



# **Safeguarding Policy 2018**

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# **Safeguarding Policy**

## **1.0 Introduction**

MAODS is committed to providing a safe and caring environment for children, young people and vulnerable adults. This commitment is displayed in summary in relevant areas of the building (Studio Reception / GLH) and also available online.

Their welfare is our main priority and is the responsibility of all MAODS staff, volunteers and freelancers.

MAODS performs existing work three times per year, with rehearsals, workshops and additional showcases undertaken by both MAODS and Next Generation Youth Theatre, same organisation. We are committed to the safeguarding of all our volunteers, freelance staff, participants, audience attendees and sub-contractors.

We constantly engage inside and outside of the building with people of all ages from Tameside and beyond and we have a particular focus working with young people that includes taking responsibility for children and young people in the absence of their parents or carers.

The Children Act 1989 states the legal definition of a child is “*a person under the age of 18*”. Definitions for ‘young people’ are more open to interpretation, but the broad age parameters are generally between the ages of 16-25. A vulnerable adult is someone aged 18 or over who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation

MAODS’s Designated Safeguarding Officer is the Chairman, Lee Brennan [lee.brennan@thelowry.com](mailto:lee.brennan@thelowry.com) 07872 939 188.

MAODS Safeguarding Officer is supported by MAODS’s Safeguarding trained Leads, comprising representatives from across the organisation.

Overall responsibility for the implementation of MAODS’s Safeguarding policy, guidelines and procedures rests with the full governing board.

The Disclosure and Concern forms can be found on page 15 in Appendix A of this policy.

## **2.0 Safeguarding – Good Practice Guidelines**

The definition of Safeguarding is to protect from harm or damage with an appropriate measure. Alternative words for safeguarding include: protect, afford protection to, shield, screen, defend, guard, keep safe, shelter.

Everyone who comes into contact with children, young people and vulnerable adults in their work has a duty of care to safeguard and promote their welfare.

*Safer Working Practice for Adults who Work with Children, Young People & Vulnerable Adults (2009).*

Everyone should follow best practice guidelines when working with children, young people or vulnerable adults.

**DO:**

- Treat children/young people/vulnerable adults with respect and dignity
- Acknowledge and maintain professional boundaries
- Visually and mentally risk assess the situation/environment on an ongoing basis
- Always take suspicion, concern or allegations of abuse seriously
- Tell the person raising the suspicion, concern or allegation that you have a duty to report it to the Safeguarding Officer
- Be proactive about ensuring you do not put yourself in a vulnerable or difficult situation
- Tell the Safeguarding Officer if you suspect a child/young person/vulnerable adult is developing an infatuation
- Challenge inappropriate language/behaviour

**NEVER**

- Behave in a manner which would lead any reasonable person to question your suitability to work with children/young people/vulnerable adults or act as a role model
- Be alone with a child/young person/vulnerable adult in a private/behind-the-scenes area
- Become 'friends' with a child/young person/vulnerable adult. Including social media connections.
- Act in a way that can be misinterpreted
- Accept personal gifts or money from a child/young person/vulnerable adult
- Give personal gifts or money to a child/young person/vulnerable adult
- Contact a child/young person/vulnerable adult on a personal basis
- Give your email or social network details to a child/young person/vulnerable adult
- Interact with children/young people/vulnerable adults via social networking unless on behalf of MAODS as part of an agreed activity
- Socialise with a child/young person/vulnerable adult outside of work
- Show favouritism in any way
- Undermine or criticise a colleague in front of a child/young person/vulnerable adult
- Trivialise feelings, concerns or beliefs expressed by a child/young person/vulnerable adult
- Allow, take part in, encourage or ignore abusive, discriminatory, offensive or violent behaviour
- Take a child/young person/vulnerable adult alone on car journeys
- Share changing and toilet facilities
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child/young person/vulnerable adult, even in fun
- Enter an intimate relationship with a child/young person/vulnerable adult
- Reduce a child/young person/vulnerable adult to tears as a form of control
- Fail to act upon and record suspicions, concerns, allegations made

- Do things of a personal nature for a child/young person/vulnerable adult that they can do for themselves
- Invite or allow a child/young person/vulnerable adult to visit your home
- Allow another person to bully or undermine others.

**ALWAYS REPORT/RECORD**

- If you accidentally hurt someone
- If a child/young person/vulnerable adult seems distressed in any manner
- If a child/young person/vulnerable adult appears to be sexually aroused by your actions
- If a child/young person/vulnerable adult misunderstands/misinterprets something you have done

Any creative activity with children/young people/vulnerable adults at MAODS should take place in the presence of a registered chaperone and/or a DBS-checked member of MAODS Team.

