



Date of Last Review: April 2025

Date of Next Review: April 2026

## **The New Wolsey Theatre – Safeguarding Young People & Vulnerable Adults Policy**

The New Wolsey Theatre (NWT) recognises its legal and moral obligation to safeguard from harm all children and vulnerable adults involved in activities that we run or promote. To ensure the safety and protection of all children and vulnerable adults involved in any NWT activity, all staff, artists and volunteers must understand and adhere to the Safeguarding guidelines set out in this policy, which aims to create safe working practices and a stimulating and creative environment for everyone.

The NWT Safeguarding policy will be regularly reviewed and issued to all new personnel whether they are full time, part time, freelance staff or volunteers.

The procedures and best practice guidelines contained within this policy are framed by the legal requirements of the Safeguarding Vulnerable Groups Act 2006; subsequent revisions contained in the Protection of Freedoms Act 2012, and the best practice outlined in the non-statutory guidelines Keeping Children Safe (during Community Activities, After School Clubs and Tuition) 2020.

### **Definitions**

#### 1) What we mean by 'Safeguarding'.

Safeguarding sometimes referred to as 'Child Protection', means recognising, understanding, and carrying out our responsibility to protect the children and vulnerable adults with whom we come into contact from physical, sexual and emotional abuse; extremism, and from accidents, by ensuring that:

- The welfare of the child or vulnerable adult is paramount.
- All children and vulnerable adults, whatever their age, sex, culture, disability, gender identity, language, ethnicity, religious beliefs and/or sexual identity are protected from abuse and exploitation.
- All suspicions and allegations of abuse and exploitation are taken seriously and responded to swiftly and appropriately.
- All NWT staff, volunteers and artists working with us, or on our behalf, understand their responsibilities and act accordingly.

In addition, the NWT has a duty of care to all its staff, volunteers and artists to minimise the situations in which it might be possible for an accusation of abuse to be made against them.

**Please see Pages 5 & 6 of this policy for the contact details of the NWT Safeguarding Leads and for guidance on how to deal with a suspicion of abuse.**

## 2) What we mean by 'Children and Vulnerable Adults'.

The Children Act, 1989, defines a child as a person under the age of 18. Extensions can exist for children who are disabled and for those in local authority care settings. 'Young Person' has no legal status but it is used to acknowledge that people aged 16 or 17 may not think of themselves as 'children'. For the purpose of this policy people aged under 18 are referred to as 'children'.

There is no legal definition of 'vulnerable adult'. Arts Council England recommends, and the NWT accepts, the following definition:

"Vulnerable adults are people who are or who may be in need of community care services because of a cognitive disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation."

For the purpose of this policy 'participant' refers to any child or vulnerable adult who is taking part in an NWT activity.

## 3) What we mean by 'Abuse'

Abuse is a situation in which a person has either suffered, or is believed to be at risk of sexual abuse, sexual exploitation, emotional abuse (including bullying), neglect, or physical injury. The perpetrator may be an adult or a child, and the abuse may have occurred either as the result of direct action by an abuser, or through the failure of organisations or individuals responsible for that person's safety and well-being.

## 4) What we mean by 'Sexual Abuse'

Sexual abuse is the involvement of individuals in sexual activities to which they did not give or are unable to give informed or legal consent.

It is illegal for anyone to engage in sexual activity with a person under the age of 16. However, Home Office guidance is clear that there is no intention to prosecute teenagers under the age of 16 where both mutually agree to a sexual relationship, and where they are of a similar age.

It is illegal for a person aged 18 or over to engage in any sexual activity with a person under the age of 18 if the older person holds a position of trust in regard to that younger person (for example their teacher or workshop leader).

The Sexual Offences Act 2003 states that a child aged 12 or under cannot legally give their consent to any form of sexual activity.

## 5) What we mean by 'Sexual Exploitation'

Sexual exploitation of children and vulnerable adults involves exploitative situations and relationships where a person receives or is promised 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in return for engaging in inappropriate or illegal sexual activity.

Sexual exploitation can occur through the use of technology (e.g. being persuaded to post sexual images on the Internet) or through activities that prepare the person to engage in inappropriate or illegal sexual activity (sometimes referred to as 'grooming').

