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# **Child Protection and Safeguarding Policy 2023**

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Guidance and  
Procedures

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Collective Acting Studio



# Collective Youth Academy - Aims

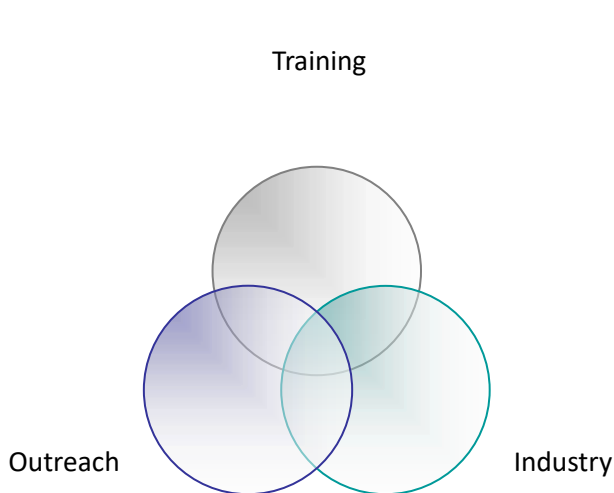
The Collective Youth Academy exists as an extension of the Collective acting studio. It is a resource to support young people aged 11-18 with acting skills. Our current mission is to be the leading provider of actor-training in the U.K. for students from underrepresented groups. We know if we help to amplify these fresh, new voices this can help rebalance our society – as artists change the world. The Youth Academy following the goal of offering an accessible and relevant venue for the development of both artistic interests and opportunities for lifelong learning, this space aims to provide both.

As part of the Collective Youth Academy you will take part in classes, workshops and performances directed by leading industry professionals alongside other talented, likeminded young people ... just like you. Classes and performance projects teach you how to act for both stage and screen.

Based in Stratford, East London at the prestigious Theatre Royal Stratford East, the Youth Academy runs each Saturday during term time. We believe that learning to act should be a transformational, life-changing experience. For us, part of that process is ensuring that our young people learn in an inspirational environment. So we are delighted that the Collective Youth Academy has been welcomed to the amazing new Youth Zone at Theatre Royal Stratford East situated in the heart of Stratford, East London.

With access to state-of-the-art rehearsal studios and performance spaces we provide a welcoming learning environment for our young people that truly uplifts and inspires.

From improvisation, Voice sessions and physical theatre, to the spoken-word, the vibrant Youth Academy programme offers young people a deeper engagement within the arts, Working with tutors who are specialists in their particular fields. Our programmes focus on three main "areas" that enhance skill growth and advancement:



## Outreach

Engagement programmes are a variety of outreach activities designed to attract young people who may not have had access to acting training . By supporting selfexpression, we hope to boost an individual's self-esteem and selfconfidence through the customization of relevant, safe, and positive activities.

## Training

These are areas of Collective's programmes that inspire excellence, cultivate passions, and further their performing and arts interests. Young people are in charge of certain aspects of the programmes and make decisions that encourage experimentation and expand their creative experience. Such programmes are all-inclusive and viewed as supporting our participation and engagement initiatives.

## **Industry**

With an emphasis on employability and preparing youth for employment in the creative sectors. We exhibit the work of youth to parents in an effort to enhance parental involvement. We believe this alters the unfavourable perception of artistic careers. To promote the work of our youth, we will exhibit it to the greatest number of industry professionals feasible.

# **Child Protection and Safeguarding Policy Statement**

Collective Youth Academy is committed to ensuring the safety of all young people who participate in or attend Collective programmes. By safeguarding them from neglect, physical, sexual, and emotional violence, their well-being is a top priority. The child protection policy of the Collective Youth Academy applies to all young people, regardless of gender, race, disability, sexual orientation, or religion. Consequently, references to children should also be understood to refer to adolescents where applicable. Adults that access Collective Youth Academy are governed by a distinct set of policies.

This policy is fundamental to Collective's goals and objectives and has been approved by Collective Acting Studio's Director, Paul Harvard.

This policy will be evaluated each year.

## **Objective of the Policy**

Particularly, Collective's approach to the protection of children and young people is based on the principles recognised in the Children Acts of 1989 and 2004 and the Statutory Guidance contained in "Working Together to Safeguard Children" (2015, Department of Health). In specifically, Collective Acting Youth Academy seeks to promote the five goals identified by law as crucial to the well-being of children and adolescents:

- Being Healthy - having good physical and mental health and living a healthy lifestyle
- Staying Safe - being protected from harm and neglect and growing up able to look after themselves
- Enjoying and Achieving - making the most of life and gaining the skills for adulthood
- Making a positive contribution - being involved with the community and society and not engaging in anti-social or offending behaviour

Collective Acting Studio Youth Academy is dedicated to ensuring that all children have the chance to participate in activities securely, regardless of race, colour, national or ethnic or social origin, race, handicap, gender, sexual orientation, gender reassignment, marriage & civil partnership, pregnancy & maternity, age, religion/ belief, or political/ other personal opinions.

In addition, Collective believes that working in conjunction with children, youth, their parents, guardians, and other agencies is essential to promote the welfare of young people.

## **Who is the policy applicable to?**

All individuals who work with or on behalf of children have a duty to safeguard them.

The Designated Lead for Safeguarding, often known as the "Child Protection Officer," is responsible for ensuring that Collective Youth Academy adheres to all of the processes described in this policy and that all personnel (including temporary staff and volunteers) are aware of this policy. Joseph Junkere, the Youth Academy Manager at Collective Youth Academy, is the Designated Lead for safeguarding.

Contact details: E: youthacademy@collectiveactingstudio.co.uk M: 07469973529

All staff and volunteers will actively adhere to and support this policy, as well as its supporting instructions and procedures (described below). When joining the Collective Youth Academy, all staff and volunteers will get training on the organization's child protection policy, guidelines, and processes. After undergoing such training, all workers and volunteers will sign a declaration stating that they understand their legal and moral obligation to safeguard children and adolescents from injury, abuse, and exploitation; and that they have read, comprehended, and will adhere to this policy.

### **Project Planning**

Planning should ensure that all children should be adequately supervised and engaged in suitable activities at all times.

- Organisers must seek parental permission in writing for youngsters to participate in an organised initiative. The purchase of a ticket or reservation of a spot on a project is regarded to provide such consent. This information appears on the registration form.
- Parents, guardians, or a "designated adult" should be provided with comprehensive information about a project, including the event schedule, activities, and supervision ratios.

### **Supervision**

Supervision

- Generally, ratios adhere to NSPCC recommendations\*: • 4 to 8 years: 1 adult to 6 children;
- 9 to 12 years: 1 adult to 8 children; • 13 to 18 years: 1 adult to 10 children.

\*This is dependent upon the nature of the activity and the specific needs of the young people involved.

### **Risk assessment**

Risk assessment and risk management should be performed on every project, with as many project stakeholders as possible participating. These are authorised by the manager of the Youth Academy.

### **Photographic/videoing procedures**

- Collective Youth Academy refrains from including the names of children in photo captions. If the youngster is identified, a photograph should not be used. If the photograph is utilised, do not identify the youngster. Avoid sharing personal information about children that could be used to learn more about them.
- Always use a parental or guardian permission form to acquire approval before photographing or filming a youngster. This is included on the user registration form.
- Obtain the child's consent before using their image.

