

# The Playground Theatre Privacy & Safeguarding Policies

## SAFEGUARDING POLICY

### Introduction

The Playground Theatre (TPT) adopted a Proactive Safeguarding Policy on 1<sup>st</sup> January 2023 in order to make a positive contribution to a strong and safe community. TPT recognises the right of every individual to stay safe and recognises our opportunity and our responsibility to make this happen.

TPT comes into contact with children and / or vulnerable adults through the following:

Delivery of Services:

Inclusive Arts Activities

Youth Theatre

Educational Workshops

Rehearsals and Shows

The types of contact with children and / or vulnerable adults will be:

Intensive contact (weekly sessions with vulnerable adults as part of Inclusive Arts/Youth Theatre)

Frequent contact with young people in Rehearsals and shows, and Educational Workshops.

This policy seeks to ensure that TPT undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

### **Proactive Safeguarding:**

We will use every means to establish workplaces and environments in which each person is listened to and valued.

We commit to looking at each individual member and examining their needs and triggers in order to establish a safe and nurturing environment.

We commit to embedding practices in every area and at every level of the organisation that not only protect vulnerable adults and children but encourage them to flourish.

We will use every means to establish workplaces and environments in which abuse is as unlikely to happen as possible. We commit to being excellent role models and communicating the value of this to all staff, volunteers and members.

We commit to extending the practice of proactive safeguarding, building it into all collaborative projects and assisting schools and community organisations to adopt it whenever possible.

### **Confirmation of Reading**

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for The Playground Theatre.

Employee Name : Helena Hipolito, General Manager

Date: 10<sup>st</sup> January 2024

### **Legislation**

The principal pieces of legislation governing this policy are:

- Mental Capacity Act 2005
- Care Act 2014
- Working together to safeguard Children 2010
- The Children Act 1989

- The Adoption and Children Act 2002
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

## **Definitions**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse
- Discrimination

### **Definition of a child**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

### **Definition of Vulnerable Adults**

A vulnerable adult is a person aged 18 years or over who may be unable, in any given moment, to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness

- Is a substance misuse
- Is homeless

It includes any person who in the given moment does not have the capacity to make choices or decisions.

### **Responsibilities**

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

### **Additional specific responsibilities**

Directors have responsibility to ensure that the policy is in place and is appropriate.

They also have responsibility to ensure that the policy is monitored and reviewed.

The General Manager has a responsibility to:

- Ensure the policy is implemented effectively at every level of the organisation.
- Receive concerns from staff (paid and unpaid) and to respond to them quickly, seriously and appropriately.

- Ensure that all staff (paid and unpaid) receive training in Safeguarding Practice.
- Keep up to date with local safeguarding arrangements, regional and national strategy and changes in relevant laws.
- Maintain effective links with relevant agencies.

## **Implementation Stages**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

### **Safe recruitment**

TPT ensures safe recruitment through the following processes:

- Whistleblowing – ability to inform on other staff/ practices within the organisation;
- Grievance and disciplinary procedures – to address breaches of procedures/ policies;
- Health and Safety policy - including lone working procedures, mitigating risk to staff and patrons;
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory;
- Data protection (how records are stored and access to those records);
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose;
- Staff training

In addition the following practices will be used when recruiting:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’;
- Job or role descriptions for all roles involving contact with children and/or vulnerable adults;
- Will contain reference to safeguarding responsibilities;

### **DBS Checks**

The organisation commits resources to providing DBS checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

### **Communications training and support for staff**

TPT commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.

### **Training**

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Training Session with the General Manager;
- Specific training on any relevant disabilities and/or related issues.



## **Communication:**

Every session ends with a brief check that no safeguarding issues need to be raised or discussed.

## **Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Team Meetings
- One to one meetings (formal or informal)
- Task supervision / designated 'shadow' if required
- Debriefing support

## **Professional boundaries**

Professional boundaries are what define the limits of a relationship between a support worker and others. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

TPT expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Relationships between staff members (paid and unpaid) and current patrons/companies/artists/others must be kept to an appropriate level. They must be discussed with Management.
- Abusive or inappropriate language, swearing or offensive language will not be used.
- Guests and Patrons personal details must not be passed on.

### **Social Networking:**

No staff member (paid or unpaid) should have a relationship on any social media platform with any young person.

