

Safeguarding Policy

Rushmoor Borough Council is committed to safeguarding the welfare of children and vulnerable adults.

The Princes Hall has adopted the Council's *'Policy and Procedure for the Safeguarding of Children and Vulnerable Adults'*, which is shown in **appendix 1**. This document outlines the Council's approach to safeguarding vulnerable people, roles and responsibilities and the procedure for raising concerns. It also includes guidance on best practice when working with vulnerable people to ensure that, where possible, no one is placed in situations where abuse by them might be alleged.

To supplement the policy, the Princes Hall has produced this short document which both summarises the key points of the policy and highlights some additional information that is bespoke to the venue.

What is Safeguarding?

Safeguarding and promoting the welfare of children and young people is defined as:

- protecting children from maltreatment
- preventing impairment of children's' health or development
- ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable children to have optimum life chances

Adult safeguarding is defined as:

- protecting an adult's right to live safely, free from abuse and neglect
- being aimed at adults with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect

Types of abuse

Abuse can take many forms, but includes:

Physical abuse, Emotional Abuse, Sexual abuse, Neglect, Domestic abuse, Financial Abuse, So Called Honour Based Violence, Discriminatory abuse, Abuse of disabled children or adults, Forced marriage, Female Genital Mutilation (FGM), Self-neglect / self-harm or attempted suicide, Institutional or Organisational abuse.

For further details, see page 5 of RBC Safeguarding Policy.

Indications that an individual may be experiencing abuse

- Unexplained or suspicious injuries such as bruising, cuts or burns
- Someone else expresses concern about an individual's welfare
- Unexplained changes in behaviour e.g. withdrawn, watchful, over sexualised language
- Fear of going home or distrustful towards adults
- Difficulty making or keeping friendships, or prevented to socialise
- Changes in eating habits including overeating or loss of appetite
- Loses weight for no apparent reason or becomes increasingly unkempt

Standards of behaviour

Anyone who is acting on behalf of the council will:

- Be professional, use common sense, and maintain the highest standards of personal behaviour
- Ensure all activities undertaken involving any risk to children or vulnerable adults are properly risk assessed and appropriate control measures recorded and implemented
- Avoid being the only adult in an enclosed room with a young person
- Treat all children and vulnerable adults with equal dignity and respect
- Where appropriate, be identifiable – wear a form of identification
- Respect the child/vulnerable adult's right to privacy
- Maintain an appropriate distance and consider placing a physical barrier e.g. coat/handbag, between themselves and the child/vulnerable adult
- Keep the child's needs first and the outcomes second
- Obtain written consent for the taking of photos for publicity purposes and when children are to participate in supervised activities and events without the presence of the parents or guardian
- If physical contact is necessary for demonstrating skills etc., explain and discuss these actions with the person first

They will NOT:

- Have inappropriate physical / verbal contact with children and vulnerable adults
- Discriminate against a child or vulnerable adult on the grounds of their age, gender, disability, race, religious belief, sexual orientation, transgender status or any other protected characteristic
- Transport or offer to transport a child unless written consent has been given by their parent or guardian
- Engage in physical intervention unless in emergency situations, where, if personnel did not intervene there would be a real or actual risk to others
- Be under the influence of drink, drugs or any illegal substance
- Allow bullying or the use of inappropriate language unchallenged
- Let allegations a child or vulnerable adults makes be ignored or go unrecorded
- Do things of a personal nature for a child or vulnerable adult that they can do themselves
- Enter a house when a child is alone or arrange to meet with a child outside of council work, unless you have full consent of the child's parent/ guardian and your line manager
- Administer medication unless specifically trained and approved

What to do if someone tells you something that raises concern

This is called a 'disclosure', and can be deliberate or made as part of a normal conversation. **Either way it must be reported.**

*During a disclosure by a victim of abuse you **should**:*

- stay calm and listen patiently
- reassure the person they are doing the right thing by telling you
- ask clarifying questions
- tell the individual that you will need to pass on any information they tell you
- explain what you are going to do with the information, and who it will be shared with
- try to ensure it is not possible for anyone else to hear
- make a written note of what is being said as soon as possible, and keep it

*You **should not**:*

- ask leading questions, appear shocked, horrified, disgusted or angry.
- press the individual for details (it is not your duty to undertake the investigation).
- make comments or judgements other than to show concern.
- promise to keep secrets or confront

Reporting procedure

Remember it is not up to you to decide if abuse has taken place, that is the role of Hampshire County Council's Children and Adult Services, however, it is your responsibility to report any concerns you may have

If you have a concern that an individual is at risk of immediate harm or danger then you should dial 999 and report your concerns directly to the police.