Violence, coercion and intimidation are common within exploitative relationships, which are often characterised by the child or vulnerable adult's limited ability to make appropriate choices because of their social, economic and/or emotional circumstances.

#### 6) What we mean by 'Emotional Abuse'

The persistent emotional ill treatment of a child or vulnerable adult that results in severe, adverse effects on the emotional or physical wellbeing of that person. Emotional abuse in recreational or social activities might also include situations where parents, staff, artists or volunteers subject those in their care to constant criticism, bullying or unrealistic pressure to perform to their high expectations.

Issues around mental health can effect anyone at any time and are not necessarily caused by, or an indication of, abuse; although incidents of poor mental health may make someone more vulnerable than they might otherwise be. If you have any concerns around a participant's mental health please speak to a Safeguarding Lead.

#### 7) What we mean by 'Neglect'

The failure to protect a child or vulnerable adult from exposure to any kind of undue risk or danger, or a persistent failure to carry out important aspects of their care.

#### 8) What we mean by 'Physical Abuse'

The deliberate physical injury of a child or vulnerable adult, or the wilful failure to prevent physical injury or suffering to a child or vulnerable adult.

#### 9) What we mean by 'Extremism'

The vocal or active opposition to fundamental British values including democracy, the rule of law, and individual liberty. An intolerance and lack of mutual respect for different faiths and beliefs. 'Radicalisation' refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

### **Good Practice when working with Children & Vulnerable Adults**

Good practice means:

- Treating all children and vulnerable adults equally, and with respect and dignity.
- Putting the welfare of each participant before the setting and achieving of goals.
- Building reciprocal relationships based on mutual trust and, where appropriate, empowering children and vulnerable adults to lead and/or share in the decision-making process.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Making the arts safe and enjoyable.

- Being an excellent role model.
- Recognising that children or adults with disabilities may be more vulnerable than other people.
- Only touching participants during activities when necessary and seeking the consent of participants prior to any physical contact.
- Always trying to work in an open environment (e.g. if you are alone in an office with a participant make sure that the door is open).
- Always trying to avoid being alone with participants for a substantial amount of time.
- Otherwise maintaining an appropriate working relationship with participants.

**Inappropriate behaviour includes:**

- Engaging in unnecessarily rough, physical or provocative games or behaviour.
- Allowing or engaging in any form of inappropriate touching.
- Allowing a participant to use inappropriate language unchallenged.
- Using inappropriate language when speaking to or communicating with a participant.
- Reducing a participant to tears as a form of control.
- Ignoring or disregarding an allegation made by a participant.
- Doing things of a personal nature for a participant that they can do for themselves.
- Inviting or allowing a participant to stay with you or visit you at your home unsupervised.
- The giving of arbitrary gifts or services.

Questions around what constitutes 'appropriate language and/or behaviour' are often dependant on the nature of the activity being undertaken and the age range/experience of the participants: you would obviously not treat an early year's group in the same way as you would a group of young, adult actors working on a piece of new writing. The NWT believes that theatre practices can create a safe space for artists and participants to discuss difficult and/or controversial issues and recognises that what is 'appropriate' is sometimes a matter of context.

The NWT recognises that some activities, such as giving a participant a lift in your car unsupervised, while potentially inappropriate, are sometimes unavoidable. For example: if a participant is stranded after an NWT activity and has no other way to get home. In this instance, every effort should be made to make alternative arrangements but if this is not possible then you should inform your Line Manager or a Safeguarding Lead, as soon as possible.

If you are unclear of what constitutes Safeguarding best practice in any given situation or feel that you are being asked to do something by the NWT that places you or a participant at

risk, it is your responsibility to seek advice from your Line Manager or one of the NWT's Safeguarding Leads.

### **NWT Safeguarding Leads**

A Safeguarding Lead (sometimes known as a 'Child Protection Officer' or 'Designated Person') is responsible for ensuring that all NWT activities adhere to the theatre's Safeguarding Policy, and is the person to whom any suspicions or allegations of abuse should be reported.

