



SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY

**LEEDS HERITAGE
THEATRES**

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1.0 Scope

This policy applies to all staff including Senior Managers and Trustees, workers, freelancers and volunteers of Leeds Heritage Theatres (LHT).

2.0 Purpose

The purpose of this policy is to outline how LHT will protect children, young people and adults at risk when engaging with our venues, which include Leeds Grand Theatre, City Varieties Music Hall and Hyde Park Picture House. The policy includes activities within our venues and off site, where we provide access to performance, films and participation activities alongside the open café area at the cinema.

The purpose of the policy is to ensure that everyone involved in LHT is aware of the legislation, policy and procedures for safeguarding children, young people and adults at risk, their role and responsibility in safeguarding and what to do if they have a concern relating to the welfare of a child, young person or adult at risk.

3.0 Context

There is legislation and guidance which defines the safeguarding roles and responsibilities of groups and individuals:

- Children Act 1989 and 2004
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018, updated 2019 and 2023
- Care Act 2014
- Care and Support Statutory Guidance
- Key Legislation relevant to Online Safety ([safecic.co.uk](https://www.safecic.co.uk))
- Charity Commission Guidance
- Leeds Safeguarding children Partnership
- Leeds Safeguarding adult Board

Related Policies and Procedures

Related organisational policies and procedures include:

- Alcohol & Drugs Policy
- Anti Bribery Policy
- CCTV Policy
- Data Management Policy
- Equality, Diversity & Inclusion Policy
- Grievance & Disciplinary Policy
- IT Policy
- Managing Supporting Health & Wellbeing at Work Policy
- Online Participant Code of Conduct
- Positive Work Environment Policy
- Social Media Policy
- Whistleblowing Policy
- Workplace Induction Check Lists for staff, freelancers & volunteers
- Youth Theatre Code of Conduct

4.0 Policy Statement

LHT is committed to safeguard children, young people and adults at risk whilst they interact with our venues and activities. All visitors to LHT's venues, whatever their race, culture, age, disability, sex, gender reassignment, sexual orientation, religion or beliefs, marital/civil

partnership status or pregnancy and maternity status have the right to protection from harm or abuse. Some children, young people and adults at risk could be additionally vulnerable due to the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children and adults at risk, in conjunction with parents, carers and other agencies (where appropriate), is essential in promoting their welfare.

LHT recognises that there are legal frameworks within which organisations need to work to safeguard children, young people and adults at risk and LHT will act in accordance with the relevant safeguarding legislation and with local statutory safeguarding procedures.

LHT acknowledges that everyone has a part to play in promoting safeguarding and therefore LHT is committed to:

- Listen to, value and respect children, young people and adults at risk
- Nominate a Designated Safeguarding Lead (DSL), Deputy DSL and Associate DSL Team to work across our venues, alongside a Trustee of the Board who takes a lead responsibility for safeguarding at the highest level in the organisation
- Ensure the DSL Team undertake external and accredited safeguarding training, which they are required to refresh every three years and all staff are required to watch LHT's safeguarding toolbox talk annually. Safeguarding briefings will also be provided throughout the year to key managing staff, freelancers and volunteers.
- Encourage a culture of safeguarding following Safer Recruitment principles and practices including necessary checks (such as Disclosure and Barring Service), safeguarding inductions, additional training and briefings throughout the year
- Have a clear safeguarding policy, procedures and induction briefings in place to ensure that staff can make informed and confident responses to issues which may arise and that they know how to report any concerns or allegations
- Ensure all staff are made aware of this Safeguarding Policy and promote it alongside other relevant LHT policies such as Positive Working Environment and Whistleblowing Policies
- Ensure that LHT activities are planned with the welfare and safety of children, young people and adults at risk as a priority
- Storing contact information, images and records securely
- Taking all concerns or allegations of harm from abuse, neglect or exploitation seriously and responding to any concerns raised in accordance with the Safeguarding Policy
- Ensure the DSL Team share information about concerns with relevant agencies who have a legal duty to act (such as Social Services and/or the police), involving parents or carers and children and adults at risk where appropriate.
- Ensure appropriate performance licenses/exemptions are in place and licensed chaperones are engaged for all our in-house productions involving children and young people and compliance checks are conducted with visiting companies
- The Safeguarding Policy will be reviewed annually, or in the event of a serious incident.

LHT's **DSL Team** includes:

- **DSL** - Designated Safeguarding Lead (Head of Learning & Engagement)
- **Deputy DSL** - Deputy Designated Safeguarding Lead (Learning & Engagement Manager)
- **Associate DSL Team** (Creative Learning Producer, Learning & Engagement Officers - based @LGT/CVMH, the Young Audiences Officer, Creative Engagement Officer and the Head of Cinema based @HPPH)

Contact details for the DSL Team can be found at Appendix 1 in the LHT Step by Step Guide for Safeguarding.

5.0 Definitions

Definition a Child is:

- anyone under the age of 18 (as defined by the Children Act 1989)

Definition of an adult at risk is:

- anyone over the age of 18 who has needs for care and support **AND**
- is experiencing, or at risk of experiencing, abuse or neglect **AND**
- as a result of care and support needs, is unable to protect themselves from the risk of, or experience of, abuse and neglect.

6.0 Safeguarding Terminology

Child Abuse

Any child or young person can experience abuse or neglect. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Significant harm

“Harm” is the “ill treatment or the impairment of the health or development of the child” (Children Act 1989). Seeing or hearing the ill-treatment of another person is also a form of harm (Section 120, Adoption and Children Act 2002). Harm can be determined “significant” by “comparing a child’s health and development with what might be reasonably expected of a similar child.

Adult Abuse

There are ten categories of adult abuse that may be experienced by adults: Physical Abuse, Domestic Violence, Sexual Abuse, Emotional or Psychological Abuse, Financial or Material Abuse, Modern Slavery, Discriminatory Abuse, Organisational Abuse, Neglect and Self-Neglect.

Disclosure

Is the process by which children, young people or adults at risk start to share their experiences of abuse with others.

Safeguarding Allegation

This could be an allegation or concern raised by anyone that a staff member, freelancer or volunteer has behaved in a way that has, or may have, caused harm, or may cause risk of harm to a child, young person or adult at risk. A concern may be raised about their behaviour towards a child, young person or adult at risk that indicates that they would be unsuitable to work with children, young people or adults at risk.

Local authority designated officer (LADO)

A designated officer or team within the local authority (either as part of multi-agency arrangements or otherwise), who should be involved in the management and oversight of allegations against people who work with children. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

Duty and Advice Team

The Duty and Advice Team is made up of social workers and includes the Children's Emergency Team. Social workers take calls from practitioners about safeguarding concerns and discuss with them whether a referral to Children's Social Work Service is appropriate.

Leeds Safeguarding Children Partnership

Is a partnership which brings together three local statutory partners (the local police force, integrated care boards and the local authority) and other safeguarding partners to safeguard and promote the welfare of local children, including identifying and responding to their needs.

<https://www.leadsscp.org.uk>

Leeds Safeguarding Adult Board

Is a statutory body established under the Care Act 2014. The Board works with partner agencies across the city to safeguard adults with care and support needs from abuse, neglect and self-neglect. <https://leedssafeguardingadults.org.uk/> Guidance can be found here on reporting concerns about People in positions of trust (an employee, volunteer or student who works with adults with care and support needs).

7.0 Recognising the signs and symptoms of abuse

All LHT staff have a responsibility to report any safeguarding concerns, suspicions or allegations. Staff are not expected to deal with situations of child abuse or abuse of adults at risk or have the specialised knowledge to decide if abuse has occurred. But they do have a responsibility to report concerns.

CHILD ABUSE - examples and possible indicators include (but are not limited to):

Type of Child Abuse	Possible Indicators
PHYSICAL ABUSE: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	Frequent injuries; unexplained or unusual fractures or broken bones; unexplained bruising, cuts, burns, scalds, bite marks particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
EMOTIONAL ABUSE: The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on	There might not be any obvious signs of emotion abuse or neglect but they might seem unconfident or lack self-assurance; struggle to control their emotions; have difficulty making or maintaining relations; act in a way that's inappropriate for their age. Younger children may be overly affectionate to strangers or people they don't know well; seem wary or anxious; not have a close relationship of bond with their parent or be

<p>children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	<p>aggressive or cruel towards other children or animals.</p> <p>Older children may use language you wouldn't expect them to know for their age; act in a way or know about things you wouldn't expect them to know for their age; struggle to control their emotions; have extreme outbursts; seem isolated from their parents; lack social skills; have few or no friends.</p>
<p>SEXUAL ABUSE: Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children (often called peer on peer abuse).</p> <p>SEXUAL EXPLOITATION: Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Children, young people or vulnerable adults may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children, young people and vulnerable adults are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.</p>	<p>Some of the signs you might notice include inappropriate sexual awareness or sexually explicit behaviour. Ask others to behave sexually or play sexual games; Have problems with physical sexual health, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.</p> <p>Appear with unexplained gifts or new possessions; Associate with other young people involved in exploitation; Have older boyfriends or girlfriends; Suffer from sexually transmitted infections or become pregnant; Suffer from changes in emotional well-being; Misuse drugs and alcohol; Go missing for periods of time or regularly come home late; Regularly miss school or education. Evidence of online sexual bullying or vulnerability on social networking sites.</p>

<p>NEGLECT: Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: • provide adequate food, clothing, and shelter (including exclusion from home or abandonment) • protect a child from physical and emotional harm or danger • ensure adequate supervision (including the use of inadequate caregivers) • ensure access to appropriate medical care or treatment • provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<p>Neglect can be really difficult to spot. Having one of the signs doesn't necessarily mean a child is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. Children and young people who are neglected might have poor appearance and hygiene; health and development problems; housing and family issues; change in behaviour. Children may be left alone when they are young or left in the care of unsuitable or dangerous adults.</p>
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ADULTS AT RISK OF ABUSE - examples include (but are not limited to):

The Care and Support statutory guidance identify 10 types of adult abuse:

- **Physical abuse**
Causing physical pain, injury or suffering such as hitting, slapping, pushing, kicking, burning, misuse of medication; restraint; inappropriate sanctions.
- **Domestic violence or abuse**
Patterns of behaviour which involves violence or other abuse by one person against another in a relationship or family. Examples include psychological, emotional, physical, sexual, financial, honour-based violence, forced marriage, female genital mutilation.
- **Sexual abuse**
When someone does sexual things to another person who does not want it happening to them or may not understand what's happening. This could include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual exploitation.
- **Psychological or emotional abuse**
When someone says and does bad things to upset and hurt someone else. Could include threats of harm or abandonment or deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, bullying and cyber bullying, isolation, withdrawal of services/support.
- **Financial or material abuse**
When someone takes someone's money or things without asking such as theft, fraud, internet scamming, misuse of a person's property, possessions or benefits, coercion in relation to an adult's financial affairs or arrangements, e.g. regarding wills, property, inheritance or financial transactions.
- **Modern slavery**
Modern slavery is slavery that happens today. Slavery is when someone is forced to work or do other things they do not want to. People are treated like slaves, forced and tricked

into a life of abuse. Some examples include human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment e.g. passports withheld, imprisonment, withholding wages and/or food, threats of harm to person/family.