Advise the Designated Safeguarding Officer immediately after the issue is identified:

- record the full conversation about the disclosure or suspicion of abuse, detailing as much as possible of what the person said, and their behaviour whilst disclosing.
- only language used by the individual should be used, and assumptions in your own words should not be made
- ensure that the appropriate Hampshire County Council referral form (as below) is completed fully and submitted. It will then be assessed by the appropriate team at Hampshire County Council.
- You must notify the Community Safety Team that a referral has been submitted, including a brief summary. Any reference numbers or copies of referrals should be sent to communitysafety@rushmoor.gov.uk at the same time as a referral has been submitted.

Children's Services referral form: [Inter-agency referral to Children's Services - Section 1 - Hampshire County Council \(hants.gov.uk\)](#)

Adult Services referral form: [Professional referrals | Health and social care | Hampshire County Council \(hants.gov.uk\)](#)

In the event of a concern being raised out of normal office hours, contact can be made directly with; Children's and Adult Services on telephone number **0300 555 1373** or by using the appropriate online referral forms. This must be followed up with a notification to the Community Safety Team. A social worker from Children's/Adult Services will assess the information to determine whether a formal investigation should commence, and may contact you directly for further information. You may also be contacted by the Police.

Recruiting staff

Through the council's recruitment procedures anyone who works directly with children or vulnerable adults, or may come into regular contact with vulnerable individuals during the course of their work, must have:

- a Disclosure and Barring Service (DBS) check - formerly known as a Criminal Records Bureau (CRB) check.
- their experience of working or contact with children or vulnerable adults fully explored, prior to appointment
- two references obtained from people who have had experience of the applicant's work with children or vulnerable adults (paid or voluntary)
- school leavers will be asked to provide at least one reference from a former teacher.
- training in recognising the signs of abuse, in reporting procedures, and in good working practice.
- Pre-recruitment checks will always be carried out. This includes conducting a risk assessment for all posts to determine whether or not the post has access to children or vulnerable adults (this will apply regardless of the employment status of the post i.e. permanent, temporary or casual). Job descriptions of staff that are subject to a DBS check will include reference to specific safeguarding responsibilities and where relevant, reference to the 'early help' agenda.

Training for existing and new staff

Our training process helps staff to:

- recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances.
- understand the potential risks to themselves, and ensure good practice is adhered to at all times.
- recognise signs of improper behaviour from other staff, and take appropriate action.

All members of permanent staff and the Youth Theatre Leaders undertake RBC's online safeguarding training module. This training is renewed annually.

All members of staff attend full safeguarding training sessions held by RBC's Safeguarding Officers.

Casual stewards are kept informed of safeguarding procedures as part of their four monthly team meetings.

All casual staff are provided with a copy of the Safeguarding Policy, and are required to read it, and sign to say they have understood the document.

Training records are updated and held by Tim Astley, Princes Hall's Venue Manager.

Disclosure and Barring Service (DBS) checks

Employers can check the criminal record of someone applying for a role. This is known as getting a Disclosure and Barring Service (DBS) check.

With guidance from the DBS Service where applicable, a decision is made about the requirement of checking each individual member of staff.

Further information is available at <https://www.gov.uk/find-out-dbs-check>

It is the Princes Hall's policy that these checks are undertaken every three years.

A list of all staff members, detailing the level of check, and the reasoning behind the check, is held and updated by Edward Haversham, Princes Hall's Sales & Marketing Manager

Work Experience

All young people undertaking work experience with the council are to be regarded as employees for the purposes of health and safety and should receive the same protection we afford our own employees.

