



MINACK
THEATRE

Safeguarding Children and Vulnerable Adults

Policy and Procedure on the Safeguarding of Children and Vulnerable Adults

1. Introduction and Purpose

- 1.1 From time to time staff, freelancers, volunteers and trustees of the Minack Theatre Trust CIO, the Minack Theatre Limited and Minack Productions Limited (hereafter collectively called 'the Minack') may come into contact with children and vulnerable adults as employees or public beneficiaries of the work of the charity. This Policy and Procedure aims to safeguard those children and vulnerable adults from harm as well as supporting staff, contracted freelancers, volunteers and trustees in the safeguarding of those children and vulnerable adults from harm.

2. General Principles

- 2.1 This Policy and Procedure applies to all staff, contracted freelancers, volunteers and trustees of the Minack.
- 2.2 For the purpose of this Policy and Procedure, a **child** is anyone under the age of 18. A **vulnerable adult** is anyone aged 18 years or over and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to protect themselves from significant harm or exploitation.
- 2.3 All suspicions or allegations of harm or abuse will be taken seriously and dealt with promptly. For more guidance on the terms 'harm' and 'abuse' see Appendix 1.
- 2.4 If it is predicted that a member of staff, a contracted freelancer, a volunteer or a trustee is likely to require unsupervised contact with a child or vulnerable adult, which is either frequent or intensive, then they will be required to have an 'Enhanced Disclosure Barring Service (DBS) check (including child and/or adult barred list check)'.
- 2.5 Wherever possible, all children and vulnerable adults who come into contact with the Minack will be accompanied by a responsible adult. In the case of the Minack working directly with children and vulnerable adults through the education programme, sections 3.1 and 3.2 will apply and be implemented by the Director.
- 2.6 This Policy and Procedure is also to be adhered to by all performing companies, freelance staff and any other businesses or bodies who work with the Minack, unless they have their own Safeguarding Policy which has been seen and approved by the Minack's Director. In the absence of their own Safeguarding Policy, such parties will be required to read and then sign a copy of this policy at the beginning of their relationship with the Minack.

- 2.7 This policy will be subject to annual review by the trustees and will be monitored by the Director with any issues raised under this policy being brought to the attention of the trustees. See Appendix 2 for the Key Safeguarding Responsibilities and Appendix 6 for the Annual Review Schedule.

3. Specific Principles

3.1 Children and/or Vulnerable Adults as Performers

At the outset of any production involving children or vulnerable adults, the Minack will contractually require a performing company to:

- Ensure they have the relevant licences for children to perform on the stage;
- Undertake a risk assessment and monitor risk throughout the production process;
- Identify at the outset the person in the performing company with designated responsibility for safeguarding;
- Appoint the necessary number of licensed chaperones;
- Ensure that children are supervised by the relevant number of licensed chaperones at all times;
- Know how to get in touch with the local authority social services, in case it needs to report a concern.
- Ensure they have permission from parents/carers for use of photographic material featuring children for promotional or other purposes both by the performing company and the Minack.

3.2 Children and/or Vulnerable Adults taking part in the Minack's Education Programme

- Children attending workshops as part of a school group remain the responsibility of the school's staff for the duration of their visit.
- Children and vulnerable adults attending workshops out of school time are treated under section 3.4, i.e. as members of the public.
- Occasionally children or vulnerable adults may take part in projects where they are the responsibility of the Minack (e.g. as part of a Youth Theatre project), either at the Minack or at other locations. In this case the Director is responsible for ensuring the children are chaperoned by the appropriate number of licensed chaperones and that any adult having direct, unsupervised contact with these children or vulnerable adults has an 'Enhanced DBS check (including child and/or adult barred list check)'.
- Where projects involving children or vulnerable adults are run by the Minack in other established settings, the lead practitioner must be familiar with the Safeguarding Policy and Procedures for this setting and understand how to report any concerns.
- Occasionally children or vulnerable adults will take part in online workshops. Access to these workshops will be controlled with password protected links which will only be released once parents/carers have signed up to the policy and procedures for this activity. A chaperone will be present and labelled as such on all sessions.
- The Minack will also require all chaperones and other adults having direct, unsupervised contact to undertake level 1 Safeguarding Training.
- At least two members of Minack staff (currently the Director and the Education Manager) will hold a current Level 3 Safeguarding certificate.

