Safeguarding Children and Vulnerable Adults Protection Policy

A Company Member is defined as any employee, freelancer, volunteer, work placement individual or board member of Theatre Peckham.

INTRODUCTION

This policy has been developed to ensure that all those acting on behalf of Theatre Peckham are working together to safeguard and promote the welfare of children and young people. It describes the management systems and arrangements in place to create and maintain a safe environment for all. The policy identifies actions that should be taken to address any concerns about safety and welfare.

All opinions or behaviours which are contrary to the values and the ethos of Theatre Peckham will be vigorously challenged.

For the safeguarding procedures to work, all those acting on behalf of Theatre Peckham should be able to recognise and/or report concerns. In doing this we aim to be a theatre where:

- There is a belief that 'it **could** happen here'.
- There are clear procedures for reporting concerns.
- There is a commitment to act about concerns raised.
- There is a set of standards for professional conduct.
- Child protection and Prevent is part of induction training.
- Company Members are expected to review the policy and complete training on an annual basis.
- There is an ongoing culture of vigilance.
- Company Members working at Theatre Peckham are required to have an Enhanced DBS Disclosure.

This policy is to be read in conjunction with:

- London Child Protection Procedures (5th Edition, 2013): http://www.londoncp.co.uk/
- Working Together to Safeguard Children (2023)
- The Children Acts 1989 and 2004 & Children and Social Work Act 2017
- Care Act 2014 (over 18s)
- Mental Capacity Act 2005
- Southwark Safeguarding Children Board Multiagency threshold guide (2018)
- After-school clubs, community activities, and tuition - Safeguarding guidance for providers (September 2023)

1. SAFEGUARDING LEGISLATION AND GUIDANCE

The following safeguarding legislation and government guidance have informed the content of this policy:

- Section 175 of the Education Act 2002 (maintained schools-only)
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education (2016 plus 2021 update)
- COVID-19: Safeguarding in Schools, Colleges and Other Providers
- What to do if you are worried about a child being abused 2015
- Southwark Safeguarding Children Board Multiagency threshold guide 2018

2. PURPOSE OF POLICY

- To provide key information to Company Members or people acting on behalf of Theatre Peckham, enabling them to identify safeguarding concerns and know what action to take in response.
- To ensure consistent good practice throughout the organisation.
- To demonstrate the theatre's commitment to safeguarding the whole theatre community: children/young people, parents/carers, Company Members, visitors, and other partners.

3. KEY DEFINITIONS

Safeguarding and promoting the welfare of children and vulnerable adults is:

- Protecting children and vulnerable adults from maltreatment.
- Preventing the impairment of a child's or vulnerable adult's physical and mental health or development.
- Ensuring that children and vulnerable adults grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and vulnerable adults to have the best outcomes.

Child protection is the process of preventing and responding to abuse, neglect, exploitation, and violence against children. It also refers to the processes followed to protect children who have been identified as suffering or being at risk of suffering significant harm. The *child* includes everyone under the age of 18.

A vulnerable adult is a person aged 18 or over who may need community care services because they are living with additional needs (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

Parent refers to birth parents and other adults who are in a parenting role, for example, stepparents, carers, foster carers, and adoptive parents.

Academy members are all students 3 - 16 years old who fall under this category.

Young Peckham members are all students 16-18 years old and any 18+ member who is consider vulnerable. The Young Peckham programme works with 16 – 29 years olds.

4. ROLES AND RESPONSIBILITIES

The Designated Safeguarding Lead (sometimes referred to as DSO or DSL) takes the lead responsibility for safeguarding arrangements within the organisation on a day-to-day basis. The Safeguarding Officers support the DSL.