Guidance for working with one or two young people, whether it be during work placements, work shadowing days or at individual meetings, is provided in the *RBC Safeguarding Policy* (Appendix 1).

- No child should be left alone in an enclosed room with only one adult; two members of staff should be present. 1:1 meetings/discussions in an open plan office environment is acceptable.
- DBS checks are not required for staff involved in office based placements.
- HR will undertake a risk assessment for corporate work placement arrangements.

A copy of the Princes Hall's Work Experience Risk Assessment is available on request.

Allegations against a member of staff

Anyone who suspects that a member of the council's staff may be abusing a child or vulnerable adult must act on their suspicions immediately.

See RBC Safeguarding Policy section 7.3 on page 10 for further information.

In the first instance, please contact the Senior Council Officer responsible for safeguarding:

James Duggin, Tel: 01252 398543

Head of Operational Services

james.duggin@rushmoor.gov.uk

Other contacts are provided at the end of this document.

Hiring facilities to others

Any hirer who provides activities for children or vulnerable adults is required to adhere to current safeguarding legislation and guidance.

For further information and advice regarding the inclusion of children in theatrical performances, please contact:

The Child Employment Office

Tel: 01962 876300 / 876301

Email: child.employment@hants.gov.uk

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childemployment>

Third Party Obligations

Contractors, sub-contractors and organisations that are commissioned, funded by or working on behalf of the council, that are involved in areas where workers come into regular contact with children or vulnerable adults, must have safeguarding children and vulnerable adult policies in place that comply with the terms of this policy. These organisations must ensure that the correct DBS checks have been carried out for all relevant workers and provide staff with appropriate safeguarding training. All new contracts let by the council, which involve providing services for vulnerable individuals, will include appropriate provisions for complying with the principles of this policy.

A Visitors Book is held at the Princes Hall's Box Office. Contractors are asked to sign in on arrival so staff are aware of who is in the building at all times.

Photography and use of photographic equipment

The use of cameras, video cameras or any other audio or visual recording equipment is strictly prohibited during a theatre performance.

For Hirers of the venue, it is at their discretion as to whether photography and filming is permitted at their event.

For under 16's who are a member of the Princes Hall's Youth Theatre or who are attending a workshop, all parents / guardians are asked to sign a Photographic Release Form. By signing this form, permission is given for their child to be included in any photographs or filming during the Youth Theatre presentations or workshops by the Princes Hall and / or by other parents attending. Consent from *all* parents is required in order for photography / filming to be permitted.

Photographs or any film recorded by the Princes Hall will only be used as an account of the event for the Princes Hall / Rushmoor Borough Council website, brochure, social media channels, and may be used by the local press.

Risk assessments

The venue should include safeguarding within the risk assessment for any activity with, or for, young people.

The following Risk Assessments are available on request:

- Children's Activities
- Pantomime
- Work Experience Placements
- Youth Theatre Trips
- Princes Hall Venue

Miscellaneous

Further details on confidentiality, record keeping, and complaints, is available in the *RBC Safeguarding Policy* in section 8, on page 11.

Monitoring procedures

This policy will be reviewed every three years, or when there is a significant change in relevant legislation, or to Council procedures. The council's approach to safeguarding is subject to annual audit by the local safeguarding Boards.

Contacts

- The Senior Responsible Officer for safeguarding is the Head of Operational Services:
James Duggin, Tel: 01252 398543, james.duggin@rushmoor.gov.uk
- On a day-to-day basis, the main point of contact for safeguarding queries is the Council's Designated Safeguarding Lead:
David Lipscombe, Community Safety Manager, Tel: 01252 398011, david.lipscombe@rushmoor.gov.uk
- The Princes Hall's Venue Manager is able to offer information and advice when concerns are raised:
Tim Astley, Tel: 01252 329155, tim.astley@rushmoor.gov.uk

Appendices

- **Appendix 1:** Rushmoor Borough Council's *Policy and Procedure for the Safeguarding of Children and Vulnerable Adults*

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