3.3 Children and vulnerable adults as employees, work experience students or volunteers

Unsupervised Contact

- The Minack will do its best to ensure that no adult has unsupervised contact with children or vulnerable adults.
- If possible, there will always be two adults in an area when working with children.
- If it is predicted that an individual is likely to require unsupervised contact with children or vulnerable adults (who are employed by the Minack) which is either frequent or intensive, then that individual will be required to have an 'Enhanced DBS check (including child and/or adult barred list check)'.
- It is an aim of the Minack to have an Enhanced DBS check for all permanent employees by the end of 2025. These checks will be renewed every 5 years.

Physical Contact

- All adults will maintain a safe and appropriate distance from children and vulnerable adults.
- Adults will only touch children or vulnerable adults when it is absolutely necessary in relation to the particular activity.
- Prior to any physical contact the purpose of the contact must be made clear to the child or vulnerable adult.

Managing sensitive information

- Permission will be sought from parents for use of photographic material featuring children for promotional or other purposes.
- The Minack's online materials and activities will be carefully monitored to safeguard against any inappropriate use.
- The Minack will ensure confidentiality in order to protect the rights of its staff, contracted freelancers, volunteers and trustees including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.
- Parental/guardian consent for photography or video recording of any child is obtained through Company Enrolment forms. Photographs and videos of children and young people will be stored in a designated folder that is only accessible by designated Minack staff.
- Any photographic or video content taken of children/vulnerable adults engaged in Minack activity must have its memory wiped as soon as content has been transferred to Kim@minack.com at the earliest opportunity, who will upload this to the designated shared folder.
- Minack Theatre Trust CIO will ensure that any professional photographers or video-makers contracted by Minack to make photos/videos of children under the age of 16 and vulnerable adults have a Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement.

3.4 Children as Members of the Public

- No child under 16, either as a visitor during the day or for a performance, will be admitted without a responsible adult.

- The adult to child ratio for the general public (not including school groups) will be one adult to every three children under 12 and one adult to every ten children aged 12 to 15 (inclusive).
- 16 and 17 year olds will be admitted without adult supervision.

3.5 Communicating with Children or Vulnerable Adults

- No member of staff, contracted freelancer, volunteer or trustee should communicate with a child or vulnerable adult using the staff member's personal mobile phone number or personal social media account. Calls should only be made through the Minack's phone system. Any exceptions to this must be agreed with the Education Manager or Director (for example where there is a pre-existing relationship).
- Contact with a child or vulnerable adult's personal email address may occasionally be essential. Care must be taken that language used is formal and the email should be cc'd to either the Director, the Education Manager or the Business Support Manager as appropriate.
- Contact with children or vulnerable adults via social media should only be through organisational accounts or groups which children have been added to by their parents/carers.
- Staff, contracted freelancers, volunteers and trustees should not do any of the following:
 - Accept any requests to connect from children associated with Minack projects on social media.
 - Request to follow children or vulnerable adults associated with Minack projects on social media.
 - Send or respond to any private messages from children associated with Minack projects via social media (unless they have a pre-existing relationship which has been discussed with the Education Manager or Director).

4. Procedures to ensure the protection of children and vulnerable adults

Where a child or vulnerable adult gives information to a member of staff, a contracted freelancer, a volunteer or a trustee of the Minack that they or others are at risk of harm or significant harm, or a member of staff, a contracted freelancer, a volunteer or a trustee of the Minack observes or is given evidence that a child or vulnerable adult is at risk, that member of staff, contracted freelancer, volunteer or trustee is obliged to take action under this policy, with or without the child's or vulnerable adult's permission. Failure to do so (by any member of staff or volunteer) is a disciplinary offence. This risk of harm or significant harm could be physically, emotionally or online.

In rare circumstances this may mean taking immediate, emergency action, for example taking a child or vulnerable adult to hospital for treatment and/or involving the police because there is immediate danger.

