



Safeguarding Policy and Prevent Strategy



Table of Contents

Key Staff.....	2
Policy Statement.....	2
Definitions.....	3
Safeguarding Procedure to be followed by all Staff and Students.....	4
Procedure to be Followed by the Senior Leadership Team.....	6
Staff Code of Conduct: Roles and Responsibilities.....	6
Student Welfare.....	7
Harassment, Bullying and Intimidation.....	7
<i>Allegations</i>	8
Allegation Made Against a Member of Staff.....	8
Allegation Made Against a Student.....	9
Allegation Concerning Yourself.....	9
Whistleblowing Policy.....	10
<i>Prevent Strategy</i>	10
Monitoring and Reporting.....	11
Guidelines for Record-Keeping.....	12



Key Staff

- 1.1. Paul Harvard (CEO and Senior Leadership Team)
- 1.2. Joseph Junkere (Designated Safeguarding Lead)
- 1.3. Aly Spiro (Senior Leadership Team)
- 1.4. Marie Simpson (Student Welfare Officer)

Policy Statement

Collective Acting Studio is committed to protecting the welfare of every student irrespective of gender, religion, disability, ethnic origin or income. The Studio recognises that the best protection for all students is the vigilance and forethought of staff and tutors in preventing circumstances where abuse of trust could occur. To that end, Collective Acting Studio will strive to create a safe and secure environment in which all students, staff and tutors can work together confidently and in mutual respect.

- 2.1. Collective Acting Studio Safeguarding Policy is in place to be acted on to protect students, staff and tutors.
- 2.2. Collective Acting Studio understands its responsibility to comply with legislation and will continue to review its policy and good practice guidelines at regular intervals.
- 2.4. Staff and tutors are required to notify the Studio of any police record they hold prior to or received during their employment or any other factor, which may make them unsuitable to work with the students at the Studio.
- 2.5. Copies of this policy will be made available to all staff, tutors and students at the Studio. Staff and tutors are responsible for ensuring that they are familiar with the guidelines and procedures contained within it. Students are also encouraged to do the same.
- 2.6. Other documents relevant to this policy are (not exhaustive):
 - Acceptable Use of IT Policy
 - Ant-Bullying and Harassment Policy
 - Alcohol and Substance Misuse Policy
 - Complaints Procedure
 - Data Protection Policy
 - Discipline Policy and Code of Conduct



- Equality, Inclusion and Diversity Statement

2.7. The Senior Leadership Team has overall responsibility for ensuring this policy is carried out. They will report issues to the Board of Directors as appropriate.

2.8. The Board of Directors will liaise with the relevant authorities as and when required.

Definitions

3.1. Duty of Care - The Studio owes a general legal duty of care to students to deliver its services (such as teaching and pastoral support) to the standard of the reasonably competent educational institution and to act reasonably to protect the health, safety and welfare of Collective students. As part of this duty Collective, through this policy and procedure, aims to clarify roles and responsibilities particularly in the areas of harassment, sexual violence and hate crime and where students and staff should seek advice and support within and beyond the Collective.

3.2. Abuse – a violation of an individual’s human and civil rights by any other person or persons. Abuse of a student may consist of a single act or repeated acts over time. Abuse can occur in any relationship and may result in significant harm to or exploitation of the individual. The Studio recognises that:

- Anyone can experience abuse
- Anyone may be the perpetrator of abuse
- Abuse can take place in any setting
- Abuse may be behaviour that either deliberately or unknowingly causes harm or endangers life or rights It is acknowledged that abuse may take different forms. Nevertheless, a consensus has built up around determining abuse in terms of:
- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- Sexual abuse including rape, sexual assault, sexual innuendos, sexual activity or viewing sexually explicit materials, to which the person has not given consent.
- Emotional abuse including threats of harm or abandonment, isolation, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse or withdrawal from services or supportive networks.
- Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding the necessities of life such as medication, adequate nutrition or heating.



- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills or property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Discriminatory abuse including abuse that is racist, sexist, homophobic or based on disability or age, or other forms of harassment, slurs or similar treatment.

Staff and tutors working for Collective Acting Studio are placed in a position of trust in relation to the students. Anyone who abuses that trust will be subject to disciplinary action. It is the responsibility of staff and tutors at the Studio to report maltreatment of any student. The procedure for this is detailed later in this document.