The NWT's Chief Executive, Douglas Rintoul, is responsible for all matters of Safeguarding Policy and has nominated the following staff to be the theatre's Safeguarding Leads:

- **Tony Casement, Head of Creative Communities**  
[tcasement@wolseytheatre.co.uk](mailto:tcasement@wolseytheatre.co.uk) 01473 295 931 or 07855018076
- **Lucy Parker, HR & Administration Manager**  
[lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk) 01473 295 940

### **NWT Board Member – Safeguarding Lead**

A Safeguarding concern can also be reported to **NWT Board Member Laura Herbert** if, for any reason, you are concerned that the matter will not be appropriately dealt with by the NWT's Safeguarding Leads. [Laura.sian.herbert@gmail.com](mailto:Laura.sian.herbert@gmail.com)

### **What to do if you suspect or are told about an incident of abuse?**

A disclosure (when a participant tells someone that they are being abused) or a suspicion that a participant is being abused, can arouse strong emotions in all of us. It is important to acknowledge these feelings whilst at the same time not allowing them to interfere with our judgement about the appropriate action to take. **Most of us are not trained to deal with situations of abuse or to determine in most circumstances whether abuse has occurred.** It is the responsibility of staff, volunteers and artists to report any concerns to their Line Manager or a Safeguarding Lead. **It is not the responsibility of staff, volunteers and artists to deal with suspected abuse themselves.**

### **Possible signs of Abuse, Neglect or Radicalisation.**

These are signs which could alert NWT staff, volunteers or artists to the possibility that abuse, neglect or radicalisation may be happening:

- Unexplained bruising or injuries.
- Sexually explicit language and actions.
- Sudden changes in behaviour.
- Something a participant has said.
- A participant suddenly having access to large amounts of money or expensive personal items (e.g. certain types of trainers or a new mobile phone) that they cannot reasonably explain.
- Change observed over time e.g. weight loss or becoming dirty or unkempt.
- Increased secretiveness, especially around internet use.
- Isolation from family and friends.
- Unwillingness or inability to discuss their views.

None of the above are proof of anything but they may give rise to justifiable concerns.

### **Responding to a participant making an allegation of abuse etc. (disclosure)**

- **Stay calm** and listen carefully to what is being said.
- **Accept** what you are being told.
- **Explain** that the information will need to be shared with others – do not promise to keep secrets.
- **Allow** the participant to continue at their own pace.
- **Ask questions** for clarification only and to ensure a participant's immediate safety. NEVER ask leading questions that suggest an answer – formal interviews should be carried out by a qualified professional, as they may constitute evidence in a subsequent legal action.
- **Reassure** the participant that they have done the right thing in telling someone.
- **Tell them** what you will do next and with whom the information will be shared.
- **Immediately report** what has happened to the relevant Safeguarding Lead.
- **Record in writing** what was said using the participant's own words – note the date, time, any names mentioned, to whom the information was given and ensure that you sign and date your record of the conversation. This document should then be given to the relevant Safeguarding Lead as soon as possible.

Once a Safeguarding Lead has been made aware of the concern/allegation/disclosure they with either:

- Decide that no further action is necessary.
- Consult with the theatre's CEO Douglas Rintoul (responsible for Safeguarding) on the appropriate course of action.
- Report the concern/allegation/disclosure to the **Multi-Agency Safeguarding Hub (MASH)** on **0345 606 14 99**. This service can also be contacted directly if a Safeguarding Lead is unavailable.
- If the concern/allegation/disclosure involves an adult working with children and is considered actionable, within one working day of a disclosure or of a report of suspected abuse being made to a Safeguarding Lead they must contact one of the **Local Authority Designated Officers** at [lado@suffolk.gov.uk](mailto:lado@suffolk.gov.uk) or on: **0300 123 2044**, for advice and consultation.
- If the concern/allegation/disclosure involves a professional working with a vulnerable adult in a position of trust then the Safeguarding Lead must contact: [positionoftrust@suffolk.gov.uk](mailto:positionoftrust@suffolk.gov.uk)

If there is a concern that a participant is in immediate danger the **Police** should be called on: **999**.

The **Multi-Agency Safeguarding Hub (MASH)** should also be contacted by NWT Safeguarding Leads with any concerns about participants and extremist ideologies and/or radicalisation.

