult at Risk's name.....Date of birth.....

I allow the *above named child/Adult at Risk* to participate in *(activity)*and confirm that s/he is willing to participate as fully as possible.

The above named Child/Adult at Risk has the following medical condition and requires the following medication *(give details)*

.....

The above named Child/Adult at Risk will be dropped off and collected at the Playhouse by

I (parent/guardian)consent to The Playhouse photographing or videoing *the above named child/Adult at Risk* which may be used for marketing purposes by The Playhouse.

Signature.....

Date.....

Print Name.....

Relationship to child/Adult at Risk.....(Consent must be provided by the person with parental responsibility)

APPENDIX 6

PLAYHOUSE HEALTH FORM – to be completed in addition to Parental Consent Form

All information is strictly confidential and should be as detailed as possible

Name (*organisation*)The Playhouse

Activity

Personal Details

Name (*child/Adult at Risk*)

Date of birth

Address.....

Postcode.....Telephone.....

Medical card number.....

Contacts for emergencies (*Should be in a position to collect child/Adult at Risk if necessary*)

Contact 1 Parent/guardian

Name.....

Address.....

Postcode.....Relationship to child/Adult at Risk.....

Telephone (*work*).....Telephone (*home*).....

Telephone (*other*).....

Contact 2 Parent/guardian

Name.....

Address.....

Postcode.....Relationship to child/Adult at Risk.....

Telephone (*work*).....Telephone (*home*).....

Telephone (*other*).....

Doctor's Details

Name.....
Address.....
Tel.....

Continued overleaf...

Medical Details

Does she/he suffer from any medical conditions? Yes No
Does she/he suffer from any allergies? Yes No
If yes please list any detail and related medicines or inhalers used.....

Does she/he have:

Impaired hearing Yes No , Impaired vision Yes No , Other disability Yes No

Please detail.....

Current Medication

Is she/he taking any medication / treatment? Yes No

Please detail.....

If the children/Adult at Risk is unable to administer the medication themselves

I give permission for the leader in charge/first-aider to give (*child/Adult at Risk's name*)

....the (*medication, dosage and frequency*)

Playhouse Staff will not administer medication but qualified members of staff can provide First Aid, if necessary.

In the unlikely case of an emergency it is important to know if she/he can take:

Paracetamol Yes No , Panadol Yes No , Asprin Yes No

When did she/he last have a tetanus injection?

Has she/he had any adverse reaction to an anaesthetic? Yes No

If yes please give details.....

Any other relevant information?

.....

In the case of emergency leaders will do everything possible to contact the parents/guardians so that they can make the a for their child/Adult at Risk. In extreme circumstances where medical treatment is required without delay and it has been named on the health form, I authorise the certified first-aider and/or the leader in charge to give consent for any medical treatment. Please delete as appropriate Yes No

Signature.....Date.....

Print name.....Relationship to child/Adult at Risk.....

(to be provided by the person with parental responsibility)

APPENDIX 7

CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

The Playhouse recognises the need to ensure the welfare and safety of all young people. In accordance with our Children/Adult at Risk Protection Policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/guardians and children/Adult at Risks.

The Playhouse will follow the guidance for the use of photographs, a copy of which is available from the Designated Officer's.

The Playhouse will take steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform the Playhouse immediately.

**I (parent/guardian)consent to The Playhouse
photographing or videoing (insert name of child/Adult at
Risk).....**

Signed:Date:

**I (insert name of child/Adult at Risk)consent to
the Playhouse photographing or videoing my involvement in
(activity).....**

Signed:Date:

APPENDIX 8

INCIDENT REPORT FORM

Name of group.....

Name of group leader.....

Date, time and location of
incident.....
.....
.....

Name and address(es) of witness(es)

(a).....
.....

(b).....
.....

(c).....
.....

Please state in your own words what happened including details of names and status of those involved:

Describe what action was taken (e.g. details of first-aid, PSNI or medical involvement:

Signed: Date:

.....