- **Discriminatory abuse**

When someone says or does bad things to someone else because they are different to them. It could involve harassment, verbal abuse, physical and psychological abuse, hate crimes or incidents or similar treatment because of a person's race, gender and gender identity, age, disability, sexual orientation, religion.

- **Organisational or institutional abuse**

When any form of abuse is caused by an organisation. It can include neglect and poor care practice within an institution or specific care setting such as a hospital or care home or the care provided in one's own home. It involves one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice.

- **Neglect or acts of omission**

When someone says they are going to help someone by giving them care and support but they do not. Acts of omission is when someone ignores situations when someone else is being neglected. This could include leaving someone alone for a long time, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, withholding medication, adequate nutrition or heating.

- **Self-neglect**

When someone does not take care of themselves properly which could put their safety, health and wellbeing at risk. Examples could include neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one off or multiple. Sometimes some people choose to live like this. It's important their rights are supported if they have the mental capacity to make the decision. Repeated instances of poor care may be an indication of more serious problems including organisational abuse.

8.0 If you have safeguarding concerns

If you see anything you're concerned about, or a disclosure or allegation is shared with you please note you're not expected to deal with situations of abuse or decide if abuse has occurred. However, **you do have a responsibility to report any concerns, suspicions or allegations**. This applies equally to all staff.

Failure to report concerns, suspicions and allegations can lead to ongoing harm, or allow perpetrators to continue to abuse their victims. Failure to report concerns, suspicions and allegations in a timely manner may be treated as disciplinary matter for staff; may lead to the withdrawal of the offer of work or volunteering opportunities and/or an ending of the casual/volunteering relationship for casual staff or volunteers (including Board Members); and may trigger termination clauses for freelance and contracted staff.

8.1 What to do if you are concerned about a child, young person or adult at risk

Report your concerns directly to a member of the DSL Team and follow their advice using LHT's Safeguarding step by step guide to support you (**Appendix 1**). The DSL Team will guide you to complete the Capturing a Safeguarding Concern, Disclosure or Allegation form (**Appendix 3**). If

the DSL Team are not available or you feel unable to contact them directly, go to your Manager, who will seek to contact the DSL Team on your behalf.

In an emergency if general staff, freelancers or volunteers can't reach the DSL Team and you believe a child, young person or adult at risk is in **immediate danger** please report your concerns to **the police on 999** and **Social Services** who will advise you further (documenting the facts on a Capturing a Safeguarding Concern, Disclosure or Allegation form at **Appendix 3**):

- a. During office hours - 0113 222 4403 (**Children's Social Work Service**) or 0113 222 4401 (**Adult Social Care Team**)
- b. Out of hours – ring 999 (regarding a child) or 0113 3780644 (**Adult Social Care Emergency Duty Team**)
- c. Further advice is also available from the **NSPCC National Helpline: 0800 800 5000** or the **ChildLine Freephone: 0800 1111**

If you have had to contact the police or social services directly please immediately report that you have done so to the DSL Team by emailing safeguarding@leedsheritagetheatres.com to flag that you have taken action so that it can be followed up. Please note – this email is not to report concerns, but to report action you have taken in the absence of the DSL Team.

8.2 What to do if you are concerned about the behaviour or attitude of someone regarding children, young people, or adults at risk

- Consider if you feel able to raise the matter with the person concerned **ONLY** if this is safe and appropriate to do so
- Alert a member of the DSL Team who will review and assess if a safeguarding allegation has been made or a concern reported. The DSL Team member will liaise with the line manager/HR if an investigation and disciplinary procedures are necessary to address poor practice and/or report to the appropriate authorities as required (Police/LADO/DBS/Leeds City Council's Adults & Health) .
- However, if the child, young person or adult at risk is in **immediate danger** please report your concerns to **the police on 999** and alert the DSL Team that you have done so.

9.0 The role of the DSL Team:

- Be responsible for promoting a safe environment for children, young people and adults at risk
- Be the first point of contact for all staff to go to for advice if they are concerned about a child, young person or adult at risk (using the DSL Safeguarding step by step guide for support at **Appendix 2**)
- Be familiar with and promote LHT's safeguarding policy and procedures, ensuring that it is followed by staff
- Receive, record and communicate safeguarding concerns and allegations from staff, freelancers, volunteers, children, young people and adults at risk
- Assess the information, clarifying further information where necessary as appropriate, consulting with the Lead or Deputy DSL where needed
- Consult with statutory safeguarding agencies to seek advice on concerns as soon as possible:
 - Leeds City Council's Duty & Advice Teams for Children's Social Work and Adults Social Work
 - Leeds City Council's Local Authority Designated Office (LADO) for allegations against staff
 - Police where necessary

- If necessary, to make a formal referral to the Duty and Advice Teams and/or Police without delay
- Ensure that concerns are logged and stored securely

10.0 Safeguarding Code of Conduct

The Safeguarding Code of Conduct clarifies the expected behaviour of everyone within Leeds Heritage Theatres to promote the welfare of children, young people and adults at risk engaging with our venues and activities. It will help everyone maintain appropriate and safe behaviour, reduce the risk of false allegations and protect the reputation of LHT.

Do:

- Always put the welfare of every child, young person or adult at risk first and treat them equitably with respect and dignity.
- Respect the privacy of children, young people and adults at risk but never promise to keep secrets or information relating to harm confidential – inform them that you will need to speak to the DSL Team, parents/carers (unless this could risk causing further harm), or other services as appropriate, for further support.
- Support LHT's culture of safeguarding by familiarising yourself with this policy and step by step guides.
- Challenge and report unacceptable behaviour.
- Follow the safeguarding procedures detailed in this policy and summarised in the step-by-step guide at Appendix 1, and always report any concerns, disclosures or allegations made by or about a child, young person or adult at risk to a member of the DSL Team, even if the allegation is made against you.
- When working with children or adults at risk always make sure you are working in an open environment e.g. avoid private or unobserved situations or working in isolation. Instead try to have other adults present or at least within sight/hearing. Make sure you leave doors open if you find yourself in a room alone with a child, young person or adult at risk.
- Be friendly and approachable but maintain professional boundaries, remembering you are a trusted adult in a place of work rather than a friend. This is particularly important when a worker is of a similar age to the participant or knows them well as they are a regular participant. Regardless of such situations, you must remember that your status as a 'worker' can create a power imbalance with participants and so extra care should be taken to keep conversations and interactions professional.
- Make activities fun, enjoyable, safe and promote fairness.
- Be aware that any physical contact with a child, young person, or adult at risk may be misinterpreted. Given the physical nature of performance (dance and drama in particular), some physical contact may be necessary to support learning, but should never be inappropriate, of a sexual, threatening or aggressive nature. Physical contact will only take place with the consent of the child, young person or adult at risk and the purpose of the contact should be made clear first.
- Avoid contact or conduct that may be interpreted as having sexual connotations or which others may perceive as inappropriate.
- Ensure that written consent is given to LHT before taking any photos or films of children, young people or adults at risk and then only captured on LHT equipment, deleting once the items have been saved securely on Office 365. If it is not possible to capture on LHT equipment, staff will ensure that images/films are transferred and labelled appropriately in Office 365 (including date and activity) and deleted from personal equipment or digital storage immediately.
- If LHT commissions an organisation to take images/film of children, young people or adults at risk, then the responsible LHT staff member must get them to sign and adhere to our photography/film agreement.

- Ensure that any photos/film of children, young people or adults at risk are only posted on LHT's website and social media accounts owned by LHT and must not be posted on personal accounts (unless separate written consent is in place for regular freelancers such as the Artistic Director of young people's performances).

Do not

- Give out your personal contact details to children, young people or adults at risk – use your LHT email address, work mobile or office number or Teams to interact with participants.
- Befriend a child, young person or adult at risk you meet at LHT either in person or on your social networking sites, including accepting friend requests or follow requests.
- Use sexually provocative or suggestive language, gestures or behaviour in person, verbally or via messages when interacting with a child, young person or adult at risk you are working with.
- Conduct a sexual relationship with a child, young person or adult at risk or engage in any sexual activity with such participants of LHT, regardless of age of consent.
- Discuss your own sexual relationships with children, young people or adults at risk engaging in our activities.
- Give any gifts to a child, young person or adult at risk participating in activities with LHT without prior sign off (eg goodie bags for project participants at the end of a project). Staff must never gift any alcohol, drugs, cigarettes, e-cigarettes to a child, young person or adult at risk participating in activities with LHT.
- Invite, or allow to meet, a child, young person or adult at risk you are working with to your home or transport them in your own vehicle.
- Take photos, sound recordings or videos of children or adults at risk unless the appropriate consent forms have been completed and returned by a parent/carer.
- Use behaviour that frightens, embarrasses, demoralises or negatively affects an individual's self-esteem. Do not allow any bullying to take place.
- Restrain a child, young person or adult at risk unless you have received the qualified training to do so.
- Provide any personal services (e.g. taking into the toilet etc) as this should only be carried out by an appropriately trained support worker or parent/carer.
- Think that abuse could never happen at LHT – instead be alert, report concerns and promote the welfare of children, young people and adults at risk at all times.