Safeguarding Procedure to be followed by all Staff and Students

It is the Studio's responsibility to ensure that it supports students with any issues they may have and to pass on all concerns or disclosures that are raised/made to the relevant authorities and to keep relevant records. It is not the Studio's responsibility (or any member of staff, any tutor or any student) to find out if abuse has taken place or to investigate suspected abuse. If unsure about your role please discuss with the Designated Safeguarding Lead (see paragraph one).

One-to-one situations may be required if the student is to feel confident to raise a concern or make a disclosure. *The student's needs must take priority in this situation.* If faced with this situation staff or tutors must ask the student if they would like someone else to be present – another adult or a friend – but if he/she declines, the staff member should proceed and listen to what the student has to say taking extra care with their behaviour and body language – see disclosure procedure later.

Staff must not have physical contact at any time or make judgements or offer opinions.

Whatever the nature of the complaint, it must be kept confidential. Staff, tutors or students must not discuss the information with any individual or party other than the key staff highlighted at the beginning of this document.

Safeguarding Procedure:

- a. Concern is reported/observed or disclosure made



- b. Information is recorded (see specific procedure below)
- c. Information is raised with the Senior Leadership Team,
- d. The Senior Leadership Team decides on the next course of action and/or seeks further advice from other agencies
- e. The Senior Leadership Team reports to the Board of Directors on the most serious cases and/or allegations directly involving a member of the Senior Leadership Team.

4.1. Concerns – if you suspect that an individual is being abused or their welfare is at risk.

- Observe and record what aspects are giving you cause for concern.
- If the concern is being reported to you by another individual then listen to them and record their concerns.
- Do not directly question the individual who the concern refers to or enter into conversation about the concern.
- Do not make judgements or assumptions about the concern.
- When recording the concern, make a note of any discussion and/or observations, taking care to record the timing, setting and personnel present, as well as what was said.
- Report via the Safeguarding Procedure.

4.2. A disclosure - If a student approaches you and chooses to disclose information to you then follow the below dos and don'ts.

Do:

- Listen, allow the student to talk.
- Stay calm and reassure the person that they have done the right thing by telling you.
- Explain what you have to do next and whom you need to inform.
- Explain that you will need to share information but only on a need to know basis; treated as confidential within an identified small number of staff.
- Make note of the conversation as soon as possible whilst fresh in your mind – follow guidelines on record keeping within this document.
- Report via the Safeguarding Procedure immediately.

Do not:

- Ask leading questions or dig into why they haven't told you or anyone else before.

- Make promises you can't keep.
- Promise to keep it secret – you have a duty to pass the information on.
- Interrogate the individual.

- Criticise the person accused. This may be someone whom they are close to or are in a relationship with.
- Make judgements or offer opinions.
- Discuss the disclosure with any individual or party other than the key staff on a “need to know basis”. If unsure about who this should be seek advice from the safeguarding lead (see paragraph 1)

Procedure to be Followed by the Senior Leadership Team

If a member of staff, tutor or student reports a concern or disclosure which involves an individual's welfare, the Senior Leadership Team will:

- Review the information and discuss with them their reasons for concern including details of any conversations or observations, which are relevant.
- Complete a dynamic risk assessment of the situation led by the Safeguarding Lead.
- Decide on the best course of action, usually in discussion with key staff, and where necessary consulting the Board of Directors. The Safeguarding Lead if required will seek advice from and/or escalate the concern to other relevant agencies.
- Ensure that the relevant staff and the student are kept informed of all subsequent stages.
- Record all actions including reasons for making any decisions.
- Ensure all records are kept confidentially.

Staff Code of Conduct: Roles and Responsibilities

This Code of Conduct has been developed for the protection of students, staff and tutors to ensure that they all have a safe and secure environment to study and work within. To this end, Collective Acting Studio expects all its staff and tutors to abide by this Code of Conduct.

- 6.1. To inform Collective Acting Studio of any relevant police record or other factor, or any change in his/her circumstances, which may make them unsuitable as a member of staff or tutor at the Studio.
- 6.2. To recognise that the role of a staff member or tutor at Collective Acting Studio places them in a position of trust in relation to the students as a whole, including colleagues. Staff members and tutors undertake to uphold that trust at all times.