Print name/job title:

APPENDIX 9

Declaration and Consent Form

We are committed to safeguarding children, young people and adults at risk and to ensuring equal opportunity for all applicants.

You have applied for a position that is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012.

It also falls within the position of an 'excepted' position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered 'spent', which are not protected. If you leave anything out it may affect your application.

This information **will** be verified through an AccessNI **Enhanced Disclosure Check (EDC)** if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included on a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate.

If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

© Volunteer Now

18

Are you included in the Children's and / or Adult's Barred list? Yes / No
(If yes please give details)

.....
.....

.....
.....
Do you have any cases pending? Yes / No (if yes, please give details).....

.....
Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to 'filtering' (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)?

Yes / No

If yes, please provide details below, giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.
.....
.....
.....

Have you ever been the subject of an Adult or Child/Adult at Risk Abuse investigation which alleged that you were the perpetrator of any adult or children abuse?

Yes / No

If yes, please list full details below. If possible please provide the approximate date(s)
.....
.....

I understand that an Access NI check (as specified above) must be carried out before an offer of appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

I consent to complete an Access NI Disclosure Certificate Application Form which will be provided to me if I am recommended for appointment.

Signature.....Date.....

.....

Name.....

Position applied for.....

APPENDIX 10

VOLUNTEER APPLICATION FORM

CONFIDENTIAL

Name.....

.....

Address.....

.....

Postcode.....Telephone.....

.....

Date of birth.....

Are you *(please tick)*

Employed , Unemployed , Student

Homemaker , Retired , Other *(please specify)*

Previous work experience *(highlight working with children/Adults at Risk/ young people)*

.....

.....

.....

.....

.....

.....

Why do you want to work with children/Adults at Risk/ young people?

.....

.....

.....

.....

.....

.....

Please detail any medical conditions or allergies you may have

.....

Have you previously been involved in voluntary work? Yes / No

If yes, give details.....

Please detail any spare time hobbies, interests or activities.....

How much time can you commit to voluntary work? *(Please tick)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Any other relevant information?

.....
.....
.....
.....

Please provide names and addresses of two people whom we could contact for a reference (*not relatives*)

Name.....
.....

Address.....
.....

Postcode.....Telephone.....
.....

Name.....
.....

Address.....
.....

Postcode.....Telephone.....
.....

Please return completed form to:

The Playhouse
5-7 Artillery Street
Derry / Londonderry
BT48 6RG
Thank you for your interest

APPENDIX 11

VOLUNTEER REFERENCE FORM

..... has expressed an interest in becoming a volunteer and has given your name as a referee. If you are happy to complete the reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

1) How long have you known this person?

.....

2) In what capacity?

.....

3) What attributes does this person have that would make them a suitable volunteer?

.....

4) How would you describe their personality?

.....

5) Please rate this person on the following (*please tick one*)

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Can motivate others					
Commitment					
Energy					

Trustworthiness					
Reliability					

This post involves substantial access to children/Adult at Risks. As an organisation committed to the welfare and protection of children/Adult at Risks, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children/Adults at Risk or young people.

Yes No

If you have answered 'Yes' we will contact you in confidence.

APPENDIX 12

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE	
Please answer the following questions by ticking the appropriate box and/or providing details as required.	Ref: _____
1. Gender:	
Male <input type="checkbox"/> Female <input type="checkbox"/>	
2. Date of Birth:	
3. Perceived Religious Affiliation/Community Background:	
Protestant <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Neither <input type="checkbox"/>	
<p>4. Disability: Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with: "A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out a normal day's activity."</p> <p style="text-align: center;">Having read this definition, do you consider yourself to have a disability?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
5. Family Status:	
No caring responsibilities <input type="checkbox"/> Care for children/Adults at Risk <input type="checkbox"/> Care for other relative <input type="checkbox"/> Other <input type="checkbox"/> (Please specify)	
6. Ethnic Origin/Race:	
Bangladeshi <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Pakistani <input type="checkbox"/> White <input type="checkbox"/> Mixed Ethnic Group <input type="checkbox"/> Other (please specify) Nationality (please specify)	
7. Which category best describes your age?	
Under 18 <input type="checkbox"/> 18-34 <input type="checkbox"/> 35-54 <input type="checkbox"/> 55+ <input type="checkbox"/>	

Access to this information will be strictly controlled. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any other purpose other than equal opportunities monitoring.