11.0 What to do if there is a breach of the Safeguarding Code of Conduct

If anyone is concerned that a staff member, freelancer or volunteer has breached the Safeguarding Code of Conduct they should:

- Consider if they feel able to raise the matter with the person concerned ONLY if this is safe and appropriate to do so
- Alert a member of the DSL Team who will review and assess if a safeguarding allegation has been made or a concern reported. The DSL Team member will liaise with the line manager/HR if an investigation and disciplinary procedures are necessary to address poor practice and/or report to the appropriate authorities as required.

12.0 Children in audiences at LHT

Theatres:

Where age guidance is given for theatre productions, it is to assist individuals in judging the suitability of production and may relate to themes of an adult nature, language, nudity, or themes considered unsuitable for younger audiences. Children under 3 years will not be admitted to theatre productions unless the performance is specifically for younger children.

As part of our terms and conditions we do not advise that children under 16 years attend our theatres without a responsible adult and ask that any child causing a disturbance to other audience members be taken to a quiet space outside of the auditorium.

However, if an issue arises involving anyone admitted on a children's ticket or who the Duty Manager has good reason to believe may be under 18 years old, the Duty Manager should seek advice from the DSL Team.

Cinema:

We are required by law to refuse the sale or admission to a screening to anyone who, in our opinion, is below or appears to be below the minimum age required by the relevant classification of the British Board of Film Classification, or equivalent classification and staff should ask for appropriate photographic proof of age ID (eg passport, driving licence, PASS card).

Anyone can be admitted to films classified as U or PG. Children under 12 can be admitted to films classified as 12A but only if accompanied by an adult. Nobody under the age of 15 can be admitted to films classified as 15 and nobody under the age of 18 can be admitted to films classified as 18.

The only exception to the above certification guidelines is for designated Parent/carer and baby friendly screenings where children under 12 months are permitted to attend 15 or 18 certificate films. This exception has been granted by the local licensing authority.

In addition to the certification guidelines and in line with standard industry practice no one under the age of eight can attend screenings unaccompanied at any time of day, and no one under the age of 12yrs can attend unaccompanied after 7pm.

Under eights attending on their own, or under 12s attending screenings unaccompanied after 7pm, are a safeguarding concern and Duty Staff should call DSL or 999 immediately.

For under eights attending with older siblings/friends who may not be 18 – the Duty Manager is to be made aware and monitor the situation, using common sense judgement based on relative ages of group, maturity levels, if they were dropped off by parents, any other causes for concerns present, attending an age-appropriate film, time of day etc. The Duty Manager should seek advice from DSL team if unsure.

If under any circumstances an issue arises involving an unaccompanied under 18-year-old audience member, the Duty Manager should seek advice from the DSL Team.

13.0 Responding to allegations made by audience members

If LHT staff witness a suspected crime or incident causing immediate harm, and they feel safe and confident to do so they should ensure the person at risk is safe, informing Duty Manager and security, where available, for support. The Duty Manager may decide to contact the emergency services and the DSL Team as appropriate.

If an audience member or customer accuses another customer of a crime or safeguarding incident, LHT staff should request support from the Duty Manager who should take a lead. Offer support and reassurance to the people involved and consider if it's appropriate to provide them with a space to contact the emergency services directly. Consider whether you need to involve

the security teams, or the DSL Team and note the seat numbers of both parties to assist in any later response or investigation. Consider reseating customers if appropriate.

However, it may not be obvious that a crime has been committed, so LHT staff are not expected to decide whether a crime has taken place, as this may impact any criminal investigation, should this be deemed necessary by the Police. You are responsible for reporting the concern to the Duty Manager, DSL Team or emergency services as appropriate.

14.0 Missing/lost child

Should a **child be reported missing** whilst visiting our venues, the following actions would be taken by staff:

- Establish the last known location of the child and when that was, including relevant information such as the description of the child, any notable features, name, etc. and position the parent/carer in the foyer.
- Member of staff to accompany parents to a quiet location e.g. Wilson Barrett. Offer reassurance of the steps we are taking
- As is applicable at each premises, station staff with a view off all exit points
- Communicate details to all members of staff and check all floors for any sign of the missing child.
- A thorough search of the building would commence, checking all the places a child may hide, or have access to – whether easily or with difficulty. This is to include both front and back of house in each premises.
- Contact the emergency services if the child can not be found
- Inform the DSL Team, who will contact Duty and Advice Team, as appropriate

Procedures once the child has been found:

- Radio the team that the child has been found, give location and ask for assistance from another member of staff
- Immediately inform another member of staff before talking to or trying to comfort the child (assuming the child is in no immediate danger)
- Staff to inform parents/carer that the child is found and safe
- Once another member of staff is present, escort the child to a central, quiet location (such as Wilson Barrett Bar) and reunite with parents/carer
- Check that both parents/carer and child are well. Administer first aid if needed
- All media enquiries to be referred to Comms
- If a cause for concern is raised (i.e. child missing for a significant period of time, further concerns for their safety, or gained access to backstage/inappropriate areas) the DSL Team and the Duty Manager to conduct an investigation, involving all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how they appeared to have gone missing.

Should an **unattended child be found** whilst visiting our venues*, the following actions would be taken by staff:

- Radio for support before talking to or comforting the child
- Ask the child where they last saw their parent/carer

- Once additional staff members have arrived, take the child to a central, quiet location (such as Wilson Barrett bar)
- Talk to the child (adhering to the safeguarding policy) and ascertain the reason for them going missing.
- Once all are in agreement the child is safe from any danger or further harm, begin to search for a parent/carer using both information garnered from the child, and any information we as a company can produce (box office, FOH staff etc)
- Radio to all members of staff that a child has been found. Share description of child and parents so that all can search
- Procedures once parent/carer has been found:
- Radio all members of staff and bring parent/carer to child's location
- Ensure that both the parent/carer and child are well. Administer first aid if needed
- After event, inform the DSL Team. The DSL and Duty Manager to conduct an investigation, involving all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how they appeared to have gone missing.

* Taking into account the different guidelines for unaccompanied children in cinemas outlined in section 12.

Procedures if no parent/carer can be located:

- At least two members of staff to remain with the child.
- Contact the DSL Team
- Continue to try to find parent/carer or contact them with any information available.
- DSL or Duty Manager to inform police on 999

15.0 Use of images, videos and sound recordings of children, young people and adults at risk

Images, videos and sound recordings of participants taking part in Learning & Engagement activities on or off site or events at our venues are made, where consent has been granted, as a means to publicise the work of our charity. Such material is used in print, on our websites and via social media channels. However, to safeguard children, young people and adults at risk, images/videos/sound recordings will only be made if the following measures are adhered to:

Leeds Heritage Theatres will:

- Issue, discuss and sign the Safeguarding Agreement for Photographers, Film Makers (**Appendix 5**)
- provide a brief for the Photographer/film maker and where appropriate will discuss and agree any fees in advance, prior to the work commencing.
- confirm that copyright remains with the photographer/film maker but that Leeds Heritage Theatres will have full use of the commissioned photographs, for any lawful purpose, in perpetuity, including in the context of co-productions with third parties.
- Ensure formal written consent is obtained from parents/carers or the relevant school for the use of all child images, videos and sound recordings.

- Ensure, if working with adults at risk, formal written consent is obtained from the adults themselves unless they don't have capacity, in which case this consent can be sought from their legal carer.
- Ensure consent forms detail the planned use of such images, videos and sound recordings.
- Ensure images, videos and sound recordings are stored clearly detailing the date taken, omitting personal information such as surnames, addresses, contact details, ages etc
- Ensure images are used for a maximum of 5 years and then no longer used in further marketing material. Images will be retained in our archives after 5yrs if consent given
- **Not** permit inappropriate images to be taken or used
- Ensure freelancers commissioned by the Learning & Engagement Team (such as the Youth Theatre's Artistic team), using film as a teaching aid will always inform children of the reason for filming and will use Leeds Heritage Theatre's equipment where possible unless additional consent has been sought and given directly by parent/carers.

For performances produced by the Learning & Engagement Team, involving children and young people, audiences will be asked not to take images/film/sound recordings and official photos will be shared via our online channels instead. Signs will be displayed around the venue to this effect and staff will be briefed.

16.0 Safeguarding and Social Media

LHT social media applications include X/Twitter, Facebook, Instagram, YouTube, TikTok, Linked In. Current organisational accounts are as follows.

Instagram & Twitter (moderator: Communications Manager/SLT)

- @CityVarieties
- @GrandTheatreLS1
- @HydeParkPH
- @leedstheatres

Facebook (moderator: Communications Manager/SLT)

- @CityVarieties
- @LeedsGrandTheatre
- @TheHydeParkPictureHouse
- @LeedsHeritageTheatres

YouTube (moderator: Communications Manager/SLT)

- City Varieties
- Leeds Grand Theatre
- Hyde Park Picture House
- Leeds Heritage Theatres

TikTok (moderator: Communications Manager/SLT)

- @leedstheatres
- @hydeparkph

Linked In (moderator: Communications Manager/SLT):

- Leeds Heritage Theatres

Letter Boxd (moderator: Communications Manager/SLT):

- hydeparkph

Contact with children, young people or adults at risk through such forums should only take place through organisational accounts. As social media sites are widely used by adults and children, the Company has put in place the following procedures to protect both staff and young people:

- The Company has active business Facebook, Twitter, Instagram, Linked In, You Tube, TikTok and Letter Boxd accounts that anyone on these platforms can like or follow.
Anything that gives a safeguarding concern will be flagged to the DSL Team.
- On occasions participant groups prefer to communicate via a WhatsApp group. If using this form of communication and a group is established by LHT, consent will be sought for users of the group who sign up to a code of conduct.
- If a LHT staff member receives content from a young person which they believe is inappropriate, they will not forward the content or delete it but immediately contact the DSL Team to report the content and seek advice; the DSL will consider whether it's appropriate to discuss with parent/carers and/or report to relevant agencies including social services or police.
- As part of the induction for all new staff, volunteers and commissioned freelancers working with young people, all will be made aware that it is against Company policy to become a 'friend' or 'follower' of a child, young person or adult at risk on any social networking site or any ex-student under the age of 18yrs. This also includes private messages (DMs). Current staff will also be reminded of this at safeguarding briefings.
- Any member of staff using their personal technology to upload images to the Company's networking pages, relating to our work with children, young people or adults at risk, will seek permission from the DSL Team. Images should be deleted immediately once uploaded from personal technology. Staff will not use these images for their own personal use or networking pages.
- No member of staff, volunteer or freelancer should request access to, or follow a young person or adult at risk's account or 'page' on a social media networking site. However, please be aware that young people can follow public twitter and Instagram accounts so be mindful of this. If staff/freelancers are in a position of responsibility or influence with young people, they could consider having 'business' and 'private' social media accounts.
- Staff will disclose to their line manager/DSL Team if a child, young person or adult at risk attempts to friend/follow or DM them on any social media platform.
- As part of the induction procedures all Learning Team staff, Learning freelancers and volunteers are made aware of the Company's Safeguarding good practice in relation to use of social media networking sites when working with children, young people and adults at risk. This includes advice to set profiles to private where appropriate.