ROLE	NAME	CONTACT DETAILS	TRAINING
Designated Safeguarding Lead **Head of Academy**	Andreea Urzica (DSL)	020 3889 5740 (Direct Line) 020 7708 5401 (Main Office) 07580168372 (Mobile Phone) academy@theatrepeckham.co.uk	Lead safeguarding officer Level 3
Safeguarding Officer **Academy Coordinator**	Saffron Dey	020 3889 5740 (Direct Line) 020 7708 5401 (Main Office) 07944097189 (Mobile Phone) membership@theatrepeckham.co.uk	Safeguarding Children Level 3
Safeguarding Officer **Venue Manager**	Marissa McKinnon	020 388 95747 (Direct Line) 020 7708 5401 (Main Office) 07870972075 (Mobile Phone) venue@theatrepeckham.co.uk	Safeguarding officer Level 3
Safeguarding Officer **General Manager**	Tash Berg	020 7708 5401 (Main Office) tash@theatrepeckham.co.uk	Safeguarding officer Level 3
Safeguarding Officer **Board Member**	Jelil Akinwande	020 7708 5401 (Main Office) Jelil_Akinwande@Hotmail.co.uk	Safeguarding officer Level 3

The role of the DSL and Safeguarding Officers includes:

- Ensuring all Company Members read and understand the theatre's safeguarding policies and that procedures are followed by all Company Members.
- Advising and supporting Company Members as they carry out their safeguarding duty.
- Encouraging an Organisational approach to safeguarding, where paramountcy of the welfare of the child and vulnerable adults underpins all systems, policies, procedures, and decision making.
- Ensuring that advice is sought from children's social care or the equivalent and that timely and accurate referrals are made to social care, the police, or other agencies.
- Liaising with the case manager and the Local Authority Designated Officer (LADO) where allegations are made against Company Members.

Allegations or disclosures MUST NOT be discussed with anyone other than those nominated above.

Company Members are expected to keep safeguarding values at the centre of their conduct. The best interests of the child or vulnerable adult should determine their behaviour and action.

As an organisation working with children and young people, Theatre Peckham has a responsibility to act if abuse comes to light, to protect children from the possibility of being abused within Theatre Peckham, and to respond to disclosures of abuse outside Theatre Peckham. For the purposes of this policy, a child or young person is anyone under the age of 18 years of age (Appendix A: Identifying abuse).

Company Members working with children and vulnerable adults are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child or vulnerable adult, Company Members should always act in the best interests of the individual.

Company Members are aware that inappropriate behaviour towards children, young people and vulnerable adults is unacceptable and that their conduct towards our members and any other young people we serve must be beyond reproach. All Company Members understand that the Sexual Offences Act 2003 makes it an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a Company Member and a member of Theatre Peckham under 18 may constitute a criminal offence.

THEATRE PROCEDURES

If any Company Member is concerned about a child or vulnerable adult, they ***must*** inform one of the designated people (listed above).

If you would like to report a safeguarding matter:

1. First point of contact is Andreea Urzica, our Designated Safeguarding Lead (DSL), working days Monday to Wednesday; 10am – 6pm.
2. If Andreea is not in the office, please get in touch with Saffron Dey (Academy Coordinator), working days Monday to Friday, 11am – 5pm during holidays, or 1pm – 7pm during term dates.
3. If Saffron is not in, please get in touch with Marissa McKinnon (Venue Manager), working days Monday to Thursday, 9.30am – 5.30pm.
4. If Marissa is not in, please get in touch with Tash Berg (General Manager), working days Monday to Friday, 10am – 6pm.
5. Also to note, Jelil Akinwande is one of our Board Member and is reachable by email.

6. If none of the above are available, please follow the process below.
    - If you have concerns about a specific child, please contact the Multi-Agency Safeguarding Hub (MASH) on 020 7525 1921 (weekday 9-5) or 020 7525 5000 (out of hours). You can also email them on MASH@southwark.gov.uk. The referral form for the MASH can be found here
    - If you are worried about an adult with physical/sensory disabilities, or an adult over 65, please email the contact team on OPPDContactteam@southwark.gov.uk or call 020 7525 3324.
    - If you are worried about an adult with a mental illness, please email MHContact@southwark.gov.uk, or call 020 7525 0088.
    - If you are worried about an adult with a learning disability, contact the Learning Disabilities Duty Team on LearningDisabilitiesDuty@southwark.gov.uk, or call 020 7525 2333.
    - For allegations against people who work with children - LADO (Local Authority Designated Officer) provides advice and guidance to employers and other individuals/organisations who have concerns relating to an adult who works with children and young people (including volunteers, agency staff and foster carers) or who is in a position of authority and having regular contact with children (for example religious leaders or school governors). In Southwark the LADO role is based within the Quality Assurance Unit. Contact numbers: QAU duty number 020 7525 3297 and QAU service manager (LADO) 020 7525 0689.
7. The Theatre Peckham designated person you speak with about the matter should follow all processes, as per their safeguarding training, to resolve the matter and start completing a Safeguarding report. If they need advice, they should contact MASH (see above) or the other agencies (as above, depending on the matter). They must then email the DSL (not text/phone call/WhatsApp) so that they can be aware of this on their return. If they need to arrange a meeting to discuss the matter, they should send the DSL a diary invite for one of her working days. DSL will put the final stamp on all Safeguarding reports (on their return).