**Remember:** always take any and all concerns, allegations or suspicions about abuse seriously, and always be proactive about ensuring you do not put yourself in a vulnerable or difficult situation. **When in doubt, ask.**

When engaging with a group of children, MAODS always adheres to the following adult/child ratios:

Child's Age	Number of Adults	Number of Children (up to)
2 Yrs	2	4
3-5 Yrs	1	13
5 Years +	2	30
MAODS activities at external venues	1	12

**3.0 Roles and Responsibilities - MAODS Staff, Volunteers and Freelancers:**

For the purposes of this policy, the term MAODS Staff will include all Volunteers, freelance staff and sub-contractors

Position	Responsibilities	DBS
Governing Board	Overall legal responsibility for safeguarding Ensure MAODS has a culture of open debate around its Safeguarding Policy, where everyone feels able to comment, criticise or recommend changes as appropriate.	Yes
Chairman	Ensure MAODS has a robust Safeguarding policy, with appropriate guidelines and procedures, which are regularly reviewed and effectively communicated.	Yes

	To ensure legal compliance on behalf of board	
Designated Safeguarding Officer	<p>Ensure safeguarding is effectively co-ordinated across the organisation</p> <p>Ensure confidentiality is maintained for all parties as appropriate</p> <p>Liaise with external agencies as appropriate</p> <p>Investigate incidents and suspicions, and make referrals as appropriate</p> <p>Maintain a confidential recording system as per data guidelines</p> <p>Represent MAODS at appropriate inter-agency meetings</p> <p>Organise support and training for MAODS staff where appropriate</p>	Yes
Trained Safeguarding Leads	<p>Review the policy, guidelines and procedures on an annual basis</p> <p>Ensure MAODS's Safeguarding Policy, guidelines and procedures are communicated effectively across the organisation</p>	Yes
Next Generation Tutors / Freelancers	<p>Ensure that parents, carers or guardians provide signed permission for photographs, videos or other images to be made or used by MAODS of their children.</p> <p>Ensure the delivery of the Next Generation strategy adheres to the Safeguarding policy at all times</p> <p>Connect with external agencies where appropriate</p> <p>Ensure safe transportation for children/young people/vulnerable adults when appropriate</p>	Yes
Production Teams	<p>Adhere to the Safeguarding Policy</p> <p>A duty of care to safeguard and promote the welfare of children, young people and vulnerable adults.</p> <p>To ensure that they are aware of and adhere to MAODS's Safeguarding policy and its accompanying procedures.</p> <p>To sign a declaration that they have received and read MAODS's Safeguarding Policy and its accompanying guidelines and procedures.</p> <p>To report any concerns, disclosures or allegations</p>	Yes
All MAODS Volunteers	A duty of care to safeguard and promote the welfare of children, young people and vulnerable adults.	No

	<p>To ensure that they are aware of and adhere to MAODS's Safeguarding policy and its accompanying procedures.</p> <p>To sign a declaration that they have received and read MAODS's Safeguarding Policy and its accompanying guidelines and procedures.</p> <p>To report any concerns, disclosures or allegations</p>	
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### **Safeguarding Team**

The Safeguarding Team represents a cross section of the organisation.

MAODS's Safeguarding Officer is supported by the Trained Safeguarding Leads, consisting:

Lee Brennan	Chairman	<a href="mailto:lee.brennan@thelowry.com">lee.brennan@thelowry.com</a>	07872 939 188
Gary Jones McCaw	Artistic Director Next Generation	Gary21jones@msn.com	
Linda France	Administrator Next Generation		
Nigel Banks	Facilities Manager		

## **4.0 Recognising Signs of Abuse**

Abuse can be caused by inflicting harm or by failing to act to prevent harm. People can be abused in a family, in a community or institutional setting, by those known to them or, much more rarely, by a stranger.

### **Physical Abuse**

Physical abuse includes:

- Hitting
- Shaking
- Throwing
- Poisoning
- Burning
- Scalding
- Drowning
- Suffocating
- Bruising
- Bite marks
- Cigarette burns

### Recognising Physical Abuse

Whilst some injuries may appear insignificant in themselves, repeated minor injuries, especially in very young children, may be symptomatic of physical abuse.