- Leeds Actors in Training have their own Facebook page as a closed group which is monitored by the Creative Learning Producer. Membership of the group will be overseen by the Creative Learning Producer. As participants are over 18yrs additional consent forms from parents/carers is not required.
- Cyber bullying will not be tolerated and will be taken very seriously. Inappropriate messages will be captured and reported (unless illegal to do so) then deleted immediately backed by an email to the participant/parent/carer to explain why. Members can be removed if they've been inappropriate or abusive backed by an email explaining why.

17.0 Learning & Engagement and community activities

LHT delivers a range of engagement activities including youth theatre, work experience, summer schools, out of school projects, tours, talks, workshops, young people's film festival, community projects, workshops with adults with additional needs and a range of formal educational sessions. The venues also host visiting/resident companies involving young performers and/or additional educational activities. The venues also welcome young audiences and the cinema has an open café area.

LHT recognises the importance of ensuring appropriate ratios and supervision is provided to children, young people and adults at risk when engaging with our activities. Children, young people and adults at risk will not be left unsupervised in our venues and written consent will be required from parents/carers for young people to arrive and leave site unsupervised (eg during lunch breaks or at the end of a session). Supervising staff must know where children, young people and adults at risk are at all times whilst on site at our venues or participating in our activities. Suitable care should be taken in selecting the entrance to be used by participants to ensure it is adequately staffed and safe.

Session plans will always take safeguarding, health & safety and risk management and supervision ratios into consideration at the planning stage and team members will complete risk assessments and compliance checks for such activities (**Appendix 4**). Activities should always have a nominated and trained First Aider at Work and someone trained in evacuation – in most cases this will be a member of the Learning & Engagement Team but could be the Duty Manager on occasions. Staff and children/young people should use separate toilets where possible, or if this is not possible, they should not use them at the same time as each other.

The National Society for the Prevention of Cruelty to Children (NSPCC) recommends the following adult to children ratios (although please note that these are recommended ratios and may reduce or change depending on the nature of the activity or needs of the group):

- 0-2 years – 1:3
- 2-3 years – 1:4
- 4-8 years – 1:6
- 9-12 years – 1:8
- 13-18 years – 1:10

Code of conducts will be established with regular participant groups and advice on licenses and conditions will be sought from the relevant local authority licensing departments regarding children and young people's performances in our licensed venues. Consent forms will be completed by parents/carers asking for relevant access and medical needs (to inform personal evacuation plans and first aid requirements) and emergency contact numbers.

17.1 Working with Children, Young People and Adults at Risk Online

When delivering a group session online, the same principles of safe practice apply to ensure the safety of all involved. The following additional considerations should be made:

For live sessions online LHT staff will:

- support and encourage the children, young people and adults at risk we work with to use the internet, social media, digital platforms and mobile phones in a way that keeps them safe and shows respect for others.
- risk assess any digital platforms that are to be used for online & live stream sessions and familiarise themselves with the security and privacy features.
- Inform all parents/carers (or adults at risk directly unless there isn't capacity, in which case inform the legal carer) of the platforms to be used, the dates and times of sessions, and the adults who will be in these platforms.
- give young people clear code of conduct guidance for working on digital platforms. These codes will be in line with the Youth Theatre Code of Conduct when working in person. Consent and agreement with the Code of Conduct will be sought from parents/carers and young people to participate in livestream sessions or before recorded digital content of young people is shared (see **Appendix 6**)
- remind participants that this is not a private space and that whatever they share online will be seen by the group.
- remove any participants who breaks the Code of Conduct from the platform and inform parents/carers regarding the reason for their removal.
- provide supervision, support and training for freelancers, volunteers and participants accessing online & live stream sessions associated with the Company.
- ensure that images/video/sound recordings of children, young people and adults at risk are only used after written consent is provided – no live sessions will be recorded unless all participants have provided consent.
- ensure freelancers are aware and adhere to our safeguarding guidance for online sessions and a member of the DSL Team will support all live sessions.
- have clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person.

LHT staff will not:

- save any details of children, young people or adults at risk onto any personal device. Such files will only be accessed via Office 365 password protected files for work purposes.
- Store any image/video files of children, young people or adults at risk on personal devices, except temporarily for the purpose of image/video editing and/or social media posting. Any such files will be deleted from the laptop/iPad/phone digital storage once the edit has taken place and the edited file has been uploaded to the Learning Area of Office 365, LHT website, or the Company's social media account(s).
- Leave computers/laptops/iPads/work mobiles unlocked or documents displaying sensitive information open, when they are away from them.
- share their accounts or log-in details with other members of staff and will log into their own accounts only.

Communicating with children, young people or adults at risk digitally:

- A company mobile phone is provided for Learning & Engagement staff to contact children, young people and adults at risk for work purposes and participants and/or their parents/carers to contact Learning staff. Staff will not use their personal mobile phone for this purpose. All company mobile phones are to be PIN locked so that data is not accessible by others. Staff members must turn their work phones off when they are not working and provide a status message for their availability during working hours.
- In some cases, staff will be required to email children, young people and adults at risk's personal email addresses. In such cases, staff should use clear language to avoid any misunderstanding on the part of the recipient. It may be appropriate to copy in another staff member for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the Lead DSL or Deputy DSL for guidance.

When sharing work created online LHT will take the following steps;

- Only share created content from children, young people and adults at risk where parents/carers consent for their child/young person to be photographed and videoed has been received.
- No use of child/young person or adult at risk's surname in photography or video content.
- LHT will curate creative work submitted by children, young people and adults at risk before sharing if/when appropriate with the public via social media or publication/press, unless the participants or their parents/carers inform us otherwise.
- Only use images of children, young people or adults at risk in suitable clothing to reduce the risk of inappropriate use.
- Only share content through official accounts.
- If, for whatever reason, a parent/carer, young person or adult at risk (or their carer if the adult does not have capacity) are not happy with the use of content, then the company will not share the content.

Freelancers/volunteers:

- If freelancers or volunteers working on a project need to access creative content featuring children, young people or adults at risk, including videos, they will be given links to appropriate online members areas of LHT's website (eg Youth Theatre Members page) where curated content will be posted or they can re-post public content shared via LHT official accounts.
- LHT staff who work in a creative capacity, for instance on an LGYT production, may wish to share their professional creative work on their own social media accounts. In this instance they will be able to re-post public content shared via LHT official accounts.
- As the Artistic Director of LHT's young people's performances has additional consent to take and use images/videos/sound from parents/carers/young people participating in Youth Theatre, links to the Learning & Engagement Dropbox will be shared when necessary to access/edit creative content made by young people relevant to the project. However, good practice guidance will be followed; images will be accessed and stored on a dedicated laptop that is password protected and for the sole use of the Artistic Director. If the creative content is then made available via the Youth Theatre's Members

Area webpage or social media, consideration will be given as to whether any downloads can be deleted.

Receiving a disclosure digitally via online sessions, phone, email or LHT's social media:

LHT recognises that at times, participants might disclose information to staff members or freelancers via texts, calls or digitally.

If staff receive a worrying message that they think may indicate that the child, young person or adult at risk communicating with them is at risk, they should immediately seek advice from the DSL Team (ideally in person on the phone). The DSL Team member will follow the Step-by-Step Safeguarding Guide of assessing the concern, contacting 999 if necessary and/or the Duty & Advice Team or Crisis Team as necessary, recording the concern and actions taken. The DSL Team will:

- Check with the participant – What is happening? Where are you? Do they need emergency services. The staff member should not attempt to solve the problem themselves.
- Contact the child or young person's parent/carer to inform (unless this would put them at risk), or – if applicable – the social worker/key worker associated with that young person. If there is no response: Alert the emergency services (in most cases this will be the police) by calling 999, giving as much information as possible.
- And/or if required contact the Duty & Advice Team to report the concern/disclosure
- Write up the concern and alert the Lead DSL.

17.2 Gender identity

There may be occasions when a participant, whether a child, young person or adult at risk, discloses that they identify as a different gender to that listed on their permission form, but do not want their parents/responsible adult to be aware of this. No records are to be amended (eg registers, billing in programmes) unless consent is provided by the parent/carer.

The LHT responsible staff member should encourage the child, young person or adult at risk to speak with their parent/carer (if safe to do so) and report this to the DSL Team to seek further advice on the involvement of parents/carers.

17.3 Work Experience and Placements

The Company offers work experience placements for young people aged 14yrs and above. Work experience placements are arranged through schools and students participate in groups of up to 15 students, from the same school. Work experience placements are managed by the Learning and Engagement Manager, supported by the wider team. The team will liaise with the school to confirm parent/carers information, emergency contact details and photo consent (as appropriate).

Throughout work experience, young people will be supervised and supported by the Learning and Engagement team and will attend sessions delivered by other depts such as Box Office, Front of House, Human Resources, Marketing and Technical Team. The Learning and Engagement team will facilitate these sessions, offering a reminder of safeguarding best practice prior to the sessions, facilitating and supporting useful and appropriate interactions and addressing any concerns if they arise. With this model, there should be no need for young people to be in a 1-1 situation with an adult.