- Ensure that any filming conducted by young people at Collective Youth Academy is authorised and, if not, deleted promptly.
- Ensure that any filming conducted by young people at Collective Youth Academy is authorised and, if not, deleted promptly.
- Filming and photography conducted by any partnering agency at Collective must have Collective Acting Studio permission before being posted online.

### **Compliance with GDPR and data protection**

- Parents, guardians, and designated persons are informed of the data collected about them and their children by Collective. This information about Data is kept securely and privately
- Parents, carers, and named people are informed that they can request the deletion of their data if they no longer wish to use our services.

Further guidance can be found at:

- [www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)
- [www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children](http://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children) • <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/>

Youth Zone Stratford rents and leases.

This policy also applies to people and organisations that rent Stratford Youth Zone.

### **Procedures**

This child protection policy and its supporting processes shall be communicated to all Collective Youth Academy employees, volunteers, and guests. When a child or youth discloses a problem, the following guidance is provided.

Never promise a young person that a disclosure would remain private. Always ensure that the individual is aware of your obligation to provide information if they disclose potentially harmful information. Specifically, remember the "3 Rs":

- Reassure — reassure the youngster that it was appropriate to speak, but refrain from making false promises.
- React - react suitably to the worries
- Report - Report all concerns/incidents immediately (on the same business day) to the Designated Lead for Safeguarding by completing Collective's Incident Reporting form.

Notwithstanding the above, all information given or disclosures made by children and young persons should be kept strictly confidential from everybody except to the extent that concerns and incidents should be reported to the Designated Lead for Safeguarding.

Please note that only authorised authorities may examine child abuse concerns. These include law enforcement, social services, and the NSPCC. Although it is possible to ask youngsters straightforward, non-leading questions about any suspicions, additional investigation should not be conducted.

Who is responsible for the child protection and safeguarding policy at Collective Acting Studio

Joseph Junkere , (Youth Academy Manager who will be responsible for monitoring and implementing this policy and its associated processes and advice) is the Designated Lead for Safeguarding, to whom all incidents/suspicious should be reported immediately. In his absence, contact the deputy safeguarding lead ( Youth Academy Assistant)

Joseph Junkere, the Youth Academy Manager at Collective Youth Academy, is the Designated Lead for safeguarding.

Contact details: E: youthacademy@collectiveactingstudio.co.uk

M: 07469973529

The Designated Lead for Safeguarding shall respond appropriately to any reported incidents/allegations, including alerting the local authority child protection team and/or police and/or any other relevant authority without delay. All incidents/allegations must be completely documented and preserved safely, securely, and separately from children's and adolescents' identifiable information.

In addition to reporting annually to the board, the Designated Lead for Safeguarding is required to do so if serious incidents occur.

#### **DBS (Disclosure and Barring Service) screenings.**

All Collective staff must undergo a Disclosure and Barring Service (DBS) police check before commencing working with young people. Volunteers without a DBS check must be supervised at all times by a staff member with a DBS check. While the DBS is being processed, staff and volunteers must not be left alone or unsupervised with a young child. Collective will initiate the DBS renewal/recertification process three months before to the expiration date of the individual DBS certificate. There is no official expiration date on a DBS Check, Collective conducts checks every two years from the date of issuance and encourages individuals to subscribe to the online update service.

**This Child Protection and Safeguarding Policy will be evaluated on an annual basis. The subsequent review date is July 2023.**

## **Sections/ Guidance**

1. **Section 1 Definitions** – what is a child/young person? –
2. **Section 2** How to recognise and respond to suspicions of abuse/neglect
3. **Section 3** Procedures for recording incidents / allegations against staff
4. **Section 4** Safe recruitment procedures: employees and volunteers (DBS checking and references)
5. **Section 5** Complaints procedure and best practice guidelines/code of behaviour for all staff and volunteers
6. **Section 6** Photography policy (registration form)
7. **Section 7** Information sharing arrangements. How does data protection affect disclosure? –
8. **Section 8** Preventing extremism and radicalisation
9. **Section 9** Youth Academy Trips Safety

## Chapter 1: Definitions

The law (Children Act of 1989) defines a child as anyone younger than their 18th birthday. Therefore, child protection laws and guidelines only apply to users of Collective services up to that age. A separate policy applies to adults.

The Collective Youth Academy Safeguarding and Child Protection Policy is based on the principles recognised in the Children's Acts of 1989 and 2004 as well as the legislative guidelines included in "Working Together to Safeguard Children" (the guidance is subject to review in 2015).

These are descriptions of many types of Abuse.

**Physical Abuse** may consist of beating, shaking, tossing, poisoning, burning or scorching, drowning, smothering, or inflicting other bodily harm on a kid. A parent or caretaker may also cause physical injury to a child if they manufacture disease symptoms or induce illness on purpose.

**Emotional Abuse** is the repeated emotional abuse of a kid that causes serious and long-lasting harm to the child's emotional development. It may involve communicating to the child that he or she is worthless or unwanted, insufficient, or valued solely to the extent that he or she meets the requirements of another.

- Children may be subjected to age or developmentally inappropriate demands. These may include interactions that are beyond the kid's developmental capacity, or on the other hand, overprotection, limited exploration of learning, or preventing the child from engaging in typical social engagement.
- exposing children to witnessing or hearing the mistreatment of another;
- severe bullying that causes children to frequently feel fearful or in danger; or • the exploitation or corruption of youngsters.

Emotional abuse is a component of all forms of child maltreatment; yet, it can also occur independently.

**Sexual Abuse** is the coercion or enticement of a child or adolescent to engage in sexual activities, including prostitution, regardless of the kid's awareness. The actions may involve sexual contact, such as penetrative (e.g., rape, buggery, or oral sex) or non-penetrating acts (e.g., oral sex). They may involve non-contact activities such as youngsters viewing or creating sexual images online, watching sexual behaviours, or being encouraged to engage in sexually improper behaviour.

**Neglect** is the repeated failure to address a child's basic physical and/or psychological needs, which is likely to have severe consequences for the child's health or development. Abandonment can possible during pregnancy (for example, as a result of maternal substance abuse). After the birth of a child, a parent may fail to:

- Provide sufficient food, clothing, and housing (including exclusion from home or abandonment)
- Protect a child from physical and emotional injury or risk;
- Ensure that the youngster is adequately supervised (including the use of inadequate care givers)
- Ensure appropriate access to medical care or treatment; or
- Respond to a child's fundamental emotional needs.



## Chapter 2: Recognizing Abuse

Abuse and neglect are types of maltreatment; a person may abuse or neglect a child by causing harm or by neglecting to prevent harm. Abuse of children and adolescents may occur in a family, institution, or community setting, and may be perpetrated by known individuals or, less frequently, by strangers. It should be noted that this might even occur within Collective Hall by another staff member or volunteer.