Situations that should cause you significant concern include:

- Delayed presentation/reporting of an injury
- Admission of physical punishment from parents/carers
- Inconsistent or absent explanation from parents/carers
- Where known, associated family factors such as substance misuse, mental health problems, domestic violence and abuse.
- Signs of neglect such as poor clothing, hygiene and/or nutrition
- Observation of rough handling
- Significant behaviour change
- Recurrent injuries
- Multiple injuries at one time
- Untreated injuries not attended to and a refusal to discuss them
- Fear of going home
- Fear of undressing
- Person is frightened, watchful or over anxious to please

### Emotional Abuse

Examples of emotional abuse include:

- Persistent emotional maltreatment of a person such as to cause adverse effects on the person's emotional development
- Telling someone they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person
- Imposing developmentally inappropriate expectations on children/young people/vulnerable adults
- Making a child/young person/vulnerable adult interact in a way that is beyond their developmental capability
- Overprotecting and limiting opportunities for exploration and learning
- Preventing someone participating in typical social interaction
- A child/young person/vulnerable adult seeing or hearing the ill-treatment of another person
- Serious bullying causing a person to frequently feel frightened or in danger
- Exploiting or corrupting

### Recognising Emotional Abuse:

The signs of emotional abuse are usually behavioural rather than physical. Signs of emotional abuse might also indicate the presence of other kinds of abuse. Indicators of emotional abuse are often associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child/young person/vulnerable adult and a parent/carer e.g. anxiety, indiscriminate or no attachment
- Aggressive behaviour towards others
- A child/young person/vulnerable adult scapegoated within the family
- Frozen watchfulness, especially in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn/seen as a 'loner', difficulty in relating to others.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child/young person/vulnerable adult to take part in sexual activities including prostitution, whether or not the child/young person/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children/young people/vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities or encouraging them to behave in sexual ways.

### **Recognising Sexual Abuse:**

Children, young people and vulnerable adults of all genders and ages may be sexually abused. Many are frequently scared to say anything due to guilt and fear. This is particularly difficult for a child to talk about. Recognition can be difficult unless a child/young person/vulnerable adult discloses and is believed. There may be no physical signs. Indicators are likely to be emotional/behavioural.

Some behavioural indicators associated with sexual abuse include:

- Inappropriate sexual conduct
- Sexual knowledge inappropriate for the person's age/development
- Sexually explicit behaviour, play or conversation inappropriate for the person's age/development
- Continual and inappropriate or excessive masturbation
- Self-harm including eating disorders, self-mutilation and suicide attempts
- Running away from home
- Poor concentration and learning problems
- Loss of self-esteem
- Involvement in prostitution or indiscriminate sexual partners
- An anxious unwillingness to remove clothes, e.g. for dance events

Some physical indicators associated with sexual abuse:

- Pain or itching of genital area
- Recurrent pain on using the toilet
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed and/or there is secrecy or vagueness about the identity of the father
- Discharge, bleeding or injury to the genital or anal area, bruising/bite marks on buttocks, abdomen and/or inner thighs, sexually transmitted infections

### **Neglect**

Neglect is the persistent failure to meet a child/young person/vulnerable adult's physical and/or psychological needs, likely to result in serious impairment of the person's health and development. This may include:

- Non-provision of adequate food, clothing, shelter (including exclusion from home or abandonment)
- No protection of a child/young person/vulnerable adult from physical or emotional harm or danger
- Inadequate supervision (including the use of inadequate care-givers)
- Inadequate access to appropriate medical care or treatment
- Neglect of, or unresponsiveness to, a child/young person/vulnerable adult's basic emotional needs

### **Recognising Neglect**

Factors of neglect may include:

- Parents/carers not giving their child/young person/vulnerable adult prescribed treatment for a medical condition that has been diagnosed
- Repeated failure by parents/carers to take their child/young person/vulnerable adult to essential follow-up medical appointments
- Persistent failure by parents/carers to engage with relevant health promotion programmes such as immunisation, health and development reviews/screenings.
- Not seeking medical advice when necessary
- Dental neglect – rotten/grossly discoloured teeth with noticeable odour, unable to eat normally, covers mouth with hand, in chronic pain
- Being cared for by a person who is not providing adequate care, including hygiene either through inability or negligence
- Inadequate or inappropriate diet
- Suffering severe and/or repeated persistent infestations such as scabies/head lice
- Being consistently dressed in inappropriate clothing e.g. for the weather/their size.
- Red/mottled skin, particularly on hands/feet, seen in the winter due to cold.
- Swollen limbs with sores that are slow to heal
- Recurrent diarrhoea
- Abnormal voracious appetite
- Persistently smelly/dirty

- Being listless, apathetic and/or unresponsive with no apparent medical cause
- Being excessively clingy, fearful, withdrawn or unusually quiet for their age
- An incident that suggests a lack of supervision, such as sunburn or other burn, ingestion of a harmful substance(s), near-drowning, a road traffic accident or being bitten by an animal
- Being indiscriminate in relationships with adults

### **Radicalisation**

Protecting children/young people/vulnerable adults from risk of radicalisation/**extremism** is part of our wider safeguarding duties and is similar in nature to protecting them from other harms such as drugs, gangs, neglect, sexual exploitation, whether these come from within their family or are the product of outside influences.