From time to time, young people may undertake work placements at LHT, working with the Learning and Engagement team and other depts. Placement students will only work on a 1-1 basis with staff members that are enhanced DBS checked. In all other situations student will be placed in an open working environment with several members of staff present. All staff are alerted to the Company's Safeguarding Summary Policy.

The Learning and Engagement Manager has overall responsibility for the young people working with the Company on work experience projects and placements and will regularly liaise with the young person, Company staff and relevant educational institutions to ensure safeguarding good practice is complied with.

At the end of work experience projects and placements, the Learning and Engagement Manager will complete the relevant assessments and reports needed for schools.

Apprenticeships and volunteering positions are currently offered to young people aged 18yrs and above due to H&S requirements within the roles.

17.4 Young people in Performances

LHT is responsible for ensuring all young people performing as part of the Leeds Grand Youth Theatre and in other Learning productions have the appropriate licenses in place from the local authority. The Learning Team will ensure that licensed chaperones are engaged for such performances and that where relevant the requirements of Performance licenses, exemptions or a Body of Person's License, are upheld.

Resident/visiting companies are required to follow the Safeguarding guidance detailed in the H&S Guidelines which is issued to them before visiting our venues. The following information is to be sent to the General Manager and Head of Learning & Engagement:

- **Resident Companies** to provide an assurance statement that their safeguarding policy and procedures are being implemented and schedules of activity have been circulated with the theatre. Compliance checks will be made by LHT at intervals.
- **Visiting Companies:** to provide details of any young performers in their production, along with sharing their safeguarding policy, risk assessment, details of their dedicated Licensed Chaperones supporting the young performers and a schedule of when their young performers will be in the building.

18.0 Safer Recruitment

LHT has clearly defined recruitment procedures, which can be accessed via HR requiring all appointments to be subject to satisfactory pre-employment checks, with relevant roles needing to complete an enhanced Disclosure and Barring Service check and pre-employment online searches which will be conducted in line with our pre-employment online searches procedure. LHT's commitment to promoting safeguarding and the welfare of children, young people and adults at risk is stated on our recruitment pages online and in the recruitment packs.

There are different types of **Disclosure and Barring (DBS) checks** which can be requested:

- a basic check shows unspent convictions and conditional cautions
- a standard check shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check shows the same as a standard check plus any information held by local police that's considered relevant to the role

- an enhanced check with barred lists shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role

DBS checks are required for staff whose role does or could regularly require or allow unsupervised work with children, young people or adults at risk or who are responsible for a child in place of a parent or guardian, and not simply any member of staff who may come into contact with a child or adult at risk. The person requesting the DBS check must abide by the <https://www.gov.uk/government/publications/dbs-code-of-practice>

General eligibility guidance, including the DBS eligibility tool, can be found here: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

Stage Door Supervisors, House Management and members of the Technical Team working on young people's productions will also complete enhanced DBS checks due to the nature of their role. If disclosures are received, these will be risk assessed and appropriate controls put in place.

All members of the Learning & Engagement Team who regularly come into contact with children, young people and adults at risk will be recruited according to the Company's standard procedures:

- With a face-to-face interview and ID check
- As part of the interview process, a question will be focused on knowledge and understanding of safeguarding practice
- Two references are to be followed up, specifically asking if there is any reason the person would not be suitable for working with children, young people or adults at risk
- All preferred candidates are to complete an enhanced DBS check with appropriate barred lists (for regulated activity) as a condition of their employment
- The DBS checks will be updated every 3yrs unless individuals are signed up to the Update Service in which case the Update Service will be checked every 3 years
- Pre-employment online searches will be conducted on preferred candidates in line with our pre-employment online searches procedure
- On offer of employment, the candidate will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children, young people or adults at risk and will be asked to make a voluntary disclosure of any convictions, cautions, reprimands or final warnings. All such information will be treated in confidence and will not be used against applicants unfairly
- If a candidate discloses information considered to be of relevance to the role, the hiring manager should proceed following our Employment of Ex-Offenders policy, contacting HR for further advice where required.
- Learning & Engagement Team members working on productions involving children or young people performing, will be required to hold a Chaperone License and to comply with the requirements of relevant local authority performance licenses, exemptions or Body of Person's License.

All temporary Learning Staff, freelancers or volunteers working with children, young people or adults at risk, as part of LHT activities, are to provide two references and to be supervised by an enhanced DBS checked member of staff – this includes visiting artists. If temporary staff, freelancers or volunteers are to have regular contact with children, young people and/or adults at risk or are to be unsupervised, then an enhanced DBS check is to be completed every 3 years (or for the Update Service to be checked every 3 years). This includes the Creative and Production Team for LHT's young people's performances which includes in house Technicians, casual Technicians, freelancers and volunteers.

Failure to cooperate with the DBS procedures, or other aspects of safer recruitment, or the return of information which means that LHT reasonably believes that it would not be tenable to allow a person to continue in (or commence) a role, could lead to disciplinary action for employed staff, or the withdrawal or work or the future offer of work for staff employed on casual contracts, or the ending of a volunteering relationship, or may trigger termination clauses in self-employment/freelance contracts.

19.0 Inductions and Training

All LHT permanent staff have an allocated level 1-4 assigned to their role for required safeguarding training/briefings and checks (recorded on Blue Lemon). Level 1 requires a basic awareness (watching the LHT Safeguarding Toolbox Talk), level 2 requires additional briefings, level 3 requires specialised briefings and level 4 requires externally accredited training for the DSL Team. All staff are required to refresh their training/briefings annually (with the externally accredited training for DSL Team refreshed every 3 years) and Blue Lemon reporting identifies when this is due. Compliance reports are pulled off quarterly and reported on to the H&S Officers Group. Wilful failure to fully participate in mandatory safeguarding training could lead to disciplinary action for employed staff, or the withdrawal or work or the future offer of work for staff employed on casual contracts, or the ending of a volunteering relationship, or may trigger termination clauses in self-employment/freelance contracts.

All staff are required to watch the LHT Safeguarding Toolbox Talk annually and receive the Safeguarding Policy during induction as part of the staff handbook. Any members of staff who are more likely to come into contact with children, young people and adults at risk as part of LHT activities to attend an additional briefings to check understanding of LHT's Safeguarding Policy and good practice.

Freelancers and volunteers working with Children, young people or adults at risk will be issued with the Safeguarding Policy. As part of induction briefings, the LHT Safeguarding Step by Step guide (**Appendix 1**) will be discussed ensuring understanding about good practice guidelines and how to report any concerns.

20.0 Responding to a disclosure of abuse

This section should be read alongside the LHT Staff Step by Step Safeguarding guide (Appendix 1)

LHT staff, freelancers, volunteers:

- Listen, reassure.
- Keep questions to a minimum but ensure you've understood what they're saying.
- Do not express judgement on a person who is said to have carried out any form of abuse or make assumptions as to the feelings towards that person of the person making the disclosure.
- Don't promise to keep secrets, let them know you need to tell the DSL Team for further support.
- As soon as possible following the disclosure, record exactly what was said in writing (using the participant's own words where possible) in a Capturing a Safeguarding Concern, Disclosure or Allegation form (Appendix 3) and contact the DSL Team to report the disclosure.
- However, if the child, young person or adult at risk is at risk of immediate harm, call the police directly.
- Follow the DSL Team's advice - once you've documented the disclosure and sent on to the DSL, delete from your files/emails/paper copies.

- If the DSL Team can't be reached and/or the child, young person or adult at risk is in, or at risk of, immediate harm, follow the step by step safeguarding guide at Appendix 1 and call the police and social services emergency contact numbers.
- If you have had to contact the police or social services in the absence of contact with the DSL Team, please immediately report that you have done so to the DSL emailing safeguarding@leedsheritagetheatres.com to flag that you have taken action so that it can be followed up. Please note – this email is not to report concerns, but to report action you have taken in the absence of the DSL Team.

Remember, staff are not expected to deal with situations of child abuse or abuse of adults at risk or have the specialised knowledge to decide if abuse has occurred. However, **all LHT staff have a responsibility to report any safeguarding concerns, suspicions or allegations immediately as above.**

If a disclosure has been made to you, remember to seek support for yourself. Support can be sought from the DSL Team, your line manager or by accessing the Employee Assistance Programme. However, details of the disclosure must remain confidential.

If you have had to call the police, please be aware that it is possible that they may not be able to arrive immediately. In which case, follow the procedures in this policy but do not restrain or force people to wait for the police, take note of as much detail as possible (eg seat numbers, descriptions, names, dates, contacts) to support any police investigation that may follow.

DSL Team: This section should be read alongside the DSL Team Step by Step Safeguarding guide (Appendix 2)

- Listen, reassure
- Keep questions to a minimum but ensure you've understood what they're saying
- Don't promise to keep secrets, inform them that you may need to seek further advice from the Lead DSL, their parent/carer, Early Help, the Duty and Advice Team and/or the Police, as appropriate.
- If the child, young person or adult at risk is at immediate risk of harm, ring the police and/or seek advice from the Duty and Advice Team.
- Document the facts and disclosure (using the participants' own words where possible) on a Capturing a Safeguarding Concern, Disclosure or Allegation form (Appendix 3) and password protect it saving it in the dedicated folder in Office 365 for safeguarding reports.
- If you are on call, responding to a report about a disclosure, advise the manager on site with the actions to take (to document facts and disclosure; call police and/or social services as required).
- Alert the Lead DSL of the concern and actions you have taken.
- If the allegation of abuse is made against people who work with children, young people or adults at risk, the Lead DSL will need to also report the allegation to LADO within one working day of LHT receiving the allegation (see section 25.0).

21.0 Responding to signs and symptoms of abuse

This section should be read alongside the LHT Staff Step by Step Safeguarding guide (Appendix 1)

LHT staff, freelancers, volunteers:

- Contact a member of the DSL Team to discuss your concerns (using step by step guide at Appendix 1 for contact numbers).