APPENDIX 13

Sample Day Trip / Residential Planning Checklist Risk Assessment

To be used by Playhouse project / education staff taking children, young people or adults at risk on a trip or residential.

Group/Organisation: _____
 Date of visit: _____
 From: _____ To: _____
 Venue/ Location: _____
 Group Leader's Name: _____

- The nature of the visit has been established: **Yes** **No**
- The target group has been identified: **Yes** **No**
- All the relevant information regarding the proposed visit has been presented to management e.g. destination, itinerary, timescales etc. **Yes** **No**
- Management has approved the proposed visit: **Yes** **No**
- A risk assessment has been undertaken for all aspects of the visit and appropriate control measures have been put in place and recorded: **Yes** **No**
 - hazards have been identified;
 - people who may be at risk have been identified;
 - evaluation of the risk has been undertaken;
 - additional safety and/or control measures have been established;
 - information has been disseminated to all relevant persons and appropriate records maintained.
- Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons: **Yes** **No**
- The number of leaders in attendance has been agreed: **Yes** **No**
- A group leader has been identified: **Yes** **No**
- Accompanying staff/volunteers have been identified: **Yes** **No**
- Appropriate Access NI checks have been undertaken: **Yes** **No**
 - Leaders are made fully aware of:
 - Their roles and responsibilities; **Yes** **No**
 - The standard of conduct required of them, during the visits. **Yes** **No**

- Young people and parent/guardians have been informed/briefed and understand the implications of their participation in the visit? **Yes** **No**
- Parents/guardians have given written consent for their child to participate in the visit.
Yes **No**
- All relevant information (medical, dietary and contact details) pertaining to the young people participating in the visit has been obtained, recorded and appropriate action taken where necessary. **Yes** **No**
- The transport arrangements for the group are appropriate for the nature/type of journey(s) planned? **Yes** **No**
- Adequate insurance is in place to cover all aspects of the visit, including transport?
Yes **No**

Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:

- its suitability for the group; **Yes** **No**
- its compatibility with the objectives of the visit; **Yes** **No**
- safeguarding reporting procedures. **Yes** **No**

Where the visit involves outdoor or adventurous activities, management and the group leader are satisfied that:

- appropriate management structures and systems are in place in relation to safeguarding and health and safety; **Yes** **No**
- staff are competent to provide the activities; **Yes** **No**
- all relevant checks have been undertaken to ensure the above are in place. **Yes** **No**

Management has approved the operational arrangements for the visit(s):

Yes **No**

Employing authority approval obtained (where appropriate) **Yes** **No**

Signed: _____

Group leader: _____

Head of the organisation: _____

Date: _____

APPENDIX 14

USEFUL CONTACTS

Designated Officer 1: Elaine Forde 028 71 268027 / 07967 627132

PSNI Children/Adult at Risk Abuse Investigation Units

From 31st March 2008, Children/Adult at Risk Abuse Investigation Units have replaced the CARE unit:

T. 02890 650222 or 101

Health and Social Services Trusts – Gateway Teams

Derry-Londonderry T. 02871 314090

T. Out of Hours 02895 049999

Out of Hours - Emergency Social Work Service

Derry-Londonderry T. 02871 345171

Useful organisations

Access NI

T: 0300 200 7888

W: www.nidirect.gov.uk

Children Law Centre

2nd Floor

127 – 131 Ormeau Road, Belfast BT7 1SH

T: 028 9024 5704

W: www.childrenlawcentre.org.uk

Early Years

6C Wildflower Way, Apollo Road, Boucher Road, Belfast, BT12 6AT

T: 028 9066 2825

W: www.nippa.org

NSPCC

Northern Ireland Divisional Office, Jennymount Court, North Derby Street, Belfast, BT15 3HN