Extremism: The government has defined extremism as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”. This also includes calls for the death of members of the British armed forces.

People may be drawn towards extremist ideologies because:

- They may be searching for answers to questions about identity, faith and belonging.
- They may be driven by the desire for ‘adventure’ and excitement.
- They may wish to raise their self-esteem and ‘street cred’.
- They may be drawn to a group/individual who can offer identity, social network and support.
- They may be influenced by world events and a sense of grievance resulting in a need to make a difference.

Radicalisation can happen:

Online – social media and messaging sites are useful tools but be aware that there are powerful programmes and networks that use these media to reach out to children/young people/vulnerable adults and can communicate extremist messages.

Peer to Peer – people at risk may display extrovert behaviour, start getting into trouble at school or on the streets and mixing with other people who behave badly but this is not always the case. Sometimes they are encouraged by the people they are in contact with not to draw attention to themselves. Some children/young people/vulnerable adults’ behaviour may improve. They may become quieter, more serious about their studies, they may dress more modestly and mix with a group of people that seem better behaved than previous friends.

TV/Media – The media provides a view on world affairs. This is often a very simple version of events which are in reality very complex. Children/young people/vulnerable adults may not understand the situation fully or appreciate the dangers involved in the views of some groups.

### Recognising Radicalisation/Extremism

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. Signs may include:

- Change in behaviour
- Unwillingness to share views
- Out of character changes in dress, behaviour and peer relationships
- Secretive behaviour
- Losing interest in friends and activities
- Showing sympathy for extremist causes
- Glorifying violence
- Possessing illegal or extremist literature
- Advocating messages similar to illegal organisations such as ‘Muslims Against Crusades’ or the English Defence League.

### Child Sexual Exploitation

Child sexual exploitation is a type of sexual abuse involving control of a child through force, threats or manipulation. It can happen to both boys and girls. Often, the first step is someone befriending a young person to gain their trust or have control over them. This is called grooming, Children can be groomed online or in the real world, by a stranger or by someone they know. An abuser can be any age, even the same age as the child. It will often involve an abuser providing something to a child such as food, drugs, alcohol, gifts, or even simply affection, and victims are often tricked into thinking their abuser is a friend or even a ‘boyfriend’.

Once they have the child’s trust or control over them, an abuser will then move on to physically or sexually abusing a child. They may steer conversations towards sexual experiences, asking the child to send sexual photos or videos of themselves which they might use to blackmail the child. They might threaten the child saying they will hurt their family or friends if they tell anyone.

### **Child grooming signs**

Many of these are common teenage behaviours, but keep an eye out for increased instances of changes in behaviour that may be signs of grooming:

- Being secretive about who they are talking to and where they are going
- Often returning home late or staying out all night
- Sudden changes in their appearance and wearing more revealing clothes
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)

- Using sexual language that you wouldn't expect them to know
  - Engaging less with their usual friends
  - Appearing controlled by their phone
  - Switching to a new screen when you come near the computer.
- Less common behaviours and indicators of exploitation could include:

- Being associated with a gang
- Becoming estranged from family
- Regularly missing school
- Associating with older men and women, particularly if they go missing and are being defensive about where they are and what they're doing
- Possessing items such as phones or jewellery that you haven't given them but which they couldn't afford to buy themselves
- Having more than one, or a secret phone

## **5.0 Reporting a Concern or Allegation**

All MAODS staff should report any concerns or allegations to the Safeguarding Officer as soon as is practically possible – and immediately if there are serious concerns that need immediate intervention. Everyone should note that if an immediate Police presence is required, contact should be made in the first instance directly to 999. If MAODS Safeguarding Officer is not available, concerns should be reported to any member of the Safeguarding Team (names and contact details above). All concerns will be treated with strict confidentiality.