- If the DSL Team is not available or you feel unable to contact them directly, please go to your Manager and follow their instructions.
- Managers - contact the DSL Team if they're in building, or via phone (DSL out of hours emergency number is on the step by step guide at Appendix 1) and follow their instructions.
- If the DSL Team are not available and you believe a child, young person or adult at risk is in **immediate danger** please report your concerns to **the police on 999** and **Social Services** as detailed in Appendix 1.
- If you have had to contact the police or social services in the absence of contact with the DSL Team, please immediately report that you have done so to the DSL emailing safeguarding@leedsheritage theatres.com to flag that you have taken action so that it can be followed up. Please note – this email is not to report concerns, but to report action you have taken in the absence of the DSL Team.

DSL Team: This section should be read alongside the DSL Team Step by Step Safeguarding guide (Appendix 2)

- Assess the concern and if you believe a child, young person or adult at risk is in **immediate danger** report your concerns to **the police on 999**.
- AND/OR Seek advice from **the Duty and Advice Teams** to discuss your concern before a potential referral (as detailed in Appendix 2).
- If you are **unsure** if the child, young person or adult at risk is at risk of suffering from **significant harm**, contact the Lead DSL or Deputy DSL for advice.
- Use the Capturing a Safeguarding Concern, Disclosure or Allegation form at Appendix 3 to document your concerns and password protect it saving it in the dedicated folder in Office 365 for safeguarding reports.
- Alert the Lead DSL of the concern and actions you have taken.

22.0 Responding to Allegations Against Staff, freelancers or volunteers

There are rare instances of abuse by people working with children, young people or adults at risk. Workers may also be subject to false allegations of abuse.

However, any allegation should be reported immediately to the DSL Team who will review and decide if the concern meets the Local Authority Designated Officer (LADO) criteria. This includes basic fact finding to understand what has happened and who is involved, what the child, young person or adult at risk is saying, consider what the evidence or risk of harm is. Further information can be found here on managing allegations:

<https://www.leedsscp.org.uk/practitioners/services/managing-allegations>

The DSL Team are required to inform the Local Authority Designated Officer (LADO) of such allegations within one working day of them coming to light at LHT or of a report having been made to the police.

Regardless of whether police and/or Children Social Work Service/Adult Social Services investigations follow, once reported any allegations will be thoroughly investigated by the appropriate manager of the Company, following our code of practice and disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. Whilst investigations are conducted, the Company will ensure that that the child or adult at risk is safe and away from the person against whom the allegation is made. The investigation will be conducted with the same rigour as a similar allegation made against someone in the community, with an open mind, and without regard for the status of the person concerned. LHT will complete such investigations even if the member of staff

leaves/resigns and reserves the right to make a referral to the Secretary of State (where it is lawful to do so) for them to consider adding the member of staff to lists of those banned from working with children and/or adults at risk.

If LHT removes an individual (staff, freelancers or volunteer) from work such as looking after children, young people or adults at risk, **the DSL Team must make a referral to the Disclosure and Barring Service.**

If the allegation is about the Lead DSL then the Deputy Lead DSL should discuss the matter with LADO. Further support could be sought from the Trustee Lead for Safeguarding.

23.0 Wider reporting

If any issues or concerns arise within the year, the Lead DSL is to report to the Property, H&S Sub-Committee and advise on whether procedures and policy were followed, what key action was taken and whether a review of policy or procedures is needed.

There is a requirement to report serious safeguarding incidents to the Charity Commission, these include:

- incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and:
 - this happened while they were under the care of the charity (e.g. whilst participating in a youth theatre session or school workshop)
 - someone connected with the charity, for example a trustee, staff member or volunteer, was responsible for the abuse or mistreatment (alleged or actual)
- other incidents of abuse or mistreatment (alleged or actual) of people who come into contact with the charity through its work, which have resulted in or risk significant harm to them and are connected to the charity's activities
- breaches of procedures or policies at the charity which have put people who come into contact with it through its work at significant risk of harm, including failure to carry out relevant vetting checks.

The above may include incidents in the workplace that have resulted in or risk significant harm to trustees, staff or volunteers.

A report should always be made:

- where the level of harm to the victims and/or the likely damage to the reputation of the Company (as a charity) is particularly high (for example, sexual misconduct by a person in a senior position)
- if the number and nature of staffing incidents indicate there are widespread or systematic issues of misconduct

The Lead DSL (in consultation with SLT as appropriate) will decide if a report should be made and will then follow the guidance issued by the Charity Commission to make the report.

<https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

24.0 Whistleblowing and complaints

LHT is committed to promoting a culture in which staff may express concerns they have in relation to safeguarding. In order to achieve this, staff are required to share any concerns with someone

from the DSL Team without delay, or if the DSL Team are unavailable staff can follow LHT's Whistleblowing Policy and raise the concern with the Head of Finance; concerns will be treated seriously and in the strictest confidence. If staff have further concerns, additional guidance can be found in the LHT Whistleblowing Policy.

25.0 Data Protection

Any information gathered and kept on file in relation to safeguarding concerns, disclosures and outcomes is to be treated as sensitive personal information and as such is to be kept in a secure place by LHT's DSL Team (locked away or protected digitally with a password in the designated folder for safeguarding reports). Information regarding a child, young person or adult at risk that is considered at immediate and significant risk of harm to themselves or others, should be communicated with relevant staff on a need to know basis. If necessary, the DSL Team or in their absence other staff, will report concerns to Leeds City Council's Duty and Advice Team within Children's or Adult's Social Work Services. However, where possible this should be done with the child, young person, adult at risk and parent/carers consent (as long as consent from parent/carers doesn't put the child at risk).

26.0 Recording and Managing Confidential Information

If any staff members have a concern about a child, young person or adult at risk they are to follow LHT's safeguarding step by step guide (**Appendix 1**). The DSL Team will help you complete a Capturing a Safeguarding Concern, Disclosure or Allegation form (**Appendix 3**) to accurately capture as much information as possible, including dates/times, who's involved, what was said/done, what action has been taken and what action is to be follow up, who's reported and to whom and whether a referral has been made or not – without including personal feeling, comments or judgements. The form should be clear and factual as it may be needed by safeguarding agencies investigating the incident.

The DSL Team will securely store the cause for concern form saving it in the password protected area of the Learning sharepoint files on Office 365. The individual cause for concern document will also be password protected and only access by the DSL Team member dealing with the concern and the Lead and Deputy DSL. Other staff will be advised and required to delete any records, documents or emails relating to the concern (or shred any confidential physical documents) once they've been captured in the central cause for concern form. Workstations are also required to be locked when not in use.

A summary log of all safeguarding cause for concerns and ongoing monitoring/actions in place will be held by the Lead DSL and Deputy DSL, and shared with the Lead Trustee for Safeguarding, (without personal information included) to provide oversight.

Please refer to the CCTV Policy regarding the use and sharing of CCTV recordings.

Children, young people and adults at risk have a right to confidentiality unless the Company considers they could be at risk of abuse and/or harm. Any activities delivered by the Company where parents/carers aren't present, consent forms are to be completed to capture emergency contact details, medical/access information relevant to safe participation in the activity and photo consent eg for youth theatre, summer schools, after school projects. These details are to be accessible during sessions although not left unattended. Following the session, the details will be stored in locked facilities or digitally on password protected workstations.

27.0 Management and Supervision

Learning & Engagement Team:

Regular 1-1s scheduled allowing staff to raise/discuss/reflect on any concerns and all have emergency number to contact the Lead DSL out of hours. Regular team meetings flag any updates and bi-annual team meetings are dedicated to refreshing understanding of safeguarding practice and procedures with chance to reflect on hypothetical scenarios and actions to take to consider application of knowledge. DSL Team have access to the Employee Assistance Programme should they require further support for their own wellbeing and are encouraged to seek support from their line manager as and when needed.

Wider company staff:

All staff provided with the Safeguarding Policy and made aware of the procedures for reporting concerns via inductions and staff briefings. Wider staff who might engage with children, young people or adults at risk through LHT activities are to avoid being in a 1-1 situation and will be supervised by a trained member of the team with an enhanced DBS check and to. Staff are not to restrain any child, young person or adult at risk unless suitable training completed. If staff have had to deal with a safeguarding disclosure, allegation or concern, they are encouraged to seek support for themselves after by speaking with the DSL Team, their line manager or via the Employee Assistance Programme.

Freelancers and volunteers:

All freelancers working with children, young people or adults at risk, to be issued with LHT's Safeguarding Policy and to be talked through good practice guidelines and expectations in inductions/briefings.

Freelancers providing one-off workshops to present their enhanced DBS check and to provide references. In these circumstances, freelancers will be supervised by a member of the permanent Learning & Engagement Team or staff member with an enhanced DBS check.

Regular freelancers e.g. Creative Team for the Youth Theatre to complete an enhanced DBS check for the Company (to be renewed every 3 years unless signed up to the Update Service where this will be checked every 3 years).

Freelancers commissioned by LHT to deliver activity off site, in schools for example, should still follow LHT's Safeguarding Step by Step Guide (**Appendix 1**). However, when working in schools safeguarding concerns should first be reported immediately to the school's DSL, informing LHT's DSL that this has happened.

Resident/Visiting Companies:

Visiting companies who bring children, young people or adults at risk as part of their production, performance or project team to have robust Safeguarding Policies and risk assessments in place and to provide appropriate Chaperones. In line with the H&S guidelines document that is to be issued to all visiting companies, assurance statements or compliance information to be sent to the Head of Learning & Engagement ahead of residencies/runs if productions or additional activities involve children or young people in our venues.

Head of Learning and Engagement to regularly liaise with the Directors of Learning at resident companies Opera North and Northern Ballet to ensure any updates or changes in our Safeguarding Policies are communicated effectively.