- 6.3. To undertake to maintain, within the organisation's procedures, the confidentiality of any information relating to students, staff members or tutors made available to them.
- 6.4. Pass all information relating to the welfare of students to the Senior Leadership Team as directed in the safeguarding procedure and as set out in the confidentiality policy.
- 6.5. Not to behave in any way, physically or verbally, that could cause offence, be threatening or be considered as maltreatment, not forgetting that so-called banter can be considered as such.
- 6.6. To remember at all times that interactions between themselves and students must be such that no reasonable person observing that interaction could construe its nature as abusive. This includes taking care when interacting with students on a one-to-one basis and considering when this may not be appropriate.

Student Welfare

Student welfare refers to the general well-being of each student but may also include (but not be limited to) aspects such as common mental health difficulties including anxiety and depression as well as eating disorders, self-harm, substance misuse etc.

- 7.1. Causes for concern – the Studio operates an open-door policy. Students are encouraged to approach their tutors if they are concerned about their own or another student's welfare. If tutors are concerned about the welfare and/or well-being of a student then they must follow the Safeguarding, Procedure in order to involve key Studio staff. This information will then be managed by the key staff in order to act in the best interest of that individual student.
- 7.2. Next steps – the key staff involved will keep in touch with the student and if appropriate discuss their concerns. From here the student may be offered support through third party agencies as advised by the Student Welfare Officer.

Harassment, Bullying and Intimidation

If you consider you are being subjected to harassment, bullying or intimidation in any form (for example, due to your sex, sexual orientation, gender identification, marital status, race, colour, ethnic origin, age, religion or belief, disability or any other difference) do not feel that it is your fault or that you have to tolerate it.

- 9.1. The Studio's policy on harassment, bullying and intimidation is applicable to all those within the Studio including staff, tutors, external directors and students.
- 9.2. Harassment, bullying and intimidation can seriously worsen working, learning and social conditions for staff, tutors, external directors and students at the Studio.
- 9.3. Incidents of this nature will be regarded as extremely serious and may be grounds for disciplinary action (in line with relevant policies) that may include dismissal or expulsion.
- 9.4. The Studio has put in place procedures to enable you to remedy the matter.
 - Individuals who believe they are subjected to harassment, bullying or intimidation are encouraged to raise the matter as early as possible with the Senior Leadership Team to give every opportunity to resolve the problem. If the concern involves the Senior Leadership Team then the matter should be raised with the Board of Directors.
 - Students are encouraged to report to tutors if they are concerned about another student's welfare.
 - The Studio aims to deal with incidents of this nature informally - this may especially be appropriate where the complainant simply wants the behaviour to stop. Informal and amicable resolution of differences is usually much easier if matters are raised quickly.
 - It is advisable to keep a note of details of any incident or incidents which have caused distress (including any way in which the incident caused a change in pattern of work or learning).
 - The first step following an allegation is informal mediation and conciliation. The Senior Leadership Team will conduct all informal mediation of this type unless the issue concerns him in which case the Chair of the Board of Directors will mediate.
 - Where informal mediation and conciliation fails (or is inappropriate in that specific case), then the Studio will log a formal complaint.
 - For students, formal complaints would be through the Complaints Procedure.
 - On receipt of a formal complaint the Studio will investigate the allegation to resolve the issue.
 - Any disciplinary proceedings will follow the relevant policy according to whether the allegation has been made against a staff member, tutor, external director or student.



Allegations

Allegation Made Against a Member of Staff

8.1. Allegations against staff

- In the event of an allegation being made against a staff member or tutor the person who receives the allegation must report it to the Senior Leadership Team straight away.
A decision will be made as to whether the matter requires further investigation including but not limited to a disciplinary or misconduct investigation or a criminal investigation.
- The person handling the allegation will involve any third party agencies as and when required.
- All parties will be appropriately supported and kept informed throughout the process including the result of any investigation or actions.

Allegation Made Against a Student

8.2 Allegations against students

- In the event of an allegation being made against a student the person who receives the allegation must report it to the Senior Leadership Team straight away. If the allegation involves the Senior Leadership Team then the report should go to the Board of Directors.
- A decision will be made as to whether the matter requires further investigation including but not limited to a disciplinary or misconduct investigation or a criminal investigation.
- The person handling the allegation will involve any third-party agencies as and when required.
- All parties will be appropriately supported and kept informed throughout the process including the result of any investigation or actions.