For more information on Safeguarding in Suffolk, including routes to advice and reporting for individuals, go to [Suffolk Safeguarding Partnership](#)

### **Rights and Confidentiality**

If a complaint or allegation is made against a member of staff, volunteer or artist and a decision is made that it should be taken forward, the individual concerned will be made

aware of their rights under both employment law and the NWT's internal disciplinary procedures.

An alleged abuser and a person thought to have been abused both have the right to confidentiality under the Data Protection Act 1998. Any possible criminal investigation could be compromised if information is inappropriately shared, and it could also have a potentially devastating effect on the lives of all those concerned.

### **Incidents that must be reported and recorded**

If any of the following incidents occur, staff, volunteers and artists must report them to their Line Manager or the relevant NWT Safeguarding Lead.

- Something has occurred which a member of staff, volunteer or artist feels concerned about or is uncomfortable with.
- Something has occurred which a participant feels concerned about or is uncomfortable with.

A written record should be made as soon as possible if:

- A participant is hurt during an activity (if an Accident Report is required a separate, narrative account of the incident should also be created).
- A participant appears to be sexually aroused by the actions of a member of staff, volunteer or artist.
- A participant misunderstands or misinterprets something a member of staff, volunteer or artist has done or said that may be construed within the context of abuse, exploitation or inappropriate behaviour.
- A participant makes an accusation of inappropriate behaviour against a member of staff, a volunteer or an artist.
- A participant makes a disclosure.
- A participant tells you that inappropriate contact has been made through digital, mobile and/or social media that potentially indicates attempts by an adult to groom and/or exploit them.
- A member of staff, volunteer or artist has made accidental physical contact with a participant in a way that could be open to misinterpretation.
- A member of staff, volunteer or artist has entered a participants changing-room, dressing-room or toilet by mistake, even if there was no reaction at the time from the participant.
- A participant is voicing opinions that suggest they are supportive of extremist ideologies.

The written report should then be given to a Safeguarding Lead.

### **Issues of consent and capacity**

Mental capacity means being able to make your own decisions. **The Mental Capacity (Amendment) Act 2019** (MCA) is used by statutory bodies to determine the appropriate course of action when there is a suspicion that an individual is incapable of making an informed decision, or of acting in their own best interests because of a lack of mental capacity. The MCA aims to ensure that individuals over the age of 16 participate as fully as possible in all decisions relating to them, and is designed to ensure that the agency of the individual, where possible, is protected and is paramount.

In the context of an NWT activity no artist, volunteer or member of staff should be making decisions about the mental capacity of a participant. It is the responsibility of staff, volunteers and artists to report any concerns to their Line Manager or a Safeguarding Lead. **It is not the responsibility of staff, volunteers and artists to deal with suspected issues of consent and capacity themselves.**

### **Recruitment procedures**

The Disclosure and Barring Service (DBS) was established in 2013 to enable employers, contractors and community groups to make thorough recruitment checks, particularly for positions that involve working with children and vulnerable adults. The NWT reserves the right to carry out DBS checks when necessary, with the co-operation of the individual concerned. The NWT's recruitment procedures for both staff and volunteers include the following policies and procedures to deter those who are unsuitable to work with children and vulnerable adults:

- Identifying posts that need DBS checks when creating Job Descriptions.
- Seeking a full employment history for prospective staff members, identifying any gaps or inconsistencies and seeking an explanation.
- Confirming identity through official documents.
- Carrying out appropriate DBS checks.
- Asking for professional references, where appropriate.
- Making all appointments (including internal transfers) subject to a probationary period.

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with children or vulnerable adults, to anyone who has been convicted of certain specified offences or included on either of the two DBS Barred Lists. It is also an offence for people convicted of such offences to apply for work with children and/or vulnerable adults.

### **Disclosure Checks**

A Disclosure Check is an application for information held on an individual by the Police and various Government Departments (e.g. a history of any criminal convictions). It is obtained from the DBS and helps organisations make safer recruitment decisions. Disclosure checks at the NWT are managed by the Operations Department.