Any Company Member can write a report. The report must be completed and shared on the same day using the **Child Protection record of concern and disclosure form** (Appendix G). This should then be sent to any of the Safeguarding officers to be revised and completed, and then to be stored on the Safeguarding folder on SharePoint (this folder has restricted access).

- The recording must be a clear, precise, factual account of the observation. The account must be dated and signed.
- The designated person to whom the report has been handed will abide by the guidance of the Local Safeguarding Board and may refer the matter to the Multi-Agency Safeguarding Hub (MASH) in Southwark's Children's Social Care. In some circumstances, parents ***may*** be notified, but Company Members should ***not*** notify parents in advance if there is any risk of (a) further endangering the child or children involved; (b) compromising the integrity of any evidence which may later be used in court, or (c) causing any alleged perpetrator of abuse to be protected from investigation. Only the Designated person, following advice from social care**,** should make decisions about when to disclose Protection issues to parents/carers and other Company Members must assume that information about Child/ Vulnerable Adult Protection issues is strictly confidential, and act accordingly.

The Safeguarding officer that receives the report (or that completes the report) will:

1. Assess the level of need of the young person, using the *Southwark Safeguarding Children Board Multiagency threshold guide 2019* (see below).

2. In other circumstances speak with the parent/carer/guardian about your concerns and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.

3. Contact the Early Help referral for lower-level concerns.

4. Contact the LADO or Multi-Agency Safeguarding Hub (MASH) for advice if the matter is high-level concern.

5. In an emergency, after 5pm and at weekends or bank holidays, contact the out of hours social worker.

6. Where the child needs urgent medical attention, this must be sought immediately. Any discussion with colleagues, the child, parents/carers, or organisations can take place once medical attention has been received if necessary.

7. Agree on what actions will be taken, when they will happen and who is responsible for taking it forward.

8. Record all concerns and the actions taken.

9. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Care where needed. The designated person's role is not to investigate.

Allegations or suspicions of abuse should always be reported to the DSL. In very rare circumstances, if it is not possible to report concerns to the DSL or Safeguarding officers their absence should not delay referral to Social Care.

Southwark Safeguarding Children Board Multiagency threshold guide 2019

The aim of this guide is to ensure a timely and proportionate service response to needs as soon as they emerge. Low-level needs (Level 1 and Level 2) can and should be met within universal provision. Higher level needs (Level 3 and Level 4) will require an additional targeted response through early help arrangements; complex needs and risks of significant harm warrant a statutory intervention by social care.

Level 1: No referral is required. Needs are met within single agencies. Children, young people and families should access universal services as required.

Level 2: Early Help Referral - The Early Help Referral Form should be completed with the child and family to identify their strengths and needs, and to gain targeted support from multi-agency Early Help services. It should be sent to earlyhelp@southwark.gov.uk. If you are unable to gain parental consent a referral can still be made to the MASH.

Level 3: A MASH Interagency Referral Form should be completed and sent to MASH@southwark.gov.uk. An informal social care consultation is available with the social worker in MASH on request. The MASH is open during office hours and can be contacted on 020 7525 1921.

Level 4: If an agency identifies a child thought to have suffered or be at risk of significant harm, a referral to MASH should be made immediately by:

- Telephone 0207525 1921
- Email mash@southwark.gov.uk where possible with a completed MASH Interagency Referral Form
- In an emergency, the agency should call 999 and ask for a Police response.

Reporting process for Vulnerable adults

Safeguarding adults is about people and organisations working together to stop the abuse or neglect of adults who are unable to protect themselves. It also means making sure that the adult's wellbeing is promoted with regard to their views, wishes, feelings and beliefs.