Staff and volunteers are not expected to have expertise in child protection. Nonetheless, there are a variety of instances in which staff or volunteers may suspect that a child or adolescent has been or is being abused:

- They may disclose abuse they have experienced;
- A third party, relative, carer, another young person, other professionals, or neighbour raises concerns;
- A child or young person's appearance, behaviour, play, drawing, or statements raise suspicions of abuse and/or neglect;
- A child or young person reports an incident of alleged abuse that occurred some time ago; or
- A report is made about the serious misconduct of a worker towards a child.

Observing some of the following indicators may also cause employees or volunteers to be worried. However, many children and adolescents will exhibit some of these behaviours at some point, and the appearance of one or more should not be considered proof of abuse. There may be other reasons for changes in behaviour, such as death or a family crisis, and the staff's or volunteer's familiarity with a young person over time may help them determine whether there is cause for concern.

### Possible indicators of physical abuse

- An odd bruise or injury, such as on an area of the body that is not generally prone to such injuries, such as the cheeks.
- Injuries that demand medical attention but have not received it.
- Burns from cigarettes or biting marks.
- Changes in behaviour, either gradually or abruptly, that are unexplained, such as becoming aggressive, quiet, or withdrawn.
- Fleeing from the house.
- Absence from school, activities, or projects.

### Possible indicators of sexual abuse

- Reluctance to change clothes or to don long sleeves during warm weather.
- The adolescent appears to lack trust in individuals with whom you would normally expect them to have or have had a close relationship, such as parents, carers, and staff.
- The youth is deterred from interacting with others or unable to make friends.
- The teenager getting unemployed

Potential indicators of neglect: typically unclean or untidy.

- Changes in dietary habits.
- The adolescent is developing an irregular sleeping pattern.
- The adolescent commits or attempts self-harm.
- Age-inappropriate conduct.

The above list is not exhaustive.

All Designated Lead for Safeguarding will have a copy of and should follow the guidance set out in *What To Do If You Are Worried a Child Is Being Abused* (2015).

The government established the guidance to assist practitioners in safeguarding and promoting the welfare of children and adolescents, including the legal problems surrounding information sharing.

### **Chapter 3: Collective child Abuse Procedure**

How to recognise and respond to abuse/neglect suspicions

#### **Roles and responsibilities**

Identifying and responding to abuse can be challenging tasks. Staff and volunteers, on the other hand, must disclose any issues they have or that are brought to their knowledge. Joseph Junkere, the Lead for Safeguarding, is available to discuss any concerns you may have any pressing or urgent concerns outside of Joseph's office hours, please Request support or protection of a child and MASH consultation line

020 3373 4600 during office hours (Monday to Thursday, 9am to 5.15pm or Friday 9am to 5.00pm)  
020 8430 2000 at any other time and if the referral is urgent.

If you have any pressing or urgent concerns outside of Joseph's office hours, please request support or protection of a child and MASH consultation line If you are worried that a child you know is at risk of serious harm through abuse or neglect, you should tell us. However if you think a child is in immediate danger, phone the police immediately on 999.

Collective and its employees, and volunteers are not responsible for determining whether or not abuse or neglect is occurring. If there is cause for concern, it is the obligation of staff and volunteers to act so that the right agencies can investigate and take appropriate action.

Any suspicion, allegation, or occurrence of abuse involving a person younger than 18 must be reported on the same business day if it involves a member of staff or a volunteer. If the impacted young person is dissatisfied with the response they receive, they should be directed to the complaints channel (see section 6).

The technique outlined below applies to everyone:

#### **The 3 Rs:**

1. Reassure - reassure the youngster that it was appropriate to speak, but refrain from making false promises.
- Respond - respond correctly to the issues, and
3. Report - Report immediately (on the same business day) any concerns or incidents to the Designated Safeguarding Lead.

**In addition to the above:**

Inform the young person that you cannot maintain the confidentiality of the revealed information and that you must send along information that may be detrimental to them.

1. Tell the young kid that they did the right thing by informing someone.
2. Explain that you will/may have to share the information with someone who can provide support and assistance if you believe that the young person is at a high risk of harm.
3. Assure them that the information will not be shared with their peers and will only be shared with those who have an absolute need to know it.
4. Permit the young person to speak uninterruptedly. Accept what they say and refrain from explicitly challenging them. Do not ask leading questions, as doing so could render a future case invalid.
5. Do not ask leading questions, as doing so could render a future case invalid. Instead, offer open-ended inquiries such as "Is there anything else you'd like to say?" or just respond "yes" to comments.
6. Try to reduce feelings of guilt and loneliness, but refrain from passing judgement.
7. Specify who you will be required to share the information with and why. In a kid protection issue, you are required to take this step regardless of their approval.
8. Never actively provide counselling help or arrange to contact the young person outside of Collective.
9. Never actively provide counselling help or arrange to contact the young person outside of Collective. Explain that you are not an expert in the area of concern and that you will need to connect them with someone who can provide assistance.
10. Report all occurrences and allegations to the Designated Safeguarding Officer.
11. Under no circumstances should you conceal evidence that a kid has been mistreated or is being abused.
12. The Designated Safeguarding Lead will seek guidance from the appropriate Children and social care agency.
13. The Designated Lead for Safeguarding will request that you create a written record of the incident/allegation, detailing the time, location, people present, conversation with the young person, and subsequent actions. Include assertions and observations, but not opinions or assumptions, in your written record.
14. The Designated Lead for Safeguarding will provide you with the opportunity to discuss your reactions to events and will attempt to provide any additional help you may require as a result of the events.

### **1998 Data Protection Act**

It is essential that all documents developed in the course of managing child protection problems are adequately created, handled, and protected. Personal information generated by such records must comply with the Data Protection Act of 1998 by being:

- Adequate, relevant and not excessive
- Accurate; and
- Not kept longer than necessary.

In any circumstance, an accurate record must be maintained and signed by the individual making the statement. For further information on the Data Protection Act of 1998 and its implications, please visit [www.ico.gov.uk](http://www.ico.gov.uk) for a free information brochure.

## Allegations against staff or volunteers who work with children

1.1 This local procedure outlines arrangements for responding to allegations made against professionals working in Newham. This should be read in conjunction with Chapter 7 “Allegations against staff or volunteers, who work with children” of the LSCB London Child Protection Procedures 2014.

[http://www.londoncp.co.uk/chapters/alleg\\_staff.html](http://www.londoncp.co.uk/chapters/alleg_staff.html)

### 2. Receiving initial referrals / enquiries

2.1 Referrals are made by emailing [lado@newham.gov.uk](mailto:lado@newham.gov.uk) or If you need to consult with the Newham LADO Service, please contact Nick Pratt or Alex Mihiu on: Telephone: 0203 3733803 / 0203 3736706

2.2 Initial referrals will be taken on by the LADO or Safeguarding Duty Child Protection Chair (CPC) when they are not available. **Any suspected immediate risk to any child or children should be responded to immediately and the case referred to the First Access Screening Team (FAST) on 020 8356 4844.**

2.3 The LADO will offer advice as appropriate to the referrer as to immediate steps to take to safeguard a child/ren.

2.4 Appropriate referrals will be where any person who works with children, in connection with their employment or voluntary activity has:

- **Behaved in a way that has harmed a child, or may have harmed a child; • Possibly committed a criminal offence against a child;**
- **Behaved towards a child or children in a way that indicates they are unsuitable to work with children.**

2.5 In respect of jurisdiction, allegations will be dealt with by the Newham LADO where the **alleged incident took place within Newham, or where an allegation is made against an adult in their personal life and they work with children in Newham.**

All allegations, including historic allegations, will be responded to.