Concerns may arise in the following ways:

- If a child/young person/vulnerable adult says they are being abused
- If someone reports that a child/young person/vulnerable adult has told them that they are being abused
- If someone strongly suspects a child/young person/vulnerable adult has been or is being abused
- If there are concerns about a child/young person/vulnerable adult's welfare where there are no specific disclosures or allegations of abuse

If a child/young person/vulnerable adult tells you that they are being abused you should:

- Listen carefully - do not directly question them
- Give them time and attention
- Allow them to give a spontaneous account; do not stop someone who is freely recalling significant events
- Make an accurate record of the information you have been given, taking care to record the timing, the setting, any other witnesses, the child/young person/vulnerable adult's presentation, as well as what was said. Keep these

records as they may be needed as evidence later. There is a Safeguarding disclosures and a concerns form available (see Appendix A)

- Use their own words where possible
- Explain that you cannot promise not to speak to relevant others about the information they have shared
- Reassure them that you are glad that they have told you
- Reassure them that they have not done anything wrong
- Describe what you are going to do next
- Explain that you may need to get help to keep them safe
- Ask them not to repeat their account of events to anyone
- Pass the information on immediately to MAODS's Safeguarding Officer. If the concern relates to MAODS's Safeguarding Officer then you should contact the Society Secretary or any other member of the Governing Board
- Do not make any external referral unless you believe a child or young person is in immediate danger.
- Make a written, dated record of the concern or allegation as soon as practicable (and certainly within 24 hours) (see Appendix A)

Immediately a concern or allegation is highlighted MAODS Safeguarding Officer will discuss the matter in confidence with appropriate colleagues. They will ensure a written record is completed, signed and dated by the person reporting the concern or allegation. This will include any information about times, dates, locations and names of potential witnesses. This information will be made available to the appropriate authorities and a copy will be kept securely at MAODS. Subsequent investigation will be carried out in conjunction with the appropriate agencies. MAODS staff have a duty to listen to and record a concern or allegation, and to inform MAODS Safeguarding Officer, but not to investigate - this is the role of the Safeguarding Officer in the first instance.

A flowchart of the reporting procedure is attached in Appendix F

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

MAODS is committed to ensuring best practice in terms of Disclosure and Barring Service (DBS) checks. All MAODS staff will be subject to a DBS check who:

- a) make decisions regarding the engagement of children/young people/vulnerable adults with MAODS and its work
- b) work directly with or have 1-2-1 work related contact with children/young people/vulnerable adults
- c) are responsible for data or media relating to children/young people/vulnerable adults

The disclosure check and the annual fee will be paid for by MAODS for MAODS staff and rechecked every 3 years.

MAODS expects all tutors to undertake a disclosure check, facilitated by MAODS but at their own expense, as a requirement. Alternatively, they can provide their DBS reference number if they have a check that has been undertaken elsewhere in the past three years.

**Appendix A**

**FORM 1**

**Safeguarding Disclosure Form**

**This form is to be used if you have received an open disclosure from a child, young person or vulnerable adult.**

Please fill in as much of this form as you can. If you are in discussion with a child, young person or vulnerable adult who is making a disclosure to you, explain that you need to record details of the information that is being shared but be sensitive about the level of questioning that is appropriate. Listen carefully and give them time and attention.

Allow the individual to give a spontaneous account; do not stop anyone who is freely recalling significant events.

**WHEN PROVIDING DETAILS, ENSURE YOU COMPLETE THE FORM WITH THE EXACT WORDS USED BY THE CHILD, YOUNG PERSON OR VULNERABLE ADULT WHENEVER POSSIBLE**

<b>Name of child/young person/vulnerable adult</b>			
<b>Age and date of birth (if under 18 )</b>		<b>Religion</b>	
<b>Parent's/Carer's name</b>		<b>Ethnicity</b>	
<b>First Language</b>		<b>Disability</b>	
<b>Phone number</b>			
<b>Home address</b>			
<b>Any special needs</b>			
<b>Are you reporting your own concerns or passing on those of somebody else? Give details:</b>			

<b>Brief description of what has prompted the disclosure –include dates and times of any</b>	
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<p>specific incidents, names of responsible staff etc.</p> <p>Continue on a separate sheet if necessary:</p>	
<p>Are there any physical, behavioural or indirect signs of abuse?</p>	

<p>Please give an account of the disclosure. (exact words)</p>	
<p>Have you spoken to the parent(s) or carer(s)? If so, what was said?</p>	

<p>Has anybody been alleged to be the abuser? If so, please give details:</p>	
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<b>Are there any other witnesses?</b>	
<b>Have you consulted anyone else? If so, please give details:</b>	

Your name (in capitals): .....