If a staff member (paid or unpaid) is considering a relationship on a social media platform with a vulnerable adult this must be discussed with management.

### **Reporting**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at TPT.

1. Communicate your concerns with your immediate Manager;
2. Seek medical attention for the vulnerable person if needed;
3. Discuss with parents of child or with a vulnerable person's legal guardian;
4. Obtain permission to make referral if safe and appropriate;
5. if needed seek advice from the Children and Families helpdesk or Adults helpdesk;
6. Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form and submit to the local authority within 24 hours of making a contact;
7. Ensure that feedback from the Local Authority is received and their response recorded;

8. If the immediate manager is implicated, then refer to one of the other TPT Directors or to the RBKC Safeguarding Authority.

[Safeguarding adults | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](https://www.rbkc.gov.uk/safeguarding-adults)

[Report a serious child safeguarding incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-serious-child-safeguarding-incident)

[Welcome to lscp | lscp \(rbkc.gov.uk\)](https://www.rbkc.gov.uk/lscp)

## **Allegations Management**

TPT recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

1. Any member of staff (paid or unpaid) from TPT is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by the staff member making the report and countersigned by the General Manager.
2. Contact the local authority for advice.
3. Follow the advice provided.

TPT recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority.

## **Monitoring**

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices;
- DBS checks undertaken;
- References applied for new staff;
- Records made and kept of supervision sessions;
- Training – register/record of staff training on child/vulnerable adult protection;
- Monitoring whether concerns are being reported and actioned;
- Checking that policies are up to date and relevant;
- Reviewing the current reporting procedure in place;

## **Managing information**

Information will be gathered, recorded and stored in accordance with Data Protection Policy.

All staff will be aware that they have a professional duty to share information with other legal agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the General Manager.

**All staff must be aware that they cannot promise service users or their families/carers that they will keep secrets.**

## Communicating and reviewing the policy

TPT will make clients aware of the Safeguarding Policy through the following means:

- Statement on the website;
- Policy on the website;
- Statement in introductory letter referring them to the website;

This policy will be reviewed by the TPT every three years and when there are changes in legislation.

## EDI

<b>TITLE</b>	<b>SIOW EQUALITY, DIVERSITY AND INCLUSION POLICY</b>
<b>Scope</b>	<p>This policy covers all current and potential employees and all volunteers.</p> <p>TPT undertakes to safeguard those who face inequality or harassment due to one or more of the nine 'protected characteristics' as set out in the Equality Act (2010).</p> <ol style="list-style-type: none"><li>1. Age</li><li>2. Disability</li><li>3. Sex</li><li>4. Sexual orientation</li></ol>

	<p>5. Race 6. Religion or belief 7. Gender reassignment 8. Marriage or civil partnership 9. Pregnancy and maternity</p> <p>TPT recognises neurodiversity and intellectual disability as a characteristic of particular relevance due to the composition of our members and the nature of our work. This policy therefore also covers discrimination of non-neurotypical individuals.</p> <p>TPT recognises that there can be differences between the physical sex and gender assigned at birth and an individual's gender identity/expression. This policy therefore also covers discrimination on the basis of a person's gender identity.</p> <p>TPT commits to confront and challenge all forms of unlawful or unfair discrimination.</p>
<p><b>Policy Statement</b></p>	<p>TPT recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success.</p> <p>As an inclusive organisation TPT understands that lack of diversity negatively impacts mental health and wellbeing; that there is and has long been extraordinary pressures on historically excluded groups and minorities. Lack of inclusion, lack of 'belonging' leads to social and emotional isolation, mental ill-health and unrealised potential.</p> <p>We also recognise that it is important that we promote equality, diversity and inclusion within the arts.</p> <p>We recognise that for our services to be fully realised we must work quickly to be a more diverse and inclusive organisation across every area of diversity. We want our staff, volunteers, partners and associates to reflect the diversity of the</p>