Allegation Concerning Yourself

8.3 Allegations against yourself



- If you receive an allegation concerning yourself, keep calm and remain professional.
- Inform the Senior Leadership Team immediately.
- The Senior Leadership Team will record the facts as statements from both parties and ensure that no-one is placed in a position which could cause further compromise.
- Do not contact any other agencies – the Senior Leadership Team will do this as and when required.
- Await further instruction from the Senior Leadership Team.

Whistleblowing Policy

8.4 Whistleblowing

- Staff, tutors and students must be confident that they are able to raise concerns within the Studio without fear of reprisals/victimisation. The below process should be followed when raising a concern in order for it to be dealt with by the Senior Leadership Team. All allegations of malpractice/impropriety will be taken seriously by the Studio and this will act as a deterrent to potential perpetrators of misconduct.
- Raise the concern with the Senior Leadership Team. If the concern involves one of them raise the concern with the Board of Directors.
- The concern will be recorded and a decision on whether further action should be taken will be made.
- If no further action is taken then the person who raised the concern will be informed.
- If further action is to be taken then the process for allegations will be followed.

Prevent Strategy

9. Prevent

Prevent is part of the overall Government strategy aimed at reducing the threat to the UK by stopping people becoming terrorists or supporting terrorism. All tutors and staff have a duty to demonstrate and help develop values which underpin an awareness of social and moral responsibility in modern Britain.

Complying with the Prevent duty includes promoting and exemplifying British values: i.e. democracy, rule of law, individual liberty, tolerance and mutual respect and different faiths and beliefs. This includes complying with the Equality Act 2010 by not discriminating against people in regards their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

What are British Values?

All tutors are expected to uphold the values embedded within the Equality Act 2010 at all times. All tutors should use any relevant opportunities to promote the values of:

- democracy
- rule of law
- individual liberty
- tolerance and mutual respect for different faiths and beliefs.

Tutors and staff will have regular direct contact with students and may get to know them well. You may witness activity and behaviour or receive information which other staff are not privy to. You should refer all concerns to the Senior Leadership Team.

Definition of extremism – “vocal or active opposition to fundamental British values including calls for the death of members of our armed forces, whether in this country or overseas”.

Identification of concerns might include, although this list is not exhaustive:

- Expression of views which discriminate against protected groups or individuals
- Third party reports of concerns about behaviour e.g. plans to travel abroad or extremist activities
- Evidence of discriminating treatment of other groups or individuals
- Evidence of bullying behaviour or harassment
- Evidence of non-compliance with the provider’s expectations of behaviour
- Possessing, accessing extremist materials
- Evidence of family concern about vulnerability to extremism
- Expression of extremist views including on social media
- Use of extremist language
- Threats of violence



Monitoring and Reporting

10. Monitoring and Reporting

- Risk assessment to be completed for the Studio in general. Additional risk assessments and a prevent action plan will be completed should a student become a concern or if the content of a class or the content of a visiting speaker's talk raises concerns.
- All concerns or disclosures relating to prevent are reported to the Board of Directors.
- The Board of Directors in turn will consult and/or report concerns to the relevant external Prevent Co-ordinator.

Online Access to Terrorist Material

11. Collective Acting Studio prohibits the accessing, sharing, or distribution of terrorist material online.

11.1. Staff and students must report any instances of accessing terrorist material, whether intentional or accidental, to the Designated Safeguarding Lead immediately.

11.2. The Studio will use appropriate filtering and monitoring systems to prevent access to terrorist material on its networks.

11.3. Regular training will be provided to staff and students on the risks associated with online terrorist material and how to report concerns.

Guidelines for Record-Keeping

- Make brief, factual notes at the time you first become concerned or (if possible) when receiving the concern/disclosure. If unable to make notes at the time then write these up as soon as possible.
- Write up the brief, factual notes (Do not destroy the notes).
- Make a record of anything you are concerned about and the actions you take as a result (e.g. inappropriate behaviour or a change in behaviour; unexplained injuries; overheard comments; conversations). Report and pass this record to key staff.
- Include the date, time and place of any conversations or observations, and names of anyone else present.
- Try to record conversations verbatim.



- If there is an injury, draw a diagram to record its position.
- Involve the key staff early so they are able to support and assist you in keeping the records and progressing the issue.