Signature: .....

Date: .....

**The completed form should be put in a sealed envelope and given to the Designated Safeguarding Officer or emailed to them.**

**The Designated Safeguarding Officer will acknowledge receipt of this form and may request a further confidential discussion with you. You do not need to do anything else once you have submitted this but you are requested not to discuss the content of the form with anyone else as this may compromise further investigation of the incident.**

### Safeguarding Concern Form

This form is to be used if you are concerned about the safeguarding of a child, young person or vulnerable adult. A 'concern' is anything that you feel should be brought to the attention of the Safeguarding Officer but has not been formally disclosed to you by a child, young person or vulnerable adult.

This form should not be filled in whilst in discussion with a child, young person or vulnerable adult as this would constitute a formal disclosure. This form should be completed after reflection and if you have strong grounds to suspect that the safe welfare of an individual is compromised.

<b>Report Date</b>	
<b>Your Name</b>	
<b>Your Job Title</b>	
<b>Name of child, young person or vulnerable adult who is the subject of concern</b>	
<b>Briefly outline how the child, young person or vulnerable adult is currently engaging with MAODS</b>	
<b>Please describe your reason for concern regarding their safe welfare</b>	
<b>Please give the names and contact details (if known) of any other individuals involved with or linked to this concern</b>	

<b>Please give any other relevant information to your concern</b>

Your name (in capitals): .....

Signature: .....

Date: .....

**The completed form should be put in a sealed envelope and given to the Designated Safeguarding Officer or emailed to them. The Designated Safeguarding Office will formally log this concern and will decide whether further investigation is necessary.**

**The Designated Safeguarding Officer will acknowledge receipt of this form and may request a further confidential discussion with you. You do not need to do anything else once you have submitted this but you are requested not to discuss the content of the form with anyone else as this may compromise further investigation of the concern, where necessary.**

## **Appendix B**

### **Code of Conduct for Production Teams and Next Generation Tutors**

The following is a guide of good practice for all practitioners, artists and workshop leaders delivering sessions at MAODS to work with children, young people and adults. This is for the protection of both the practitioner and the participants at all times. Please read the following and sign below to state that you acknowledge what is being asked of you and that you agree to work under these terms.

#### **You must:**

- Arrive 15 minutes in advance of any activity to, greet and welcome the participants and escort them to their workshop space
- Arrive with your session fully planned and with all resources required
- Ensure the workshop space is clear of obstruction, safe and suitable for the activity you intend to deliver
- Ensure that the workshop space is left clean and tidy and sign out when exiting the building
- Represent and be an advocate of MAODS at all times; providing an example of good conduct for others to follow
- Use appropriate and accessible language throughout the duration of the workshop and speak to all participants with respect at all times
- Treat all staff, volunteers, children, young people and adults you are working with respect
- Report any suspicions or concerns regarding a child, young person or vulnerable adult to MAODS's Designated Safeguarding officer; who will deal with this further
- Ensure that you follow MAODS's guidance in responding to a disclosure or concern, as explained in MAODS's Safeguarding policy
- Always record any conversations or events related to a Safeguarding disclosure
- Ensure that you understand and adhere to MAODS's Health & Safety & Evacuation policies

#### **You must not:**

- Engage in any inappropriate touching, physical or verbal contact with a child, young person or vulnerable adult
- Engage in any online, digital or computerised contact with a child, young person or vulnerable adult; including social media, phone, text or email
- Show favouritism to any participant
- Be under the influence of either drugs or alcohol
- Smoke on the workshop premises or in sight of the venue
- Be left alone/unsupervised with any child, young person or vulnerable adult at any time; including before, during or after the workshop
- Exchange personal phone numbers, email addresses or social media contact with any child, young person or vulnerable adult
- Arrange to meet up with a child, young person or vulnerable adult outside of the building, workshop setting or outside of activity contracted by MAODS
- Store or share the data of any child, young person or vulnerable adult

Name.....Signed.....

Project/Programme title.....Date .....

***Signature states that you have read, acknowledged and understood the above code of conduct agree to work under these terms at all times.***

## **Appendix C**

### **Handling and Storing Children/Young People/Vulnerable Adults Data**

#### **Disclosures:**

The Safeguarding Log Book is managed by the Safeguarding Officer with password protected access. All electronic communication/notes regarding a disclosure/allegation/concern is kept within this Log Book.

Disclosure information is kept separately in a secure non-portable container. Access is strictly restricted to Chairman / Secretary / Treasurer / Artistic Director.