Safeguarding arrangements concern any adult aged 18 or over who:

- has care and support needs (regardless of whether or not they're receiving any help with meeting their needs) and

- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

Care and support needs

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning disability, or a sensory impairment
- a person with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- a person who misuses substances or alcohol to the extent that it affects their ability to manage day to day
- people who are victims of domestic abuse, sexual exploitation and modern slavery.

There can be other care and support needs that apply.

FORMS OF ABUSE

This is to be read in conjunction with **Identifying Abuse** (Appendix A).

Abuse and neglect can take many different forms. Below are some examples (this list is not exhaustive):

- physical abuse
- psychological abuse
- neglect (sometimes including self-neglect)
- sexual abuse or exploitation
- financial or material abuse
- disability hate crime
- discriminatory abuse (for example on grounds of age or sexual orientation)
- domestic abuse
- organisational abuse (when a group of people are abused by an organisation, such as a care home)
- human trafficking and modern slavery
- female genital mutilation
- restraint (unlawful or inappropriate use of restraint or physical interventions)

Signs and indicators of abuse. Below are some examples (this list is not exhaustive):

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance

- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Financial abuse includes (this list is not exhaustive):

- having money or other property stolen
- being defrauded
- being put under pressure in relation to money or other property, and
- having money or other property misused.

DEALING WITH A DISCLOSURE

If a child or vulnerable adult discloses that they have been abused, or makes a disclosure about their mental health or any other situation of concern, the DSL, Safeguarding officer or any Company Member should:

- Listen to what is being said without showing shock or disbelief.
- Accept what is being said.
- Allow the child or vulnerable adult to talk freely.
- Reassure the child or vulnerable adult but not make promises that it might not be possible to keep.
- Not promise confidentiality – the requirement to act in the child's or vulnerable adults' best interests means that it might be necessary to refer the matter to other services.
- Stress that it was the right thing to tell.
- Listen, rather than ask direct questions.
- Ask open questions rather than leading questions.
- Not criticise an alleged perpetrator.
- Explain what must be done next and who must be told in an age-appropriate way.

5. ALLEGATIONS AGAINST COMPANY MEMBERS

In the event of allegations or suspicions being raised about a Company Member, the Safeguarding Lead Officer will:

- Listen and record concerns and/or allegations about the Company Member in question.
- Inform the CEO/Artistic Director, who will initiate an appropriate investigation.
- The police or other outside agencies as appropriate would be referred to as necessary.
- **If there is any doubt about how best to respond to concerns about company members, then advice from the Local Area Designated Officer (LADO) – details above.**

- The CEO/Artistic Director has the right to suspend the Company Member in question from some or all activities, particularly those involving contact with young people.

- In the event that an allegation is made against the CEO/Artistic Director the right to suspend will sit with the Board of Trustees.

6. SAFER RECRUITMENT

In recruiting and appointing workers, we at Theatre Peckham will be responsible for the following:

a) Identifying the tasks and responsibilities involved and the type of person most suitable for the job.

b) Drawing up the selection criteria and putting together a list of essential and desirable qualifications, skills, and experience.

c) All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience. We will make sure that we measure the application against the selection criteria.

d) All Company Members need to sign a Declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions that give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks.

e) All Company Members who undertake work defined as the regulated act will apply for an Enhanced Level Disclosure (children's workforce) from the Disclosure and Barring Service (DBS) (Through ITC). New Company Members needing a DBS check who have joined the update service will be asked for permission to check their status. This includes full and part-time employees, volunteers, work experience and self-employed people (freelancers) who undertake regulated activities with children and are not supervised. They are also required to declare any pending case against them. Company Members must understand that all information will be dealt with confidentially and will not be used against them unfairly.

f) As part of the induction process, all new Company Members will be given a copy of our Safeguarding Children policy to read. The Designated Person will ensure they have read and understood the policy and are aware of their responsibilities and actions to take.

g) Company Members with a DBS certificate from another organisation, but not registered with the update service, will be allowed to start work, as long as the DBS is for the child workforce (and adult if this is appropriate), is an Enhanced level and dated within the past two years. The details of the certificate must be checked by the designated person alongside their identification. If this certificate is more than twenty-four months old, a new DBS check will be requested. A copy of the DBS number will be recorded for tracking purposes.

h) All Company Members will be required to provide at least two references and two forms of identification.

i) All Company Members should be checked in regards with their statues of their right to work I the UK.