28.0 Responsibilities of Management Committees

The Lead DSL reports on safeguarding training compliance, concern reporting and monitoring, reviews and updates:

- quarterly to the H&S Officers Committee (cross departmental and venue for LHT)
- quarterly to the Property, H&S and Safeguarding Sub-Committee Board of Trustees

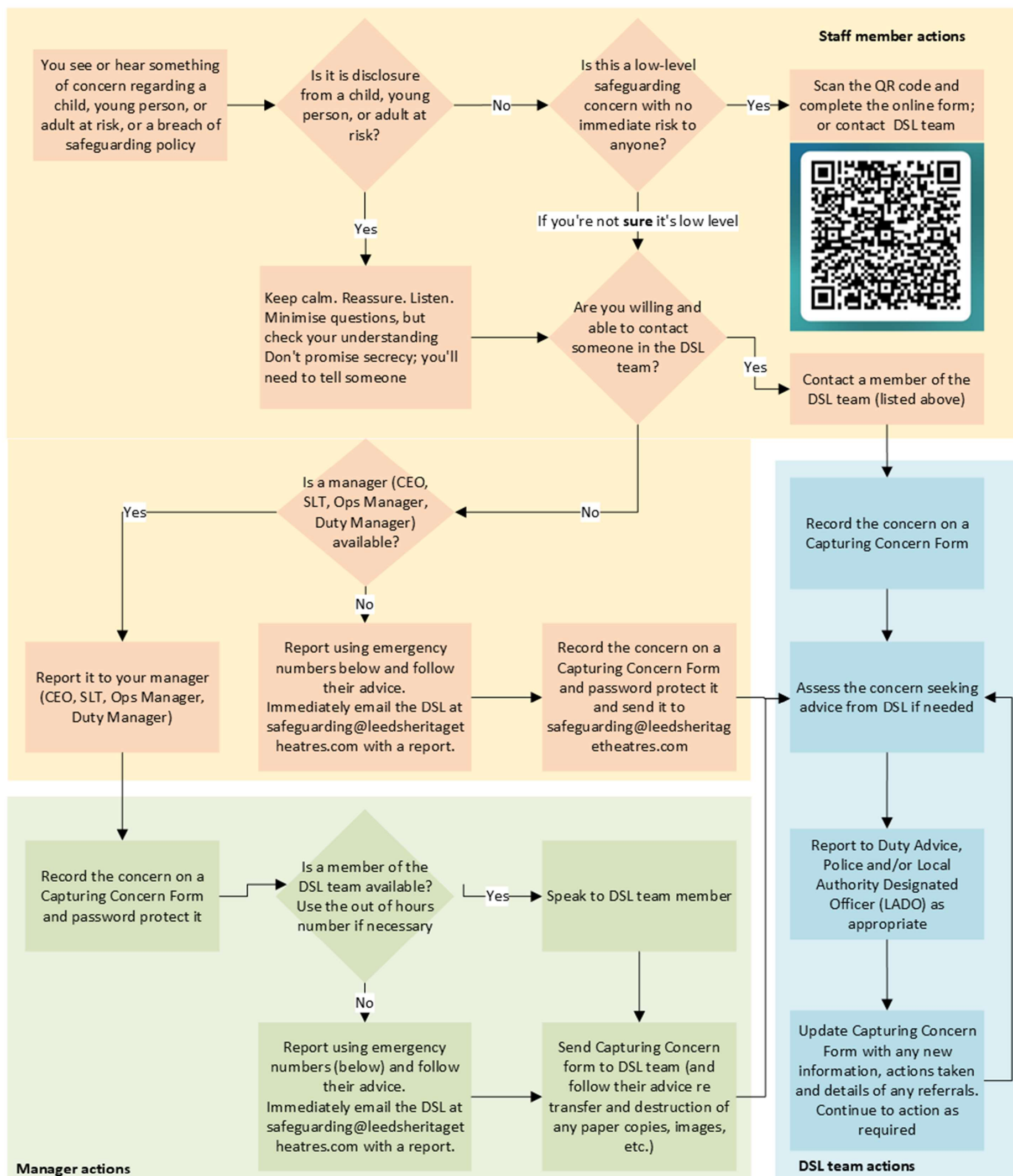
- Annually to the Full Board of Trustees as part of the Governance assurance statement

Annually the Safeguarding Policy and procedures are reviewed (or after any major incident) and every two years the Lead DSL completes Leeds Children Safeguarding Partnerships Organisational Safeguarding Assessment to help audit compliance with safeguarding procedures and practice in working with children, young people and adults at risk.

Appendix 1: Step by Step Safeguarding Guide for LHT Staff

Designated Safeguarding Lead (DSL) team

							
Catherine Hayward	Stephen Brennan	Ashley Pekri	Imogen Hinchliffe	Sarah Winstanley	Sylvia Barber	Mosa Mpetha	Wendy Cook
(Weds-Fri) 07547105118 (OUT OF HOURS) 07738267751	(Mon-Fri) 07547105119	@LGT/CVMH Radio Channel 1			@HPPH 0113 2784193 Radio Channel 3		@HPPH 07976853012
DSL	Deputy DSL	Associate DSLs (Theatre)			Associate DSLs (Cinema)		



In an **emergency** if general staff can't reach the DSL Team and you believe a child, young person or adult at risk is in immediate danger please report your concerns to the police on 999 **and** Social Services who will advise you further. The **emergency numbers** are:

- During office hours - 0113 222 4403 (Children's Social Work Service) or 0113 222 4401 (Adult Social Care Team)
- Out of hours – ring 999 (regarding a child) or 0113 3780644 (Adult Social Care Emergency Duty Team)

APPENDIX 2: Step by Step Safeguarding Guide for DSL Team

DSL TEAM

 Catherine Hayward Designated Safeguarding Lead (DSL) (Weds-Fri) 07547105118 (OUT OF HOURS) 07738267751	 Stephen Brennan Deputy Designated Safeguarding Lead (Deputy DSL) (Mon-Fri) 07547105119	 Ashley Pekri Associate Designated Safeguarding Officer (Associate DSL) @LGT/CVMH Radio Channel 1	 Imogen Hinchliffe Associate Designated Safeguarding Officer (Associate DSL) @LGT/CVMH Radio Channel 1	 Sarah Winstanley Associate Designated Safeguarding Officer (Associate DSL) @LGT/CVMH Radio Channel 1	 Sylvia Barber Associate Designated Safeguarding Officer (Associate DSL) @HPPH 0113 2784193 Radio Channel 3	 Mosa Mpetha Associate Designated Safeguarding Officer (Associate DSL) @HPPH 0113 2784193 Radio Channel 3	 Wendy Cook Associate Designated Safeguarding Officer (Associate DSL) @HPPH 07976853012
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Staff contacts you as the DSL Team member in the building or on call to report a concern or safeguarding incident to you.

You are concerned about a child/adult at risk or they disclose anything to YOU

Attend the incident if you are in the building and speak directly with the young person or adult at risk to assess what support they might need:

- Listen, reassure
- Keep questions to a minimum but ensure you've understood what they're saying
- Don't promise to keep secrets, inform them that you may need to seek further advice from the Lead DSL, their parent/carer, Early Help, the Duty and Advice Team and/or the Police, as appropriate.
- **For a child/young person** inform the parents/legal guardian of your concern and/or seek consent to make a referral to Early Help or Duty and Advice *unless doing so would put the child at risk*.
- **For an adult at risk** seek their consent to make a referral to the Duty and Advice Team, Crisis Team and/or the police as appropriate.

If you are on call, advise the manager on site dealing with the concern with the actions to take.

If the child/young person or adult at risk is at **immediate risk of harm** ring the police.

Seek advice from the Duty and Advice Team to discuss your concern before a potential referral.

If the child/young person/adult at risk is **not at immediate risk** of harm, the **enquiry could be made on the next working day**.

If you are **unsure** if the child/young person or adult at risk is suffering from **significant harm**, **contact the Lead DSL or Deputy DSL** for advice.

Use the cause for concern form to help you capture all the relevant details needed to seek further advice or make a referral to Duty and Advise Team or call the police if they are at risk of immediate/significant harm.

Password protect the cause for concern form and save in the Learning Safeguarding reports folder area on 365. Alert the Lead DSL immediately (or Deputy in the Lead's absence) of the incident and actions you have taken (ring or what's app but seek confirmation the alert has been received).

Contact numbers for DSL Team to report concerns or make a referral:

If you believe a child, young person or adult at risk is in immediate danger please report your concerns to **the police on 999** and **Social Services** who will advise you further:

- During office hours (9-5pm) - 0113 3760336 option 4 (**Children's Social Work Service Duty & Advice Team**) or 0113 222 4401 (**Adult Social Services**)
- Out of hours (evenings, weekends and bank holidays) – 0113 5350600 (**Children's Emergency Duty Team**) or 0113 3780644 (**Adult Social Services for referrals/disclosures**) or 0800 1831485 (**Single Point of Access for urgent advice and crisis line including mental health**)
- If the child/young person/adult at risk is in immediate danger ring 999

If you have had to contact the police or social services, please immediately report that you have done so to the Lead DSL. In the Lead DSL's absence please report to the Deputy DSL.

APPENDIX 3: Capturing a Safeguarding concern, disclosure or allegation

Please complete this form to ensure any concerns, disclosures or allegations are fully documented and return it to the DSL Team who will consider whether a referral to the Children's or Adult's Duty and Advice Teams, LADO and/or emergency services is appropriate.

If an allegation has been made about a DSL Team member, please report to the Lead DSL. If the allegation is against the Lead DSL, please report to the Deputy DSL who will liaise with the Lead Trustee for Safeguarding.

In an emergency if general staff can't reach the DSL Team and you believe a child, young person or adult at risk is in **immediate danger** please report your concerns to **the police on 999** and **Social Services** who will advise you further:

- a. During office hours - 0113 222 4403 (**Children's Social Work Service**) or 0113 222 4401 (**Adult Social Care Team**)
- b. Out of hours – ring 999 (regarding a child) or 0113 3780644 (**Adult Social Care Emergency Duty Team**)

If you have had to contact the police or social services please immediately report that you have done so to the DSL by emailing safeguarding@leedsheritagetheatres.com to flag that you have taken action so that it can be followed up. Please note – this email is not to report concerns, but to report action you have taken in the absence of the DSL Team.