Anyone reporting a disclosure/allegation or concern should pass all written documentation over to the Safeguarding Officer. Copies of documents should not be kept by the individual. In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Personal Data:**

All children/young people/vulnerable adults' personal contact data must be uploaded to Access upon receipt.

Only designated staff will have access to this data which is password protected.

Designated staff will have DBS checks and will be trained in how to access and collate this data for the purpose of programme delivery.

No children/young people/vulnerable adults' personal data will be kept anywhere else including in spreadsheet format/hard copy.

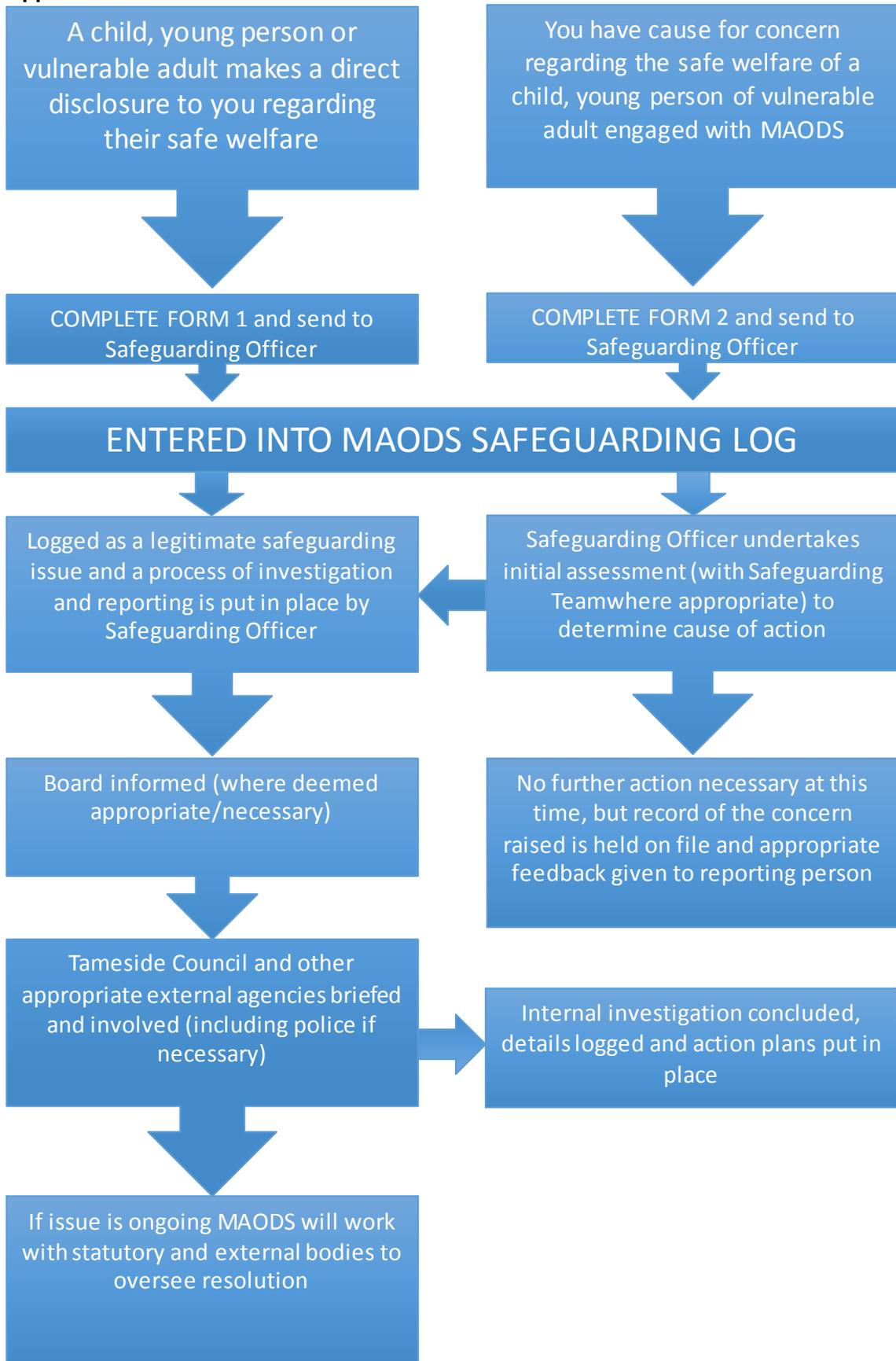
#### **Promotion and Publicity:**

Signed Photo/Filming consent is required for all images/film of children/young people / vulnerable adults. Consent must be in writing and given by the relevant parent/carer/group leader for anyone aged under 18 years and for vulnerable adults. Consent forms should be scanned and kept password protected with access restricted to designated staff.