Specific procedures are as follows:

- 4.1 When a child or vulnerable adult discloses abuse or harm always listen in a calm, supportive manner. Take seriously what they are saying and reassure them that they are right to be telling you. For more guidance see Appendix 3.
- 4.2 Explain to the child or vulnerable adult what will or is likely to happen next. Never promise that you will keep it a secret or not tell anyone else. Record accurately what you have been told or have observed.

4.3 Regardless of the source of the allegations or concerns, discuss them with the Director. If this person is not available or is potentially involved in the situation, raise the issue with the Education Manager or the Duty Manager if it needs an immediate response.

4.4 Where there is **evidence** of significant harm:

- Keep the child or vulnerable adult safe either with you or if you are not with them, advise where they can go to be safe. Do not detain the person against their will or physically restrain them.
- Tell the child or vulnerable adult what you are going to do.
- Make an accurate record of what you have been told or observed.
- Notify the Director or, in their absence, the Education Manager, or in their absence, the Duty Manager.
- The Director (or the Education Manager or Duty Manager) will notify the Multi Agency referral unit on 0300 123 1116 for a child or 0300 1234 131 for a vulnerable adult.
- The Director (or the Education Manager or Duty Manager) will, where appropriate, notify the police, ensuring a log number is obtained and noting that number.
- Make a record of the action you have taken.

4.5 Where you have **reasonable cause** to suspect significant harm:

- Tell the child or vulnerable adult what you are going to do.
- Make an accurate record of what you have been told or observed.
- Notify the Director or, in their absence, the Education Manager, or in their absence, the Duty Manager. The Director (or the Education Manager or Duty Manager) will, where appropriate, notify the Multi Agency referral unit on 0300 123 1116 for a child or 0300 1234 131 for a vulnerable adult.
- Make a record of the action you have taken.

4.6 Where you have **concerns** of abuse:

- Make an accurate record of what you have been told or observed.
- Inform the Director, or in their absence, the Education Manager, or in their absence, the Duty Manager.
- The Director (or the Education Manager or Duty Manager) will, where appropriate, notify the Multi Agency referral unit on 0300 123 1116 for a child or 0300 1234 131 for a vulnerable adult.

4.7 You may have a supportive role to play during the Police and Children's Services enquiries/investigation. For example, if you know a child/young person well you may be asked to provide support to them during the course of an investigation. If you feel uncertain or uncomfortable about the appropriateness of the requests being made of you or if you are unhappy about the investigative process discuss with the Director.

5. Allegations against a member of staff, a contracted freelancer, a volunteer or a trustee of the Minack

5.1 Any allegation must be reported immediately to the Director. If this person is unavailable it must be reported to the Education Manager or the Duty Manager. If the allegation is against the Director then it must be reported to the Trustee with Safeguarding responsibilities. This is currently Chris Haynes – see the Duty Manager for their contact details.

5.2 This person will contact the Multi Agency Referral Unit for advice and support.

5.3 Where appropriate, the member of staff or volunteer concerned may be suspended pending investigation.

5.4 The matter will be dealt with internally through the Minack's Disciplinary Procedure. This process will run alongside any formal statutory investigation and is likely to be informed by the outcome of any investigation by the statutory agency.

Appendix 1

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act, where there is a duty to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against.

Harm is ill-treatment, impairment of health and development, which may include seeing the ill treatment of anotherⁱ.

Significant Harm

There are no absolute criteria on which to rely when judging what constitutes significant harm.

However, the Children Act 2004 indicates that the child's health or development should be compared with that which could be reasonably expected of a similar child. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse.

Sometimes, a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical and psychological development.

Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill-treatment alongside the family's strengths and supports.

Appendix 2

Key Safeguarding Responsibilities

Safeguarding is everybody's responsibility but key specific safeguarding responsibilities are as follows:

- **The Trustees** see safeguarding as a high priority and are responsible for ensuring:
 - a safeguarding policy and procedures are in place, are fit for purpose and reviewed annually and any deficiencies addressed;
 - staff / volunteer recruitment procedures operate in accordance with statutory requirements;
 - a named trustee has a Safeguarding brief (currently Chris Haynes).
 - Safeguarding is included as a standing agenda item at all meetings so trustees can be made aware of any concerns or actions taken under this policy.