7. SUPERVISORY ARRANGEMENTS

7.1 Supervisory arrangements and management of Theatre Peckham activities and services

We will aim to protect children and vulnerable adults from abuse and our Company Members from false allegations by adopting the following guidelines:

a) All Company Members should treat all children and vulnerable adults with dignity and respect in attitude, language, and actions.

b) We will keep a register of all participants attending our activities.

c) Details of which Company Members are present during workshops will be recorded in the Tutor Session report and online calendar. This is a record of comments about the sessions themselves as well as any general comments about individuals. Our Company Members will record any unusual events in a Session report.

d) Written consent will be obtained for every participant attending our activities, by means of agreement on the online booking system and/or written permission on hard copies.

e) Where possible our Company Members should not be alone with one child or vulnerable adult, although we recognise that there are times when this may be unavoidable or helpful.

f) Theatre Peckham have a policy that no children under the age of 11 years old should go on a toilet break on their own. Company Members will escort a group of children or vulnerable adults to the toilet but should remain outside in a public space. They are not expected to be involved with toileting unless the child or vulnerable adult lives with additional needs/ support that has been brought to our attention by the parent/guardian or in the case of an emergency.

g) Theatre Peckham have 5 Adult only toilets downstairs, Child only Toilets and an accessible toilet all with their own entrances. Upstairs we have 4 individual toilets (one Accessible toilet and 3 Inclusive toilets).

h) If a participant needs a toilet break during the session, they should be sent with a Company Member with at least one other young person of the same gender. The recommended maximum of children to be sent on toilet breaks is no more than 4 - 5 at one time; they must all go together and come back together.

i) If there is no other participant of the same gender at the session, then a Company Member should check the toilet area first and wait outside of the toilet for the participant and then return to the session together.

j) For children aged 3 to 5 years old it is advised that parents/carers wait in the foyer area for the duration of the class/workshop. If parents/carers want to supervise any toilet breaks in case of any assistance needed, they should let the Company Members know about this wish.

k) Changing facilities: all members accessing our classes / workshops are advised to come dressed ready for the session. Theatre Peckham do not use the changing facilities during term time classes. Toilets are available for parents to take their children to change in before the session starts if needed.

l) We recognise that physical touch between Company Members and participants can be healthy and acceptable in public places. Also, in the teaching of performing arts, physical contact is appropriate when managed with respect. However, our Company Members will be discouraged from this in circumstances wherein a 1-2-1 situation.

m) All Company Members will be subject to a probation period with a review before an appointment is confirmed (details of this can be found in the individual contract).

n) All Company Members will undertake training or awareness-raising safeguarding children and vulnerable adults, during their induction/probation period, (prior to the start of term for freelance practitioners).

o) This will be refreshed on an annual basis through the circulation of the Safeguarding Policy and training.

p) Arrangements for supervision, support and appraisals for Company Members are detailed in the staff handbook.

7.2 Courses

a) All parents/carers will complete a membership form on our online booking system for each child attending Theatre Peckham Academy and agree to our terms and conditions. If the child is above 16, they may complete the form themselves, however an adult contact should be provided for communication.

b) Completing the online booking form will include a declaration of permission (or withdrawal thereof) for photographic and recorded images to be used for publicity if applicable. (See Appendix D for Photography and Film Policy Statement).

c) The online booking form will request that parents/carers/participants inform Theatre Peckham about any additional needs the participant may be living with. Also, parents/carers keep Theatre Peckham informed of any recent incidents which could affect the child's active participation in the workshop/event (e.g., a recent fall, bereavement, or trauma). [These examples could be "misconstrued as abuse", though this phrase will not be used on the booking form].

d) We recommend parents to always have their child collected from an activity for which they have been registered by their parents/carers. Participants should be collected from the workshop within 5 minutes of the published finish time.

e) Participants not collected will be minded by the Company Members supporting the project and the parent/carers called. Repeated late collection may result in participants having their membership revoked, since Theatre Peckham does not aim to be fully equipped for child-minding situations (see Appendix H - Procedure for uncollected children).

f) No parents/ carers to sit and watch during workshops, unless with the express permission of the tutor and/or DSL.

g) All Company Members leading sessions will be DBS checked with an Enhanced Disclosure.