2.6 Some consultations may not reach the LADO criteria above in which case the employer should be advised to consider their own procedures and whether there is a matter of conduct that needs to be explored through an internal investigation or whether any other action may be required.

2.7 The LADO will make a decision within 1 working day with regards to whether:

- there should be no further action
- the employer should be advised to follow disciplinary procedures in consultation with their HR
- there should be an ‘Allegation against Professionals’ Meeting (formerly MPM) and / or there should be a s47 enquiry
- immediate suspension should be considered due to: cause to suspect a child has suffered or is likely to suffer significant harm; the allegation warrants investigation by the Police; or the allegation is so serious that it might be grounds for dismissal.

Only the employer has the power to suspend an employee and their decision should be in consultation with their HR department.

2 if suspension is not indicated, what action the employer will undertake to ensure safeguarding of all children pending the outcome of an investigation

### **3. Actions when LADO threshold is met**

3.1 If the threshold within the criteria above is met, the LADO will request written record be sent by the employing agency of the incident/ disclosure made including the date, time, and details of persons present and what was said.

3.2 The LADO will confirm with the referrer whether there are any previously known allegations against this member of staff and whether they work with children within any other organisation and whether they have children of their own who may need to be considered.

3.3 The referral details will be forwarded to either the allocated Social Work Unit for the child who has allegedly been harmed and/or the child/ren of the professional against whom the allegation has been made to FAST for allocation.

3.4 The Social Work Unit/ FAST will send an 87a to the Police and have a strategy discussion to confirm whether this will be a single or joint investigation. The LADO will confirm who should be invited to attend. Any delay in convening the Allegation against Professionals Meeting should not delay other key actions, such as s47 enquiries.

3.5 Discussions between the LADO and the employing organisation should confirm who within the employing organisation will inform the subject about whom the allegation has been made and what level of information can be shared (not usually the child's name at this stage).

3.6 Information will not be shared if this places a child at further risk or if sharing information at this stage is likely to impact upon a Police investigation. The subject should be advised to contact their professional association and/ or Union and consultation should be held with HR to consider support that may be available.

3.7 Where an allegation is made against an adult who works with both children and vulnerable adults, the LADO will make contact with the Safeguarding Adult Team to check whether the individual is known to them and to alert them to the concerns. If appropriate the Safeguarding Adult Team member should attend the Allegation against Professionals Meeting.

### **4. Allegation against Professionals Meetings**

4.1 An Allegation against Professionals Meeting should be convened within 3 working days of the referral and constitutes the Strategy Meeting in respect of the allegation. The meeting will consider the following:

1. Whether s47 enquiries are to be undertaken in cases where there is reasonable cause to suspect a child has suffered or is likely to suffer significant harm;
2. Whether parallel disciplinary processes should be initiated and if so at what stage
3. The current allegation in the context of any previous allegations or concerns
4. Planning of the investigation, allocation of tasks and timescales
5. What information that can be shared, with whom and when and any shielding of

CYPS or other agency records

6. The arrangements that are in place to protect the child/ren involved or affected (including children with whom the subject works and the subject's own children if aged under 18 years)
7. The support to be offered to the child/ren who have made an allegation
8. The support to be offered to the member of staff through the process of Investigation
9. Any other factors that may affect the management of the case e.g. media interest, managing confidentiality
10. Whether there are any measures that the employing agency needs to take to ensure that they have appropriate safe recruitment practices in place and that they provide a safe environment for children.
11. Whether a referral to the Disclosure and Barring Service is required.

4.2 It is vital that at all stages of the process that the person/ people responsible for communicating with the family is clearly identified and that they keep all parties informed of the progress of any internal or statutory investigation in relation to the allegation. Consideration will need to be given to the support that the child and family may need as a result of the allegation and through the process of investigation

4.3 The employer should keep the subject about whom the allegations have been made informed of the process and decisions. This should take place only if it does not put a child or children at further potential risk. Consideration will need to be given to support that the subject needs through the process of investigation including through HR, their professional body and/ or their union.

4.4 The management of some allegations will require more than one Allegation against Professionals Meeting. Subsequent meetings should be arranged preferably two weeks after the previous meeting, and up to four weeks in more complex cases. This will allow for further discussion to take place as soon as agreed actions have been completed. At the conclusion of the meeting, a recommendation will be made by the

LADO about the appropriate outcome to be recorded.

## **5. Attendance at Allegation against Professionals Meetings**

5.1 Attendees should include:

- The Designated Senior Manager of the employing organisation
- A representative from the HR section of the employing organisation
- A social worker from FAST or the allocated Social Work Unit
- CAIT
- Designated or named Safeguarding Children Health Professional when an allegation concerns a health agency professional/ worker
- Ofsted where the allegation concerns child care provision for children under the age of 8 or where the allegation is against a registered child-minder
- Supervising Social Worker and Manager of Newham's fostering service when an allegation is made against a foster carer (along with a representative of a fostering agency where the carer is employed by an Independent Fostering Agency)
- Those responsible for regulation and inspection where applicable (eg Ofsted, GMC, HCPC, CQC)

- Where a child is resident in another authority, representatives of relevant agencies in that area
- Complaints officer if the concern has arisen from a complaint

5.2 The Allegation against Professionals Meeting constitutes a strategy meeting for the case and therefore the subject and parents are not invited.

## 6. Decision making

6.1 The Final Allegation against Professionals Meeting will come to a conclusion as to whether the allegation was:

- 1) **Substantiated:** there is sufficient identifiable evidence to prove the allegation;
- 2) **False:** there is sufficient evidence to disprove the allegation;
- 3) **Malicious:** there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;
- 4) **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all of the circumstances
- 5) **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation; the term therefore does not imply guilt or innocence.

6.2 The attendees of the meeting should contribute to the decision making and action planning within each meeting and will contribute to the final decision making. Where there is any difference of opinion the LADO will make the final decision.

6.3 Any serious dispute regarding decisions that cannot be resolved however should be escalated to the Service Manager Safeguarding and Reviewing and managed as per the CHSCB Escalation Policy and consistent with Pan-London Child Protection Procedures.

6.4 At the conclusion of the process a letter should be sent to the subject of the investigation to advise them of the outcome. A decision will be made at the Allegation against Professionals Meeting as to who this letter will come from.

6.5 If the allegation is substantiated and either disciplinary procedures lead to the subject being dismissed from work and/ or if the Police investigation leads to a prosecution and conviction, the employer will make a referral to the Disclosure and Barring Service (DBS) for their consideration.

6.6 The Employer should update the LADO with the outcome if disciplinary procedures are started and should also confirm with the LADO when the referral to DBS has been submitted.

# Incident Reporting Form -Safeguarding.

## Staff/Volunteer Details:

Staff/Volunteer Name:

Role:

Date of Incident:

Time of incident:

Place/setting of incident:

Form submitted to:

Submission Date:

Staff Member/Volunteer Signature:

Designated Lead for Safeguarding Signature:

## Young person / vulnerable adult details:

Name: .....