Staff/volunteer recruitment procedures will include an Enhanced or Standard Disclosure check when appropriate. Any employment offer to such staff/volunteers will always be made conditional to the successful passing of a Disclosure check. Original Certificates of Disclosure belong to the individual staff member/volunteer but details will be recorded (subject to the employee's permission) and stored on the NWT safeguarding database. The results of Disclosure checks are confidential.

Disclosure checks that contain minor offences do not necessarily affect an individual's suitability to work with participants (e.g. a charge of petty theft). Individuals with minor offences can still work with participants' subject to final approval from a Safeguarding Lead.

Staff/volunteers with DBS Certificates that are more than 3 years old will be asked to complete a new application. The NWT accepts current DBS certificates validated by other organisations if the job role is comparable to their new position at the theatre. Staff/volunteers who are registered with the DBS update service must provide relevant



information and permission for us to check their DBS status through the update service.  
**DBS update service**

This service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate electronically. Applicants can register online with a newly-issued DBS certificate. When you join, you will get an online account that lets you:

- Take your certificate from one job to the next (if the jobs have similar duties/responsibilities).
- Give employers permission to check your certificate online, and see who else has checked it.
- Add or remove a certificate.

The NWT currently covers the cost of new DBS Certificates (DBS checks) for relevant staff, volunteers and artists, and encourages them to sign up to the update service.

### **Barred Lists**

The two DBS Barred Lists hold the names of individuals who are unsuitable to work with children or vulnerable adults. It's against the law for employers to employ someone or allow them to volunteer for this kind of work, if they know they are on one of the Barred Lists. The NWT must refer someone to the DBS if they are:

- Dismissed because they harmed a child or vulnerable adult.
- Dismissed or removed from work because the NWT had a reasonable suspicion that they might harm a child or adult.
- About to be dismissed for either of these reasons, but resign first.

If you have any questions regarding Disclosure Checks, please contact HR & Administration Manager Lucy Parker at [lparker@wolseytheatre.co.uk](mailto:lparker@wolseytheatre.co.uk)

### **Use of E-mail, Internet, Social Media, and Mobile Phone Technology**

For many, internet, e-mail, mobile phone and social networking are the preferred means of communication. In order to protect both participants and members of staff communicating in this way it is recommended that:

#### **E-mail**

- Email communication with a participant should only be sent and received from a registered NWT account.
- Email communication with participants should ideally be in a group context or with a cc.
- Language should always be clear and unambiguous.

## **Social Media**

It is not appropriate to use a personal social media account to communicate with participants on behalf of the NWT. The sharing of information through social media should be done through official NWT platforms in the public domain.

Permission should be obtained for any images or videos posted on social media sites. Only images and videos relevant to NWT projects should be used.

NWT staff, volunteers and artists should not connect with any participants on their personal social media platforms unless the participant is 18 or older.

If an NWT social media group is created for an activity, it should be closed and not open to the general public without the permission of all group members. A designated staff member should retain administrative rights and moderate the group, only sharing those rights with other members of staff.

Where appropriate, any induction process or information pack for participants should introduce the notion that it is inappropriate to invite members of NWT staff to follow them on social media sites. Furthermore, it should be clear that staff are not permitted to accept such invitations from under 18's.

Any communication or content that raises concern during any digital interaction with a participant should be saved or printed, and discussed with your Line Manager.

## **Use of the Internet**

When participants are asked to use the Internet on behalf of the NWT (e.g. during Work Experience placements) its use should be appropriate and relevant to the task they are being asked to perform and should be intermittently monitored.

## **Mobile Phones**

Staff should not ordinarily give out their personal mobile phone number and should not make one-to-one calls to a participant except in exceptional situations. If this occurs, details should be logged with your Line Manager.

## **Projects, Activities and Productions**

Children and young vulnerable adults can be involved with the NWT in a number of ways:

- As actors and/or participants in NWT productions across all settings.
- As audience members.
- Visiting the NWT Website.
- Attendees at NWT events.
- Attending a Work Experience placement.
- Corresponding with NWT by letter, email or phone.
- Being involved in a NWT Creative Communities Project.

## **Defining the nature of the relationship between Staff and Participants**

It is anticipated that in all but the most exceptional circumstances NWT staff, volunteers and artists will be in the presence of those responsible for the welfare and supervision of participants, e.g. New Wolsey Creative Communities Staff, Chaperones, Teachers, Parents/Guardians, or staff members nominated by their Line Manager.