h) All Company Members will be asked to apply for a new Enhanced Disclosure every two years, or to provide access to the Update Service unless in that time a clear disclosure has been obtained via another organisation, in which case a copy should be provided, and the DBS number checked.

i) When working in schools, a teacher or designated school staff member should be in attendance for all workshops. In some circumstances, the teacher may have the option to leave so long as two Theatre Peckham Company Members are present.

j) When conducting workshops off-site at other events or youth organisations, a youth worker or other appropriate Company Member are strongly encouraged to be in attendance. In some circumstances, the host staff may have the option to leave so long as two Theatre Peckham Company Members are present.

k) Theatre Peckham will aim to conduct all workshops in teams of a minimum of two Company Members. If for reasons beyond our control only one Company Member can attend, then it should be agreed with the host organisation/school that they should supply the assistant.

l) Participants are always supervised at all times during projects, including lunch breaks (when appropriate).

m) The Head of Academy, Venue Manager, Technical Manager, and Company Members such as freelance practitioners will be responsible for ensuring health and safety requirements are met in the workshop environment.

n) Evaluations are carried out regularly with young people, parents, carers and Company Members, to ensure that any problems are aired and are addressed in the future.

o) No parent/carer or other people, besides Company Members will take a camera or video footage or any other recording media, of workshops, without the express permission of the project coordinator. Schools will be approached to give consent before recording off-site workshops/performances.

7.3 Performances, including by hirers and visiting companies

a) No child shall take part in a performance during school time without an appropriate licence or exemption.

b) Child performers shall be supervised backstage by an appropriate number of professional licensed chaperones. A DBS certificate does not qualify as a licence to chaperone children, full licences should be obtained from the relevant Local Authority Department of Education Welfare.

c) No children shall be individually named on images used on the Theatre Peckham website, or in any other press release or publicity material unless the written consent of the parent/carer has been obtained.

d) No child's details shall be released to any member of the public.

e) No parents / carers are allowed in the backstage areas, except when acting as a chaperone, where additional needs exist or with the permission of a licensed chaperone.

f) It is the policy of Theatre Peckham to uphold regulations laid down by the Department of Education Welfare. Regarding any incoming performance from companies performing during school time, Theatre Peckham will ask for copies of licenses and exemption certificates for all children taking part in a performance. When agreeing to contracts, such companies will be provided with a copy of Section 7 of Theatre Peckham's Safeguarding Children Policy and expected to adhere to it.

g) Performances and rehearsals involving children shall not take place except under the provisions of the Children (Performances and Activities) Regulations 2014. The rules for children performing at Theatre Peckham shall always adhere to the Government's guidelines.

h) In keeping with the timetable of a standard school day, a child should ideally not be present at the theatre for either rehearsal or performance before 9am.

i) Children required to attend the theatre for rehearsals or performances for more than 4 hours will be required to bring snacks/meals and given breaks equivalent to 10mins per hour attending.

8. SOCIAL MEDIA AND PHOTOGRAPHY

8.1 New Technology and Social Networking: Children or Vulnerable Adults

a) Many Company Members use social media as a tool to connect with friends, family and like-minded people; we respect your right to do so.

b) Theatre Peckham works with many children and vulnerable adults and every Company Member needs to be mindful of their professional responsibility when interacting with social media and its impact on our users and the reputation of our theatre.

c) When communicating with children or vulnerable adults by email always cc another Company Member and the parents' emails address. Always disclose the fact that you are a Company Member of Theatre Peckham. Use your real name and be forthcoming and transparent about your role within the organisation.

d) If you become aware of children or vulnerable adults being represented or referred to in a way that gives you cause for concern, contact Theatre Peckham's DSL immediately.

e) If a topic is being discussed within a social media website that could be considered a danger (physical or emotional) to any children or vulnerable adults, refrain from participating. Remember that even if you post anonymously, you can still be traced back to Theatre Peckham.

f) Do not disclose any personal data information.

g) All online communication with children or vulnerable adults should be done via Theatre Peckham or the official website and Theatre Peckham social networking sites, (Facebook, Twitter etc.) and not

via personal sites.

h) Company Members should never accept children or vulnerable adults with whom their involvement is in a professional capacity as 'Friends' or similar on their personal sites.

i) Company Members should not follow those under 18 or vulnerable adults on personal accounts, even if the young person or vulnerable adult follows them or makes contact first.

j) All children/ vulnerable adults' placements at Theatre Peckham are to have access to our computers with a 'log on' that does not give them access to personal data of Company Members or participants.

k) All children or vulnerable adults' placements at Theatre Peckham are not allowed to log onto their personal social networking sites at work without permission from their supervisor.