Date of Birth: .....

Address: .....

Post Code: .....Phone: .....

School: .....

Social workers name and office (if known or applicable):

.....

.....

## Designated Lead for Safeguarding to Complete:

Action taken:

Date:

Signature:



## **Record of conversation or correspondence:**

Continue on additional sheet if necessary:

Note: Do not ask leading questions. Please state clear facts only.

## **Record of visible signs of abuse or neglect:**

Continue on additional sheet if necessary:

Note: please record any visible signs of abuse or neglect. Please state clear facts only.

## Section 4: SAFE RECRUITMENT PROCEDURES

Safe recruitment procedures for all staff/volunteers who may come into direct or indirect contact with children are an essential element of Collective Child Protection Policy.

### Application Form

All candidates for paid or unpaid work must complete Collective Youth Academy application form. The candidate's own CV is insufficient. Candidates are expected to provide information about:

- Identity, including current and former names, date and place of birth, current address and National Insurance number;
- Full-time or part-time secondary, tertiary and post-graduate education (including name of institution and dates of attendance);
- Academic and vocational qualifications (including awarding body and name of institution);
- All full-time and part-time employment since leaving secondary education with start and end-dates and reasons for leaving each job;
- Explanations for periods not in employment;
- Any family or close relationships or friendships with existing employees or employers (including trustees); and
- Details of any convictions, cautions or bind-overs including 'spent' or 'pending' items (with an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974) or confirmation that the applicant has no such items;

In addition, the candidate is required to provide either:

- Confirmation that the candidate is not and has not been:
  - (a) On List 99;
  - (b) Disqualified from work with children;
  - (c) Subject to sanctions imposed by the General Teaching Council or any other regulatory body;
  - (d) Subject to any child protection investigation

or

- Provide details of any such items.

The application form must also require the candidate to provide two referees who fulfil the requirements set out in the following section.

## References

- The candidate must provide the names of two referees. The referees must not be from the same organisation.
- One referee must be the candidate's current or most recent employer. Where that employment has only been for a short time, a reference should also be obtained from the previous employer.
- One reference (which may be the current or most recent employment reference) should be from employment involving direct or indirect access to children (where the candidate has had such a job).
- All references should be given on Collective request and to the satisfaction of the line manager or senior persons specifically for the job or role with Collective Youth Academy . General or open references are not acceptable.
- All references should be overseen and signed by a senior line-manager and remain on the applicants personnel file.

Referees should be asked to comment specifically on:

- (a) Any doubts as to the candidate's suitability to work with children with details of the reasons for any doubts or confirmation that no such doubts exist.
- (b) Any disciplinary investigations pending or concluded (with details of the outcome of any concluded investigations).
- (c) Any allegations relating to abuse, bullying, intimidation, malpractice or professional misconduct involving children, families, colleagues or other professionals.
- (d) Any gaps or uncertainties in a reference should be followed up by telephone.

### **Vetting: identity and qualifications**

- The candidate's identity should be verified by reference to the original of a photo record (passport or photo driving licence) and recent utility bill with current address as part of the DBS check process
- Copies of the documents should be taken and kept on the candidate's file.

### **Vetting: Disclosure and Barring Service**

- Enhanced DBS Disclosure must be obtained in respect of all candidates.
- A complete and satisfactory report from DBS must be obtained before any person works independently (without supervision) in any capacity which involves direct or indirect contact with children.
- A confirmation letter from Collective's DBS agent must be kept on the candidates file.
- Collective **must** notify the police if an application is received from any person who has been banned with working with children.
- Collective ensures that sensitive personal information, disclosed by the DBS is handled and stored appropriately and is kept for only as long as necessary.

## **Interview**

- Interviews must be face-to-face.
- Interviews should be conducted by two people either as a panel or in separate one-on-one sessions. Both interviewers should hold a current DBS check and / or one should have undertaken training that equips them to deal with safeguarding concerns and interview training.
- As well as considering the candidate's suitability for the job in question, the interview should explore the candidate's qualities with respect to safeguarding and promoting the welfare of children including:
  - (a) Motivation to work with children and young people;
  - (b) Ability to form and maintain appropriate relationships with children;
  - (c) Emotional resilience in working with challenging people and situations;
  - (d) Behaviour and attitudes in relation to authority and control; and
  - (e) Values and ethics in relation to children, safeguarding and child protection.

## **Post-appointment induction**

The following requirements apply to any recruits to any role, whether full-time or part-time and whether paid or voluntary:

- All appointments must be subject to an agreed probationary period of 6 months.
- All recruits should be provided with a written job/role description.
- All recruits shall be informed about the child protection policy and be given the opportunity to discuss its implications.
- All recruits must confirm their understanding of the child protection policy.

## **Section 5: Complaints Procedure**

All complaints regarding the welfare of children, young people and vulnerable adults are taken seriously and will be investigated by a full and timely process. In the first instance if a member of staff or volunteer is not satisfied about a decision that has been made regarding a child protection matter then a complaint should be made orally or in writing and addressed to the Designated Lead for Safeguarding:

Joseph Junkere— Designated Lead for Safeguarding  
Collective Acting Studio  
Stratford Youth Academy ,  
Theatre Square,  
London E15 1BX

In the event of an verbal complaint, the Designated Lead for Safeguarding shall prepare a written record of the complaint.

From this point:

- 1) The issue will be reviewed and you may be asked to attend an investigation based on the nature of the complaint.
- 2) The complaint will be raised and investigated with the board of trustees.

If you wish to make a complaint regarding the Designated Lead for Safeguarding's decision then you can address the letter to:

Paul Harvard  
Collective Director  
Stratford Youth Academy ,  
Theatre Square,  
London E15 1BX

## **Safeguarding Policy - Code of behaviour**

**All incidents/allegations of child abuse/neglect must be reported immediately (on the same working day) to the Designated Lead for Safeguarding on the standard Incident Reporting Form – Safeguarding.**

You must:

- Treat everyone with respect
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse immediately
- Set an example of good conduct you wish others to emulate
- Ensure that there is at least one other adult present whenever possible during activities with young people
- Always respect a young person's right to personal privacy and
- Set an example of good conduct you wish others to emulate
- Ensure that there is at least one other adult present whenever possible during activities with young people
- Always respect a young person's right to personal privacy
- Provide opportunities for young people to talk. Remember that others may misinterpret your behaviours, regardless of how well-intentioned they are • Recognize that additional care is essential when discussing delicate topics with young people; Follow Collectives protocols and guidelines.

You must not:

- Engage in inappropriate physical or verbal contact with minors
- Compromise your relationship of trust, such as by participating in a sexual (or platonic) connection between a leader and a young person, regardless of whether the young person is of consenting age. (Remember to be cordial without becoming their friend.)
- Contact or meet a young person outside of project/Collective session time (in person or via mobile/Personal Instagram or other communication channels)
- Permit abusive activities among young people (such as bullying)
- Play physical contact games (such as wrestling)

- Do not post images of the young people you work with at Collective on social media without permission from the organisation.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory comments or gestures, even in jest
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Allow yourself to be drawn into inappropriate attention-seeking behaviour
- Believe "it can't happen to me"

## Section 6: Youth Academy Registration form

Name.....