If you feel that the NWT is asking you to undertake duties, in relation to children or vulnerable adults, which are inappropriate or for which you do not have adequate experience or training, you should speak to your Line Manager or a Safeguarding Lead.

## **Projects and Activities**

Project managers should carry out risk assessments as part of all planning processes, and continue to monitor the risks throughout the life of the project/activity. As part of the risk-assessment it might be appropriate to establish:

- What staffing levels and resources do we need to safely deliver the project/activity?
- Who will lead or be involved in the activity, and therefore have contact with participants?
- Must that person(s) have a valid DBS Certificate?
- Does that person(s) fully understand the NWT's Safeguarding policy?
- Do we have all the relevant participant information, permissions and emergency contact details?
- Have we given all the participants the information that they need to safely and successfully engage with the activity?
- Where is the activity to take place?
- What is the procedure for signing participants in and out of the space?
- Does the working environment present any risks in itself, either to the health and safety of the group, or specific Safeguarding risks?
- Does the activity present any risks in itself, either to the health and safety of the group, or specific Safeguarding risks?
- Who is in charge of the building where the activity is to take place, and how do we contact them in an emergency?
- What are the evacuation procedures and who is responsible for evacuating participants?
- Who is the 'appointed person' for the activity (the person deemed to be in charge)?
- How many participants, and of what age-range, are involved?
- What happens if we are asked to work with a larger group of participants than we think is safe for the activity?
- What happens if some or all of the participants are incapable of engaging meaningfully with the activity?
- What happens if a participant behaves inappropriately during the session?
- What happens if a participant leaves or tries to leave the session or activity?
- What happens if there is an accident or injury during the session?
- If a participant had to be taken to hospital, whom should we inform? Who should accompany them?
- What happens if a participant makes a disclosure during the activity?
- Are there any other factors that we need to address to ensure that the project/activity is safe, creative and inclusive?

Once these questions have been answered and risks identified, procedures, plans, actions and resources should be put in place to mitigate against them.

## **Time Spent with Participants**

The type of contact NWT Staff are likely to have with participants falls broadly into three categories:

- **Substantial Time**
- **Regular Time**
- **Occasional Time**

### **Substantial Time**

Being in regular contact with and/or being responsible for participants, sometimes in situations where there is no other adult present. All staff spending **Substantial Time** with participants must have a valid Enhanced Disclosure.

Staff who spend Substantial time with participants include:

- Core NWT Creative Communities staff.
- The majority of freelance/casual staff and artists employed or contracted by the NWT Creative Communities Department.
- Chaperones supervising children during rehearsals and performances of professional productions.
- Heads of Department responsible for supervising long term Work Placements.
- Any appropriate member of staff or freelancer nominated by a Line Manager or Safeguarding Lead.

### **Regular Time**

Being in regular contact with children, but not being ultimately responsible for them. All staff spending **Regular Time** with children must have a Standard Disclosure.

Staff in this category could include:

- Duty Managers
- Staff in Departments hosting Work Placements of more than a week.
- Creative Communities Assistants.
- Staff working alongside members of casual staff who are under 18.

### **Occasional Time**

Intermittent contact, but never being responsible or normally alone with a young person. Staff in this category are required to be familiar with the contents of this policy (e.g. Ushers).

It is the explicit policy of the NWT that all staff, volunteers and artists who spend Substantial or Regular time with participants should have the appropriate, valid DBS Certificate. However, in exceptional circumstances, artists, practitioners and freelancers may work with

participants without a Certificate if they are supervised at all times by a teacher or a youth worker, or by a member of NWT staff who holds a current DBS Certificate. Under these circumstances the DBS holder must be made aware that this person must not be left unsupervised with participants.

Project managers, when providing workshops or arranging events in schools, must make it clear to bookers whether or not the artists delivering the work have a valid DBS Certificate.

When a single member of staff or artist is delivering activities in other settings, or for partner organisations, the NWT would expect that setting's/organisation's staff to be present throughout the activity. If this is not possible then the NWT must confirm that the setting/organisation is happy with this arrangement and it must be included in the contract for the delivery of the activity.