Information about you	
Your name:	Position:
Date of first reporting concern:	Time of first reporting concern:
Signature:	Date of completing form:
Information about the child/young person or adult at risk you are concerned about	
Name:	
Date of birth/age (if known):	
Other useful information eg first language, disability, religion, ethnicity:	
Location of where abuse is suspected to have occurred if relevant:	
Information about parent/carer (if known)	
Name:	
Home address:	
Contact number:	
Information about the concern, disclosure or allegation	
Are you reporting your concern or somebody else's?	
Are you documenting a concern, disclosure or allegation:	
<p>Can you describe what you are concerned about? (include times, dates, specific incidents, physical signs, behavioural signs etc</p>	

If a **disclosure** has been made, please record exactly what the child, young person or adult at risk said in their own words and what questions you asked e.g. when, where, what:

If an **allegation** has been made, please record exactly what has been alleged including as much detail as possible in terms of times, dates, places:

Have you spoken to the child, young person or adult at risk directly?

If so please detail the conversation:

Have you spoken to the parent/carer of the child, young person or adult at risk directly?

If so please detail the conversation:

Please indicate who you have spoken to for further advice eg:

- Manager
- LHT DSL Team
- Children's or Adult's Services Duty and Advice Teams
- LADO
- Police

Please provide further details for all the discussion you've had eg for each conversation:

- **Date:**
- **Time:**
- **Name of the person you spoke to:**
- **Advice received:**

To be completed by the Lead DSL or Deputy DSL overseeing safeguarding concerns

Please detail what review has taken place of the concern, disclosure or allegation and whether you have made a report to Children's/Adult's Social Services, LADO or the Police:

Follow up action required:

Has the incident been recorded on the safeguarding log?

Signed:

Date:

APPENDIX 4: Learning Activities Compliance Check List for Safeguarding Assurances

For Learning Team to complete

Name of Activity:

Regular Repeated Activity/Bespoke Project Work **[Delete]**

Check	Yes/No (please give further detail and if no please state why)	Date	Signed
<p>Have you done a risk assessment for your activity?</p> <p>OR</p> <p>For standard tours and workshops have you read the standard risk assessment to check it applies and completed a visual check before visitors arrive?</p>			
Have you identified any access needs and if so do you have a Personal Emergency Evacuation Plan (PEEP) in place?			
<p>Do you have the appropriate staff ratios in place for the activity (please tick):</p> <p>1:3 for 0-2yr olds <input type="checkbox"/></p> <p>1:4 for 2-4yr olds <input type="checkbox"/></p> <p>1:6 for 4-8yr olds <input type="checkbox"/></p> <p>1:8 for 9-12yr olds <input type="checkbox"/></p> <p>1:10 for 13-18yr olds <input type="checkbox"/></p>			
<p>Do you need chaperones for your activity or performance licenses?</p> <p>If so, please list allocated chaperone(s)</p>			
Have you agreed the named first aider for activity If so, please state.			
<p>Do you need to keep hold of emergency contact details of participants?</p> <p>If so, are you holding the data appropriately to ensure GDPR compliance? eg on your person for duration of session and then locked away etc? (please detail)</p>			
Have you identified any safeguarding risks/concerns that might arise, or you'd like to discuss ahead of the activity (please detail)	If yes please state date of discussion with Lead or Deputy DSL:		
<p>For Lead or Deputy DSL to complete:</p> <p>Are there are actions to follow up before the activity?</p>			



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Appendix 5 of Safeguarding Policy

Safeguarding Agreement for photographers/film makers working with Leeds Heritage Theatres Learning & Engagement Programme

Leeds Heritage Theatres works with children and adults at risk as part of its activities and events. Images, videos and sound recordings of participants and audiences taking part in Learning & Engagement activities both at our venues and off site are made, where consent has been granted, as a means to publicise the work of our charity. Such material is used by our team and well as selectively by our funders in print, on our websites and via social media channels.

The purpose of this document is to:

- Protect children and adults at risk who take part in Leeds Heritage Theatre's activities and events, particularly where photos and film footage may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.
- This agreement applies to all Leeds Heritage Theatre's commissioned freelancers, staff and volunteers who have been given permission to photograph or film activities/events.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our participants, provide a record of our activities and raise awareness of our charity. It can also help new audiences and participants visualise how they might engage with us in the future.
- the welfare of the children, young people and adults at risk taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children and adults at risk is only meaningful when both the subject and their parents and/or carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children, adults at risk online.

Leeds Heritage Theatres will:

- provide a brief for the Photographer/film maker and where appropriate will discuss and agree any fees in advance, prior to the work commencing.
- confirm that copyright remains with the photographer/film maker but that Leeds Heritage Theatres will have full use of the commissioned photographs, for any lawful purpose, in perpetuity, including in the context of co-productions with third parties.



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- Ensure formal written consent is obtained from parents/carers or the relevant school for the use of all child images, videos and sound recordings.
- Ensure, if working with adults at risk, formal written consent is obtained from the adults themselves unless they don't have capacity, in which case this consent can be sought from their legal carer.
- Ensure consent forms detail the planned use of such images, videos and sound recordings.
- Ensure images, videos and sound recordings are stored clearly detailing the date taken, omitting personal information such as surnames, addresses, contact details, ages etc
- Ensure images are used for a maximum of 5 years and then no longer used in further marketing material. Images will be retained in our archives after 5yrs if consent given
- **Not** permit inappropriate images to be taken or used
- Ensure freelancers commissioned by the Learning & Engagement Team (such as the Youth Theatre's Artistic team), using film as a teaching aid will always inform children of the reason for filming and will use Leeds Heritage Theatre's equipment where possible unless additional consent has been sought and given directly by parent/carers.

Photographer/film maker will:

- confirm with your lead contact from Leeds Heritage Theatre's whether there are any children, young people or adults at risk in the group that do not have consent to be included in images, videos and sound recordings. If this is the case, they will be identified to you in a subtle manner such as use of a sticker for example.
- Ensure that you are always accompanied by a member of the Leeds Heritage Theatres team whilst taking images, videos, sound recordings of activities/events and will not at any point have lone access to children, young people or adults at risk.
- wear clear identification or a visitors' badge whilst working on the shoot.
- **NOT** carry out photo/video shoots of Leeds Heritage Theatres participants outside of the agreed sessions and never in your home.
- Ensure that if you are photographing/filming a public event, signage is displayed around the venue. If anyone expresses a desire not to be included, you will follow their wishes and delete any photos where they are captured.
- Ensure that images, videos and sound recordings will be stored securely in the publication system and in line with media law where applicable, or if freelance in a suitably secure password protected area and deleted once the project is completed (unless prior written permission is given by Leeds Heritage Theatres for any images to be used by the photographers/filmmakers for portfolio examples).
- **NOT** use images, videos and sound recordings for resale to any third parties or publish them anywhere other than on platforms specifically agreed with Leeds Heritage Theatres.
- produce the commissioned photographs during the agreed terms with your contact from Leeds Heritage Theatres.
- Where applicable in return for your fee, grant to Leeds Heritage Theatres, on an exclusive basis, all rights to reproduce the images, footage, sound recordings in



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marketing, press and editorial output and Leeds Heritage Theatres agrees to credit the photographer/film maker (as stipulated by the photographer/film maker) whenever and wherever the images are used.

Any suspicious, inappropriate or intrusive behaviour will be reported in accordance with Leeds Heritage Theatre's Safeguarding reporting procedures, detailed in our Safeguarding Policy (available on request).

Similarly, if you have any safeguarding concerns whilst working on our commissions, please seek additional advice and report to the Designated Safeguarding Team as detailed in the step-by-step guide.

For and on behalf Leeds Heritage Theatres:

Signature:

Print Name:

Date:

Accepted, agreed and signed on behalf of the Photographer:

Signature:

Print Name:

Date:

For rolling commissions, agreement will be sought and signed for on an annual basis.



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Appendix 6 of safeguarding Policy

Participant Code of Conduct For online activities

Online Workshop

Attendees are expected to:

- Listen carefully to direction and task setting.
- Maintain focus and concentration.
- Respect and take other people's ideas seriously.
- Always treat others with respect, regardless of their gender, ethnic origin, disability, age, religion or belief, sexual orientation, or for any other unfair reason.
- All conversations should be appropriate. Do not use language that may embarrass or demoralise others.
- Take risks in a supportive atmosphere by trying new ideas or techniques.
- Give constructive and balanced criticism.
- Have FUN.

Workshop Practicalities

- Be prompt. The session will start on time! Don't get left behind.
- Chose a neutral background/ blur your background.
- Wear appropriate clothing.
- Do not send private messages – where possible the session leader will turn this function off.
- Do not invite people into the session who should not be on screen. Be in a space where your parent/ carer can hear the session but is not included in it eg. Have your bedroom door open.
- Let us know in advance if you know that you'll be late for a session or need to leave early.
- Do not share personal information in the chat.

- Do not take screenshots or pictures of the activity. If the session leader does so, they will tell you before they do, and only if we have appropriate photo permission.
- There will always be at least two members of LHT staff on the session. You will never be placed in a 1:1 situation.

Messaging groups (eg. WhatsApp)

Members are expected to:

- Only use the group for content relevant to the activity
- Respect and take other people's ideas seriously.
- Always treat others with respect, regardless of their gender, ethnic origin, disability, age, religion or belief, sexual orientation, or for any other unfair reason.
- NOT use language that may embarrass or demoralise others.

Workshop Practicalities

- The chat will be monitored by two members of LHT staff- they will be identified to you when the group is setup.
- The chat cannot be monitored 24 hours a day but will be checked at least once a day in the week.
- Do not send private messages – where possible the session leader will turn this function off.
- During holidays or extended breaks between sessions the chat will be locked so that messages cannot be sent.
- Do not share personal information in the chat.
- Do not take screenshots or pictures of the activity.
- Do not share information in the group beyond the group itself.
- Any inappropriate content will be reported and then deleted and people may be removed from the group.

Disciplinary Procedures

- If your behaviour is disruptive or inappropriate, you will be given three warnings.
- If your behaviour remains disruptive, we will remove you from the session.
- If you are removed from the session, we will follow up with a phone call to your parent/ carer explaining why we have done this.

If your behaviour, language or content you share is deemed inappropriate, contact will be made with your parent/carers immediately.

If at any time you or your parent/carers wish to discuss anything, please contact learning@leedsheritage theatres.com or ring 07738 267757.