Address.....

Age.....

Date of Birth.....

Male/female/Other.....

Emergency contact name .....

Tel.no.....

Are you in:                      Full time employment

(Tick as appropriate) Part time employment

Full time education

Part time education

Ethnicity (tick as appropriate)

White British

Turkish

White European

Black Caribbean

Black African  Black

British Pakistani

Indian

Chinese

Other (please specify).....

**VERY IMPORTANT!! Do you have any special requirements we should know of (physical disability, allergies etc.) if yes, please list below**

.....

**Are you happy to be filmed or photographed and for these images to be used for publicity?**

**Yes**

**No**

By signing this form I agree to Collective holding information on the participant.

**PARENT/GUARDIAN SIGNATURE.....**

**NAME.....**

**Date: .....**

## **Section 7: Information sharing arrangements**

This following advice is taken from the Governmental document, What To Do If You Are Worried a Child Is Being Abused (Department of Health Publications, 2015).

The decision whether to disclose information may arise in various contexts. You may have a niggling concern about a child that might be allayed or confirmed if shared with another agency. You may be asked for information in connection with an assessment of a child's needs under s17 of the Children Act 1989 (as amended) or an enquiry under s47 of that Act or in connection with court proceedings. In all cases the main restrictions on disclosure of information are: common law duty of confidence; Human Rights Act 1998; Data Protection Act 1998.

Each of these has to be considered separately. Other statutory provisions may also be relevant and if unsure about your obligations, please contact Eira Gibson, (Executive Director). But in general, the law will not prevent you from sharing information with other practitioners if:

- Those likely to be affected consent (and such consent is properly informed);
- The public interest in safeguarding the child's welfare overrides the need to keep the information confidential; and
- Disclosure is required under a court order or other legal obligation.

In the advice given in section 2, before a young person indicates that they are going to disclose something to you (i.e. if a young person says "can I tell you a secret" or "If I tell you

something do you promise that you won't tell anyone") let the young person know that you have a responsibility to pass on the information to other agencies –( i.e. "If you are going to tell me something that is harmful to you then I would need to share that information with people who could help").

**Never promise a young person you can keep information confidential**, if it stops them from disclosing information then let them know that you are there to listen should they want to tell you at a later date.

#### **Need to know basis:**

The key factor in deciding whether to disclose information is proportionality: is the proposed disclosure a proportionate response to the welfare of the child, i.e. if a child's friend discloses that a child in another family is being sexually assaulted then it is correct that you would disclose that information to protect the welfare of the child. **Remember as a Collective employee your responsibility it to report, not to consider if the allegation is "real".**

It is important that the information is only disclosed on a need to know basis. So, within Collective only members of staff who are responsible for the welfare of the child should know about the disclosure, and the same should be said about members of staff from other organisations. **Remember that child protection practice involves a legal process and should be treated as confidential between those who need to know.**

## **Section 8: Preventing extremism and radicalization The prevent strategy**

The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children to involve them in extremist activity. Collective follows the guidance below which is designed to provide a clear framework for professionals with which to respond to safeguarding concerns for those children and young people who may be vulnerable to the messages of extremism. In addition it provides details of the local multi agency process and expectations in identifying appropriate interventions based on the child concern model/ threshold of need and intervention model and the Channel process.

These are important terms phrases and their definitions that relate to the issues surrounding the prevent strategy.

**Radicalisation** is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

**"Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas" (*HM Government Prevent Strategy 2011*)

### **2) Equality and Diversity**



All developments are intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage & civil partnership, pregnancy & maternity, age, religion/ belief or political/ other personal beliefs.

### 3) National Guidance and Strategies

**CONTEST** is the Government's counter terrorist strategy, its aim to reduce the risk to the UK and its interests overseas from terrorism. **PREVENT** is a key part of the CONTEST strategy, its aim is to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of "Prevent" in diverting people away from being drawn into terrorist activity. "Prevent" happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation. The Prevent Strategy objectives are: Ideology - respond to the ideological challenge of terrorism and the threat we face from those who promote it; Individuals - prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and Institutions - work with sectors and institutions where there are risks of radicalisation which we need to address they are informed of the particular risks in their area.

Within Newham, there exists the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people:

- Being radicalised
- Becoming terrorists
- Supporting terrorism.

Prevent is one of the four elements of CONTEST, the UK's counter-terrorism strategy launched in 2006 to combat violent and non-violent extremism. It is a four-pronged strategy that includes:

Protect: To strengthen our protection against terrorist attacks

Prepare: Where an attack cannot be stopped, to mitigate against its circumstances

Pursue: To stop terrorist attacks

Prevent: to reduce the number of people becoming or supporting violent extremists, bottom of the pyramid, operates in the pre-criminal space.

How Prevent operates

Prevent is unique in that it operates in the pre-criminal space, i.e. before a crime has been committed. Prevent revolves around the below three strands of work:

Ideology: Respond to the ideological challenge of terrorism and the threat we face from those who promote it

Individuals: Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support

Institutions: Work with sectors and institutions where there are risks of radicalisation which we need to address.

Since July 2015, section 26 of the Counter-Terrorism and Security Act 2015 has come into effect, thus rendering Prevent a statutory duty for local authorities, educational provisions, the health sector, police and prisons.

This, in effect, means all of these sectors are now obliged by law to have "due regard to the need to prevent people from being drawn into terrorism."

Newham Adults Multi Agency Safeguarding (MASH) Team  
Staff and provider organisations should consider, or discuss with Newham Adults MASH Team, how reliable or significant these changes are.

Team members are available to:

Discuss any potential concerns

Put the staff member in touch with local and regional advisers with relevant experience and expertise.

How to raise a referral

Anyone, including members of the public or professionals/staff members who are concerned that a person is at risk of radicalisation or may have become radicalised should make a PREVENT referral using our online form:

[https://newham-self.achieveservice.com/service/PREVENT\\_Referral\\_Form?src=adults](https://newham-self.achieveservice.com/service/PREVENT_Referral_Form?src=adults)

There is a Prevent Multi-Agency Partnership board that are responsible for coordinating work on this agenda. The “Channel” process, which consists of a referral process and processes for responding to identified risk and need, and in and providing appropriate support. For more detail see “**Channel: Protecting Vulnerable People from being drawn into terrorism; A guide for local partnerships** [www.homeoffice.gov.uk/publications.counter-terroism/prevent/channel](http://www.homeoffice.gov.uk/publications.counter-terroism/prevent/channel)

Channel referrals should therefore be prioritised by the local authority and other statutory partners in all their work to safeguard vulnerable individuals. Channel should be considered alongside other early intervention measures such as work undertaken to support and divert young people from anti-social behaviour, gangs or drugs. Awareness of Prevent and an understanding of the risks it is intended to address are both vital. Professionals can help to identify, and to refer to the relevant agencies, children whose behaviour suggests that they are being drawn into terrorism or extremism. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol. Schools’ work on Prevent needs to be seen in this context. The purpose must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and our values. All organisations should have an awareness of the prevent agenda and the various forms radicalisation takes in being able to recognise signs and indicators of concern and respond appropriately.