	<p>communities that we serve.</p> <p>We aim to be a place where people can be free to be themselves no matter what their identity or background. We will do this by creating a safe and an enriching environment in which individuals can utilise their skills and talents to the fullest without fear of prejudice or harassment. Diverse input and diverse thinking will be fully valued, creating a culture that enables all to reach their fullest potential.</p> <p>We will ensure that equality and diversity are embedded in all our activities, policies and decisions and will work with our partners to share good practice.</p>
<b>Commitment</b>	<p>Equality is at the heart of TPT's values.</p> <p>We will take active steps to fulfil our responsibilities and promote good practice by:</p> <ul style="list-style-type: none"><li>- Complying with legal obligations in a transparent manner.</li><li>- Publishing this policy widely amongst staff and on our website.</li><li>- Assessing the impact of policies, content and working practices to identify, remove or mitigate any disadvantage to underrepresented groups, and to recognise any cultural or religious sensitivity or differences.</li><li>- Taking action to redress any gender, racial or other imbalance highlighted from monitoring data, in line with the Positive Action allowed by the Equality Act of 2010.</li><li>- Promoting awareness and understanding of EDI matters among staff and Directors through policies, training and guidance.</li></ul>

	<ul style="list-style-type: none"> <li>- Raising awareness of our policies and commitment to EDI with our Community Partners.</li> <li>- Ensuring that staff and applicants to work are treated fairly and judged solely on merit and by reference to their skills and abilities.</li> <li>- Making sure reasonable adjustments are made, as appropriate, to enable staff and candidates with disabilities or additional needs to overcome barriers in the working, learning and social environment.</li> <li>- Requiring that TPT communications contain, where practical, positive, diverse content that is sensitive and relevant to our community.</li> <li>- Ensuring staff and Trustees are provided with appropriate tools so that they feel confident to discuss EDI issues and raise any concerns.</li> <li>- Dealing with potential and actual acts of discrimination, harassment and bullying appropriately as detailed below.</li> </ul> <p>We commit to applying equality, diversity and inclusion to every aspect of employment including recruitment, pay, communications, access to facilities, benefits and disciplinary procedures.</p>
<p><b>Complaints Procedure</b></p>	<p>TPT expects all members of its staff and wider community to treat others equitably, with dignity and respect. Anyone who believes they have been discriminated against, harassed or bullied has the right to make a complaint free from victimisation or fear of retaliation.</p> <p>All complaints will be taken seriously and investigated.</p> <p>Such acts will be dealt with as misconduct under TPT's grievance and disciplinary procedures, and</p>



	<p>appropriate action will be taken.</p> <p>Complaints concerning actions that amount to gross misconduct, when confirmed by investigation, will result in dismissal without notice.</p> <p>During the process of investigation employees will have the right to representation.</p> <p>TPT will also take action under the Protection from Harassment Act of 1997, which is not limited to circumstances where harassment relates to a protected characteristic as defined by the Equality Act of 2010.</p>
<b>Responsibilities</b>	<p>The designated EDI lead within TPT is the General Manager, Helena Hipolito. Helena has the dual objectives of promoting full diversity and ensuring that diversity, mental health and wellbeing remain aligned.</p> <p>At induction it will be made clear to all new staff and trustees that they, as well as TPT, can be held responsible for acts of bullying, harassment and unlawful or unfair discrimination.</p>
<b>Training</b>	<p>All staff and trustees are required to take part in EDI training. This training will include an explanation of the EDI Policy and how it will affect them.</p> <p>In addition, TPT commits to highlight the benefits of EDI training, and to offer it wherever possible, to partners and associates.</p> <p>TPT recognises the value of the ongoing process of challenging and combating cognitive and discriminatory bias, understanding that this is essential to the formation of a happy, engaged and fully connected team.</p>

<b>Monitoring and Evaluation</b>	<p>We will monitor the composition of the staff and trustees with reference to:</p> <ul style="list-style-type: none"> <li>- Age</li> <li>- Sex</li> <li>- Ethnic Background</li> <li>- Sexual Orientation</li> <li>- Gender Identity</li> <li>- Disability</li> <li>- Neurodiversity</li> <li>- Religion or Belief</li> </ul> <p>We will also assess the way that this Policy and any resulting Action Plans are working in practice. These will be reviewed annually or more often if deemed necessary.</p>
<b>Conclusion</b>	<p>TPT is committed to updating this policy to take account of relevant changes in employment practices and procedures and changes in the law.</p> <p>This policy is fully supported by the Senior Management of TPT and by the Board of Trustees.</p>
<b>Effective Date:</b>	<p>1st January 2023</p>
<b>Review Date:</b>	<p>10th January 2024</p>