#### **Disposal of Information and Personal Data:**

Disclosure information, Individual Development Plans, Consent Forms will be destroyed by secure means (e.g. shredding)

**Appendix D**



## Appendix E

### **Commitment to Safeguarding children, young people and vulnerable adults**

MAODS are committed to safeguarding and promoting the welfare of each child/young person/vulnerable adult. MAODS works within the framework of the Children act 1989 and Every Child Matters which states that the welfare of all children is paramount.

MAODS has a nominated Safeguarding officer who is responsible for ensuring that safeguarding procedures are followed. This person is Lee Brennan and can be contacted on **07872 939 188** or [lee.brennan@thelowry.com](mailto:lee.brennan@thelowry.com) with any safeguarding concerns.

#### **What if a child or young person tells me that they're being abused?**

- Show that you are listening and that you are taking the matter seriously
- Write down what you have heard using the exact words where possible
- Explain that you will need to share what you have been told with someone who knows about protecting children

#### **What should I do if I am worried about someone's behaviour towards a child or young person?**

- Don't dismiss your concerns or leave it to someone else to take action - safeguarding is everyone's responsibility
- Tell the Safeguarding officer or your line manager immediately
- You should not try to confront an alleged abuser or deal with the situation yourself
- Write down all relevant information you can including times and dates

**If you suspect that a child, young person or vulnerable adult is being or is at risk of being physically, emotionally or sexually abused please contact the Designated Safeguarding Officer immediately.**

#### **In case of an 'out of hours' Safeguarding Emergency:**

**Tameside Safeguarding Children's Board** This is the contact for Tameside Council, to report a concern or enquire about the welfare or safety of a child contact:. Call them on **0161 342 2222** or visit <https://www.tamesidesafeguardingchildren.org.uk>

**If a child is in immediate danger of being harmed, or if a child is at home alone, the police should be called on 999.**

## Appendix F

### Online safety policy

MAODS understands that some staff may wish to maintain an online presence and respects everyone's right to take part in online social networking and personal internet use. However, everyone must be aware that by association, their online presence can affect MAODS. All volunteers should be mindful to use electronic media, even in their own personal time, responsibly and respectfully to others.

#### General guidelines

The online activities of staff can impact MAODS therefore the following guidelines must be observed when participating in social networking sites and/or engaging in other forms of internet use. It shall be considered a breach of acceptable conduct to post on any public or private website or other forum (including but not limited to discussion lists, newsgroups, list serves, blogs, information sharing sites, social media sites, social or business networking sites, chat rooms, telephone based group communications or any other electronic or print communication forms) any of the following:

- Anything that may harm the goodwill or reputation of MAODS or any disparaging information about MAODS
- Any disparaging, discriminatory or harassing information concerning any partner, agency, funder, employee, participant or other person associated with MAODS
- Any confidential information, or intellectual property of MAODS, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies
- Any private information relating to a participant, funder or employee of MAODS

This policy applies regardless of where or when you post or communicate information online. It applies to posting and online activity at home or other locations and whilst a member of the society. MAODS reserves the right to monitor and access any information or data that is created or stored using MAODS's technology, equipment, or electronic systems, including, without limitation, emails, internet usage, hard drives and other stored, transmitted or received information.

Everyone should have no expectation of privacy in any information or data placed on any MAODS computer or computer related system or viewed, created, sent, received or stored on any MAODS computer or computer-related system, including, without limitation, electronic communications or internet usage. Anyone who violate MAODS's Online safety policy may be subject to disciplinary action.

#### **Any communications made in a professional or personal capacity must not:**

- Breach confidentiality
- Be made with any child, young person or vulnerable adult directly in any capacity
- Be content which could be considered discriminatory against, bullying or harassment of any kind

- Bring MAODS into disrepute
- Breach copyright
- Identify individual children, young person or project participants or colleagues by using their:
  - Names
  - Posting images of children, young people or project participants
  - Posting images of project staff without permission

Designated staff, with relevant permissions and DBS clearance, are able to share the following via online MAODS channels:

- Images of participants including children, young people and vulnerable adults with written permission from a parent/carer or guardian
- First names of participants, including children, young people and vulnerable adults, with written permission from a parent/carer or guardian