#### **4) Understanding and Recognising Risks and Vulnerabilities of Radicalisation**

**Principles** A **child** is defined in the *Children Acts* 1989 and 2004 as anyone who has not yet reached their 18th birthday. Children and young people can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include through the influence of family members or friends and/or direct contact with extremist groups and organisations or, increasingly, through the internet. This can put a young person at risk of being drawn into criminal activity and has the potential to cause **significant harm**. Children and young people are vulnerable to exposure to, or involvement with, groups or individuals who advocate violence as a means to a political or ideological end. Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right, internal terrorist and international terrorist organisations; Most individuals, even those who hold radical views, do not become involved in extremism. Numerous factors can contribute to and influence the range of behaviours that are defined as extremism. It is important to consider these factors in order to develop an understanding of the issue. It is also necessary to understand those factors that build resilience and

protect individuals from engaging in violent extremist activity. Safeguarding children and young people from radicalisation is no different from safeguarding them from other forms of harm. Indicators for vulnerability to radicalisation are the same as those you are already familiar with:

- family tensions
- sense of isolation
- migration
- distance from cultural heritage • experience of racism or discrimination
- feeling of failure etc.

Those in the process of being radicalised may become involved with a new group of friends, search for answers to questions about identity, faith and belonging, possess extremist literature or advocate violence actions, change their behaviour and language, seek to recruit others to an extremist ideology. It is important to note that children and young people experiencing these situations or displaying these behaviours are not necessarily showing signs of being radicalised. There could be many other reasons for the behaviour including those you are already familiar with alcohol or drug abuse, family break down, domestic abuse, bullying etc or even something more minor. It is important to be cautious in assessing these factors to avoid inappropriately labelling or stigmatising individuals because they possess a characteristic or fit a specific profile. It is vital that all professionals who have contact with vulnerable individuals are able to recognise those vulnerabilities and help to increase safe choices.

The risk of radicalisation is the product of a number of factors and identifying this risk requires that practitioners exercise their professional judgement, seeking further advice as necessary. It may be combined with other vulnerabilities or may be the only risk identified.

Some children may be at risk due to living with or being in direct contact with known extremists. Such children may be identified by the police or through Multi Agency Public Protection Arrangements (MAPPA) processes. (See **Processes for Managing Risk Procedure**).

## 5) Vulnerability/ Risk Indicators

**NB - The following lists are not exhaustive and all or none may be present in individual cases of concern. Nor does it mean that vulnerable people/ young people experiencing these factors are automatically at risk of exploitation for the purposes of extremism. The accepted view is that a complex relationship between the various aspects of an individual's identity determines their vulnerability to extremism. Over-simplified assessments based upon demographics and poverty indicators have consistently demonstrated to increase victimisation, fail to identify vulnerabilities and, in some cases, increase the ability of extremists to exploit, operate and recruit.** There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences. The following indicators have been provided to support professionals in NL to understand and identify factors that may suggest a child, young person or their family may be vulnerable or involved with extremism.

### **Vulnerability**

- **Identity Crisis** - Distance from cultural/ religious heritage and uncomfortable with their place in the society around them
- **Personal Crisis** – Family tensions; sense of isolation; adolescence; low self esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging

- **Personal Circumstances** – Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
- **Unmet Aspirations** – Perceptions of injustice; feeling of failure; rejection of civic life
  - **Criminality** – Experiences of imprisonment; poor resettlement/ reintegration, previous involvement with criminal groups

### **Access to extremism / extremist influences**

- Is there reason to believe that the child/young person associates with those known to be involved in extremism - either because they associate directly with known individuals or because they frequent key locations where these individuals are known to operate? (e.g. the child/young person is the partner, spouse, friend or family member of someone believed to be linked with extremist activity)
- Does the child/young person frequent, or is there evidence to suggest that they are accessing the internet for the purpose of extremist activity? (e.g. Use of closed network groups, access to or distribution of extremist material, contact associates covertly via Skype/email etc)
- Is there reason to believe that the child/young person has been or is likely to be involved with extremist/ military training camps/ locations?
- Is the child/young person known to have possessed or is actively seeking to possess and/ or distribute extremist literature/ other media material likely to incite racial/ religious hatred or acts of violence?
- Does the child/young person sympathise with, or support illegal/illicit groups
- e.g. propaganda distribution, fundraising and attendance at meetings?
- Does the child/young person support groups with links to extremist activity but not illegal/illicit e.g. propaganda distribution, fundraising and attendance at meetings?

### **Experiences, Behaviours and Influences**

- Has the child/ young person encountered peer, social, family or faith group rejection?
- Is there evidence of extremist ideological, political or religious influence on the child/ young person from within or outside UK?
- Have international events in areas of conflict and civil unrest had a personal impact on the child/ young person resulting in a noticeable change in behaviour? It is important to recognise that many people may be emotionally affected by the plight of what is happening in areas of conflict (i.e. images of children dying) it is important to differentiate them from those that sympathise with or support extremist activity
- Has there been a significant shift in the child/ young person's behaviour or outward appearance that suggests a new social/political or religious influence? • Has the child/ young person come into conflict with family over religious beliefs/lifestyle/ dress choices?
- Does the child/ young person vocally support terrorist attacks; either verbally or in their written work?
- Has the child/ young person witnessed or been the perpetrator/ victim of racial or religious hate crime or sectarianism?

### **Travel**

- Is there a pattern of regular or extended travel within the UK, with other evidence to suggest this is for purposes of extremist training or activity?
- Has the child/ young person travelled for extended periods of time to international locations known to be associated with extremism?
- Has the child/ young person employed any methods to disguise their true identity? Has the child/ young person used documents or cover to support this?

## **Social Factors**

- Does the child/ young person have experience of poverty, disadvantage, discrimination or social exclusion?
- Does the child/ young person experience a lack of meaningful employment appropriate to their skills?
- Does the child/ young person display a lack of affinity or understanding for others, or social isolation from peer groups?
- Does the child/ young person demonstrate identity conflict and confusion normally associated with youth development?
- Does the child/ young person have any learning difficulties/ mental health support needs?
- Does the child/ young person demonstrate a simplistic or flawed understanding of religion or politics? • Does the child/ young person have a history of crime, including episodes in prison?
- Is the child/young person a foreign national, refugee or awaiting a decision on their immigration/ national status?
- Does the child/ young person have insecure, conflicted or absent family relationships?
- Has the child/ young person experienced any trauma in their lives, particularly any trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other in the child/young person's life has extremist view or sympathies?