- **The Designated Safeguarding Person** (hereafter referred to as the DSP is the Minack Director.

In the Director's absence, the Education Manager or the Duty Manager will act as the Designated Safeguarding Person.

Role of the Designated Safeguarding Person

The Designated Safeguarding Person is responsible for overseeing:

- the correct implementation of the Minack Safeguarding Policy and Procedure and ensuring appropriate records are kept;
- the production of an annual safeguarding report and briefing for the Trustees;
- the process for ensuring that appropriate safeguarding training is in place for all staff and is delivered in timely fashion;

The Designated Safeguarding Person should note the following points:

- Ensure you have relevant training appropriate to your role as the designated person
- Ensure allegations or a disclosure of abuse are passed to social services immediately (This should include allegations against staff).
- If unsure whether a referral should be made then the Multi Agency Referral Unity should be contacted for advice (0300 123 1116).
- A referral should be made to the social services office which covers the area in which the child/vulnerable adult lives.
- Give as much factual information as possible e.g. date of birth, address, full names of those living in the household.
- Any referral given in person/by phone, should be followed up using the written referral form within 48 hours.
- Do not question the child/ vulnerable adult again if they have already disclosed to someone else.
- Ensure details of concerns/allegations are clearly recorded, giving a factual account of what was said, observations, date, time etc.

- Record any intra or inter agency discussions, date, time and agreed action and sign it.
- Ensure records are stored securely.
- If by contacting the parents you might place the child/vulnerable adult, professional or other person at risk, refer to social services first and discuss who should most appropriately discuss the concerns with the parents or carers.
- Ensure that all new staff are made aware of the Minack Safeguarding Children and Vulnerable Adults policy and Cornwall and The Isles of Scilly Inter Agency Child Protection Procedures.
- Children and their parents and carers should also be advised that the Minack has a Safeguarding Children and Vulnerable Adults policy and given access to copies if requested.
- Keep updated of any relevant developments which may have an impact on the safety and protection of those children and vulnerable adults covered by this policy.
- Ensure supervision, training, support and counseling (if necessary) are available to staff/volunteers on a regular basis.

Appendix 3

How to respond when suspected abuse is reported to you

It is important to recognise that every individual is unique and what is appropriate for one may not be for another.

It is also important to recognise that what may seem a relatively minor incident may have a devastating impact on a particular child or vulnerable adult while more serious cases of abuse may leave another presenting as a lot less upset.

The following tips can help you deal with an allegation of abuse:

1. Listen carefully, accept what is being said and take it seriously. Believe what they are saying. It is not your job to decide if they are telling the truth or not.
2. Never stop a child/ vulnerable adult who is freely recalling significant events.
3. Try and remain calm. If the child / vulnerable adult sees that you are upset or angry they might stop talking to you.
4. Stay within the boundaries of what the child / vulnerable adult feels is acceptable to tell you.
5. Do not push them to say anything they do not wish to, and do offer them the chance to speak to someone else should they wish, e.g. a person of the same sex
6. Apart from asking questions to establish whether the child/vulnerable adult is hurt no other questions should be asked. Avoid leading and closed questions, remain calm and caring throughout whilst keeping your own feelings such as anger, pity or shock from the person. If they have not been clear about who, what or where they are talking about it is OK to clarify what they have said. E.g. if a child/ vulnerable adult says "she did this to me" it is OK to ask "Can you tell me her name" "when did it happen" "where did it happen" etc.
7. Avoid interpreting information that is given to you and ensure that you do not speculate.
8. Record factual information based on what you have seen and what you have been told.
- 9. Do not promise the child/vulnerable adult that you will keep a secret or not tell anyone.**
10. Do not promise the child/vulnerable adult that it will be OK now. You don't know that.
11. Avoid making assumptions about the language that the child/vulnerable adult may be using, for example many children will use different words than adults to describe parts of the body
12. Do not on any account examine the child/vulnerable adult. Your responsibilities end with the recording of obvious injuries or physical signs
13. Record as accurately as you can, as soon as you can (using the child's/vulnerable adult's words) everything that you are told or have seen, including what you said, where the conversation took place and whether anyone else was present.
- 14. Do not delay passing on information.**
- 15. Inform the Minack Director or, in their absence, the Education Officer, or in their absence the Duty Manager immediately.**

Appendix 4

Preserving Evidence

Your first concern will be the immediate well-being of the individual(s) concerned, however, if possible, the preservation of evidence may be extremely important.