8.2 Film and Photography

a) Written consent from a parent/ carer or participant (if over 16) will be obtained for every participant attending our activities, for the taking of film and photography for Theatre Peckham publicity, via the online booking system.

b) Company Members may use photography and filming as an aid in activities or as a record of achievement. However, this should only be done with Theatre Peckham's permission and using our equipment.

c) Company Members should not use personal phones or devices to take images of children. Where images are taken for use in Theatre Peckham publicity, personal devices may be used, providing all images are then downloaded onto a Theatre Peckham computer/drive and all images deleted from personal devices.

d) Company Members should not involve themselves in sending or receiving any digital images of children or vulnerable adults whatsoever on mobile phones or online, unless with written consent from their parents/or carers.

e) If we hire a photographer for one of our events/projects, we will seek to keep participants safe by:
   - providing the photographer with a clear brief.
   - not allowing the photographer to carry out sessions outside the event.
   - reporting any concerns regarding inappropriate or intrusive photography.

f) Filming and Photography by parents and carers are not permitted at most of Theatre Peckham's activities. However, there may be times when participants, parents/carers can take photographs or film our activities for personal use. In these instances, we will give guidance on image sharing in the programmes, outside the event, by email, or in person before the start of the event.

g) We store photographs and videos securely on the Marketing SharePoint which is only accessible to selective Company Members. We will not store images of children or vulnerable adults on portable equipment such as memory sticks and mobile phones or download images onto laptops/ iPads. They must remain in the password-protected SharePoint.

h) If a participant or their family withdraw consent for images to be shared, it may not be possible to delete images that have already been shared or published.

See Appendix D: **Photography and Film Policy Statement for further information.**

9. TRAINING

Support and Training

a) At Theatre Peckham we are committed to the provision of Basic Child Protection Awareness Training and Prevent training for all our Company Members involved in regular contact with children and vulnerable adults.

b) We will provide in house training and actively seek to encourage all Company Members, to participate in additional training through Southwark Council's My Learning Source and other partners.

c) At Theatre Peckham we will disseminate policy decisions and changes to all Company Members and keep all informed of general measures regarding safeguarding including the DSL updating Company Members at regular team meetings.

Version	Created	By	Version	Created	By
1	31/3/21	Amy Hubbard, Company Administrator			
2	5/04/23	Andreea Urzica Academy Manager			
3	29/11/2023	Andreea Urzica Academy Manager			
4	3/2/2025	Andreea Urzica Academy Manager			

This policy was signed off by the Board of Trustees on 3rd February 2025 and should be renewed on an annual basis.

Anni Domingo

Chair
Theatre Peckham Board

APPENDIX

If you require access to these documents but DO NOT HAVE ACCESS TO SHAREPOINT please use this link to download the appendix required.

APPENDIX A - IDENTIFYING ABUSE

For more information, this document can be found here and should be read as part of this Safeguarding policy.

APPENDIX B - Reporting Disclosure

This form should be completed by all new company members as part of their induction.

APPENDIX C - The Prevent Duty

For more information, this document can be found here and should be read as part of this Safeguarding policy.

APPENDIX D - FILMING AND PHOTOGRAPHY POLICY STATEMENT

This form can be found here and should be read as part of this Safeguarding policy.

APPENDIX E - Safeguarding Children Policy – Information for Parents / Carers

For more information, this document can be found here and should be read as part of this Safeguarding policy.

APPENDIX F - Reporting Safeguarding Concerns

For more information, this document can be found here and should be read as part of this Safeguarding policy.

APPENDIX G - Child Protection record of concern and disclosure form

This form can be found here and should be read as part of this Safeguarding policy.

APPENDIX H - Procedure for uncollected children

For more information, this document can be found here and should be read as part of this Safeguarding policy.

APPENDIX I – Case Studies

For example case studies you can refer to the Appendix here.