## **More critical risk factors could include:-**

- Being in contact with extremist recruiters
- Articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element
- Possessing extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining extremist organisations
- Significant changes to appearance and/or behaviour

## **6) Referral and intervention process**

The intervention process consists of the local "Channel" process and the Newham *Child Concern Model/ Threshold of Need and Intervention*. **Professionals working with children and young people should use the "Vulnerability Risk Indicators" above and the "Appropriate, Proportionate Responses and Intervention Model" in Appendix (1) to assist them in identifying and responding to concerns about children/ young people who may be vulnerable to radicalisation or being drawn into violent extremist activity.** Early identification of support required should result in responses being made through universal service provision

**Tier (1)** or where concerns are identified through targeted interventions

**Tier (2).** Some concerns which are identified may have a security dimension to them. For this reason, it is important that liaison with the police forms an early part of all investigations. The named or designated safeguarding professional, in discussion with other professionals as appropriate, will need to determine the most appropriate level and type of support to offer the child/ young person and their family: *Early discussion with the local Channel coordinator will allow the designated safeguarding professional to decide if a referral to Channel is required, or if services at Tier (2) are sufficient to manage identified concerns.*

## Section 9: Youth Academy Trips Safety

Whether you are taking children to the theatre or young people on a five-day excursion, you must ensure that every aspect of your planning incorporates safety and protection measures.

The governing body, or in some cases the local authority, is responsible for the health and safety of staff and students on school field trips and is required to conduct a thorough risk assessment for all activities. The task of conducting a risk assessment is typically delegated to the principal.

For all educational trips, a group leader must be designated. Typically, the group leader conducts the risk assessment and is responsible for supervising and directing the field trip. Ensure that the group leader has received adequate risk assessment training. In case of uncertainty, consult with the LA health and safety officer regarding the required level and location of training. The group leader may need to conduct a pre-trip visit to determine what factors must be considered during the risk assessment.

The risk assessment must consider both health and safety concerns and infant protection concerns.

### Safety and health concerns

The DfES and Health and Safety Executive provide the following guidance for risk assessment:

- Determine which threats are general and which are site-specific.
- Determine who might be at risk.
- Consider the likelihood and severity of the risk occurring. Put safeguards in place.
- Document everything and establish control measures.
- In the case of visits to outdoor pursuits centres, verify that the centre has its own health and safety policies and advice in place, and that its staff is adequately trained.
- Ensure that all equipment used for activities is suitable and secure.
- Evaluate any potential obstacles that may be encountered during an emergency.

For children over nursery age, written consent is not needed for most trips, as they're part of the curriculum. However, it's good practice to tell parents about them.

Written consent is usually only needed for trips that:

- need a higher level of risk assessment
- are outside normal school hours

Ask parents to sign a copy of [YA Consent Form](#) when their child enrolls. This will cover them for their whole time at the school.

Schools should still tell parents about these trips and give them the opportunity to withdraw their child.

## DISCLOSURE AND BARRING SERVICE (DBS)

Whenever required, checks should be conducted in accordance with the applicable laws. Regarding the following categories of individuals, we will typically conduct checks with the DBS, Access Northern Ireland, or Disclosure Scotland (as applicable):

Teachers, subcontractors, instructors, and other representatives of the company who have unsupervised contact with children under the care of the company.

Whenever we deem it necessary and appropriate to remove an individual from a position of employment in a regulated activity, we will also be required to make a referral to the Disclosure and Barring Service, Access Northern Ireland, and Disclosure Scotland.

## SAFEGUARDING CHILDREN AT EVENTS AND ACTIVITIES

### Obligations and Planning

Typically, we may organise the following events and/or activities in which students may participate:

Participating in courses and workshops in the performing arts

The Safeguarding Officer is ultimately responsible for the event's safety and decorum. They may however delegate certain responsibilities for the purpose of a particular event.

Although the Safeguarding Officer and any appointed delegates will have the ultimate responsibility for ensuring the safety of events and activities, all individuals subject to this policy must actively ensure the safety of minors at all times.

Any adult hired by us in connection with an event or activity involving minors will be subjected to appropriate background checks, where required by law (see the applicable section above).

For certain categories of events or activities, we may issue an additional code of conduct, policy, or other stipulations that are unique to that event or activity. Any such additional documentation will be made available in advance to all parties involved (staff, parents, custodians, etc.). They should be thoroughly read and followed.

### Venues

We will conduct a thorough risk assessment of the venue for all of our events and activities pertaining to their suitability and safety for children. Fire and safety procedures and precautions must be explained to all involved parties.

### First Aid

Any accident or injury involving a minor must be reported to the nearest first aider, who must then file a formal report with the Safeguarding Officer.

### Consent Forms

We will always obtain written permission from a parent or guardian for any event that includes minors without their responsible parent or guardian in attendance. Consent will be obtained by means of:

Course Reservations (electronic, online, or on paper)

Consent forms will include emergency contact information and will outline children's specific safety needs/requirements. All consent forms shall be stored securely and in accordance with our data protection and privacy policy.

Supervision

For the majority of activities and events, we supervise children as follows:

There will be at least one adult per class of up to twenty students.

When we host events or activities that children can attend with their parents or guardians, parents and guardians must supervise their children appropriately.

#### MANAGING BEHAVIOUR OF CHILDREN GENERALLY

Whenever any adult employed by us is confronted with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally;
- approach the situation in a calm and neutral manner;
- only use physical restraint/intervention when necessary to protect the immediate safety of a person, such as to prevent injury or harm to the child or to others;

- Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into consideration the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer.

#### MANAGING RISKS POSED BY OTHER CHILDREN

It is essential that all adults we employ recognise that children can be harmed by their peers. Typically, this takes the form of abuse. Bullying can be defined as any of the following:

- Is repeated; and
- is intended to harm a person physically or emotionally.

Sometimes, prejudices against certain groups, such as gender, ethnicity, religion, or sexual orientation, can motivate bullying. Bullying frequently involves:

- Physical injury done to another child;
- defamation and threats;
- cyberbullying (threats and abusive comments made via technology).

Any instances of bullying or concerns regarding probable bullying between children at events or activities organised by us will typically be handled as follows:

Where appropriate, an investigation may be conducted, and those involved will receive age-appropriate guidance. Any safety concerns will be noted and reported as required, in accordance with the law. If necessary, the parents or guardians of all or a portion of those involved will be notified.



Following this, the following measures will be taken if any behaviour amounting to intimidation persists:

If a child's behaviour does not meet the required standards, if bullying continues, or if a single instance of inappropriate behaviour is deemed serious, parents or guardians will be notified as soon as possible, and the child or children exhibiting inappropriate behaviour may be banned from the class or workshop. Any safety concerns will be noted and reported as required, in accordance with the law.

All measures regarding the prevention or administration of bullying should be taken after consulting with the Safeguarding Officer.

## PHOTOGRAPHY

### Our Photographs

On occasion, we may capture photographs with children in them. We are aware that photographing children entails certain risks, including:

- The potential for images to be re-used, shared, or adapted in a harmful or inappropriate manner;
- the general risk of sharing images and the effect this could have on a child's public image as they age;

In view of these risks, we will:

- Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as much as possible within any published material
- ask that parents, guardians, children, and any other person connected to them who may wish to share any of our published images which include them to obtain written permission from us first.

### People of the Public

We also acknowledge that the public may take photographs when visiting our facilities, events, or activities. When shooting photographs at our facilities, events, or activities, we ask that parents, guardians, and other members of the public take the following into account:

- Images of other children should not be shared on social media without the permission of any children who appear in the images, as well as the permission of the children's parent or guardian (wherever possible).
- Images shared on social media should be shared with caution, utilising the appropriate privacy and security settings.