T: 028 9035 1135

W: www.nspcc.org.uk

Websites

Anti-bullying

- Bullying online www.bullying.co.uk
- Anti-bullying Alliance www.anti-bullyingalliance.org.uk
- Children Line www.childline.org.uk

First Aid

- British Red Cross www.redcross.org.uk

- St John's Ambulance www.sja.org.uk
- Department for Education & Skills (DfES) www.dfes.gov.uk/publications

Protecting Children/Adults at RiskOnline

- Children Exploitation and Online Protection Centre (CEOP) www.ceop.gov.uk
- Internet Watch Foundation (IWF) www.iwf.org.uk
- Stop It Now! www.stopitnow.org.uk
- Childnet International www.childnet-int.org
- Get Safe Online www.getsafeonline.org

APPENDIX 14

EMERGENCY EVACUATION PROCEDURE

Once the Fire Alarm System is triggered and sounded it will generate a message on The Playhouses PA system stating "Please evacuate the building." The Emergency Meeting Point is on the Derry Walls. At this point all lifts will return to Ground Level and will let people out, but will not allow people to enter them; Lifts must not be used. The Gas supply in the basement is automatically shut off.

All staff (without alarming members of the public) should get ready for full evacuation.

Staff Procedure

Duty Manager – The Duty Manager in charge of evacuation will either be during daytime the Caretaker, and at night it will be either the FOH Manager (during show time) or Box Office Staff at other times.

Box Office – Staff should immediately finish serving customers they are dealing with either at the box office or on the telephone explaining politely that we may have a technical problem and requesting that they contact the box office again in 30 minutes.

As the main Fire alarm panel is located at the Box Office the Duty Manager must check the control panel to identify the affected area. When the location of the activation is located the Duty Manager must go directly to that location of the activation to investigate whether it is a false alarm or an actual fire. If it is a false alarm the panel must be reset and an announcement made that it is a False Alarm. If fire is detected and can easily be put out using an appropriate Fire Extinguisher, then this should be done so. However if it is obvious that assistance is needed then the nearest break glass point to activated, the emergency services are contacted (999) and the Duty Manager informs the Box Office staff to announce over the PA that it is not a False Alarm and the system moves into a full evacuation.

The Duty Manager must also remain in the vicinity of the front door so that they can advise the fire brigade on their arrival. All tills monies should be locked away, but Box Office staff should not go to the Safe. All members of the public in the vicinity of the box office should be asked to immediately leave the premises.

All other staff – Staff should finish any telephone conversations/meetings and evacuate the building if necessary accompanying any guests they may have.

Admittance will not be allowed into the building during this period until the building has been checked and clearance has been given by the Duty Manager. Playhouse staff will aid the Duty Manager during full evacuation by making sure that their area is clear, checking toilets and informing all tenants of the emergency.

Once the Duty Manager and staff are confident that everybody has been evacuated and the building has been checked, they will take up their appointed position (at the front entrance) to await the emergency services. On the arrival of the Fire Services (the Duty Manager must immediately make themselves known to the Fire Officer in charge who will be wearing a white helmet) the Duty Manager should have already ensured that all staff have been accounted for by checking with each person with evacuation responsibility and report any missing persons and last known location immediately to the Fire Officer.

If the Fire Alarm panel is not reset after three minutes, the main shutters automatically come down in the building, in order to prevent the fire from spreading.

Where to obtain further copies of this Policy:

Copies of this Policy are available upon request from:

The Playhouse
5-7 Artillery Street
Derry / Londonderry
BT48 6RG
T: 02871 268027

E: kevin@derryplayhouse.com

The Policy is also available to download from **www.derryplayhouse.co.uk**

The Playhouse Children/Adult at Risk Protection Policy was successfully reviewed by Volunteer Now in June 2020.

The policy was adopted by The Playhouse Board on _____

Authorised By: _____

Date: _____

Position in Organisation: _____