In all cases, the following apply:-

- Where possible, leave things where they are. If anything has to be handled, keep this to a minimum. Do not clean up. Do not touch what you do not have to.
- Leave items of possible interest where they are. If handed to you do not wash anything. Keep in a safe, dry place.
- Preserve the clothing and footwear of the victim. Handle these as little as possible.
- Preserve anything used to comfort or warm a victim - e.g. a blanket.
- Secure any room in which the incident occurred and do not allow anyone to enter until the Police arrive.

In addition, in cases of sexual abuse, the following apply:

- It is crucial for the victim to be medically examined for forensic evidence at the earliest opportunity. (This examination will always be carried out by an appropriately trained Forensic Surgeon).
- Try not to have any person in physical contact with either the victim or alleged perpetrator as cross-contamination can destroy evidence.

Methods of Preservation

- For most things, use a clean brown paper bag or a clean envelope. If using an envelope, do not lick it to seal it.
- For liquids, use clean glassware.
- Do not handle items unless necessary to move and make safe.

Appendix 5

	Sources of Safeguarding Guidance & Information	Date	Viewed
1.	Charity Commission		
	Safeguarding and protecting people for charities and trustees	Publ. 6 Dec 2017 Last updated: 1 June 2022	17 April 2023
	Safeguarding for charities and trustees	Publ. 17 Nov 2021	17 April 2023
	<u>Commission clarifies bullying and harassment roles and responsibilities</u>	11 Aug 2022	17 April 2023
2.	Cornwall Council		
	<u>Multi Agency Referral Unit</u> : (MARU) 0300 123 1116.		17 April 2023

	Vulnerable Adults contact : 0300 1234 131.		
	Health & Social Care Our local contact is 0300 1234 101 (01208 251300 out of office hours).		17 April 2023
	Child protection & safeguarding	Last updated: 4 Mar 2023	17 April 2023
	Safeguarding children partnership for Cornwall & IoS		17 April 2023
3.	Disclosure & Barring Service		
	Disclosure & Barring Service (DBS) Gov.UK Home page		17 April 2023
	DBS Checks: Guidance for employers	Publ. 6 April 2022 Last updated: 13 Jul 2022	17 April 2023
4.	Department of Health & Social Care		
	Safeguarding adults: the role of health services	Publ. 14 March 2011	17 April 2023
	Adult safeguarding: statement of government policy	Publ. 16 May 2011	17 April 2023
5.	NSPCC		
	Safeguarding children and child protection	As at 2023	17 April 2023
6.	Department for Education		
	Local safeguarding children boards	11 March 2011	17 April 2023

Appendix 6

	Safeguarding Policy Annual Review Schedule	Date of Review
	Adopted at Trustees' Meeting 22 August 2010 subject to a couple of amends	
	Amended version approved by Trustees via email November 2010	

	Reviewed April 2016	December 2016
	Reviewed February 2017	February 2018
	Reviewed February 2018	February 2019
	Reviewed February 2019	February 2020
	Reviewed February 2020	February 2020
	Reviewed February 2021 to included 'contracted freelancers' as accountable under the policy as staff, volunteers and trustees.	February 2021
	Reviewed March 2022 to include what to do if allegation is against Executive Director.	March 2022
	Reviewed March 2023 to update branding, include work experience students, update Education Manager role change (from Education Officer).	March 2023
	Reviewed February 2024 following Chris Haynes becoming trustee responsible for safeguarding. Update 'Executive Director' job title to 'Director' and remove gender specific pronouns. Vulnerable adults included in section 3.1. Other locations added into 3.2 as education work happens offsite as well as onsite. 3.5 added on how we communicate with children and vulnerable adults	February 2024