If groups of participants are taken away from home on trips, they must always be accompanied by a male and female member of staff, and adults must not enter participant's rooms or invite participants into their rooms.

Where staff, volunteers or artists are expected to act in the absence of the person(s) with parental responsibility, written consent should be sort in advance of administering emergency first aid to the participant.

When Youth Theatre groups are being supervised in dressing-rooms staff, artists or volunteers should always work in pairs.

## **Productions**

Safeguarding issues linked to professional performances will be identified through **Production Risk Assessments** and updated regularly in Production Meetings. Members of acting companies that include children or vulnerable adults will be given specific briefings on the commencement of rehearsals and chaperones used when necessary. All necessary **Licensing** arrangements are organised and managed by the Creative Communities Team [creativecommunities@wolseytheatre.co.uk](mailto:creativecommunities@wolseytheatre.co.uk)

During the run of a show featuring participants the NWT will:

- Ensure gender appropriate Chaperones accompany children working on professional productions at all times.
- Ensure that adults change only in dressing-rooms or other facilities not used by participants, and only use the appropriate toilets.
- Where possible provide dedicated toilets for participants.

## **Visiting Productions/Hires**

It is the expectation of the NWT that all visiting companies and the hirers of any spaces and/or services provided by the theatre are responsible for ensuring that all necessary Safeguarding measures are in place for their activity.

## **Digital Performances and Activities**

Digital performances and any activities that are delivered in a virtual space should be subject to the same Safeguarding protocols as any other performance or activity.

### **Schools Touring**

For NWT productions touring to schools, the school will be made aware that the NWT has a Safeguarding Policy and that:

- NWT staff who attend will conduct themselves in accordance with the NWT's Safeguarding policy.
- NWT staff must not be placed in a caring or supervisory position without the agreement of all parties, to be made in advance of the visit.

### **Work Experience**

The NWT offers a wide range of work placements in various areas of the organisation's work.

Children and young people on placement receive an induction which includes: an Information Pack, a tour of the building, relevant health and safety information, an introduction to the theatre's working practices.

Work experience placements are likely to include unsupervised contact due to the design of the building and the low staffing ratios in most departments. Only staff, volunteers and artists who have a valid, Enhanced DBS Certificate can work on a one-to-one basis in an enclosed environment.

### **Parental Responsibility**

All forms and policy documents should carry the wording 'person with parental responsibility', rather than 'parent' or 'guardian'.

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. This is not automatically the case for unmarried parents. According to current, English law, a birth mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother at the time of birth or has acquired legal responsibility for his child through one of three routes:

- By jointly registering the birth of the child with the mother (after 1st December 2003).
- By a parental responsibility agreement with the mother.
- By a parental responsibility order, made by a court.

Living with the mother does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

Same-sex partners both have parental responsibility if they were civil partners at the time of their treatment, e.g. donor insemination or fertility treatment. For same-sex partners who aren't civil partners, the 2nd parent can obtain parental responsibility by either:

- Applying for parental responsibility, if a parental agreement was made.
- Becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth.

If the wording on all NWT documents is 'person with parental responsibility', it places the responsibility onto the parents/carers/guardians to ensure the appropriate adult interacts with the NWT.

### **Participant and Parental Awareness**

Participants and those with parental responsibility should be aware of who the Safeguarding Leads are and how to contact them if they have any worries or concerns.

These details should be included in Youth Theatre and Work Experience packs and rehearsal schedules for children in professional performances.

### **Photographs, Videos and Data**

Those with parental responsibility for children and vulnerable adults involved in NWT activities must be contacted in advance of any photographs or videos being taken, and explicitly asked whether their children can be included, and whether such photographs or videos can be displayed (programmes/brochures/press/website etc.).

Direct consent may be asked of a school or partner organisation if they already hold permission from those with parental responsibility.

The NWT should never publish information that could identify a child. Under normal circumstances it is acceptable to print a child's first name and the name of the large town or area they come from but not a small village (unless specific consent has been given by those with parental responsibility).

All records, data, consent forms and any other information that the NWT requests from, or holds on, participants must be collected, used, stored and destroyed in line with GDPR regulations.

### **In summary**

This policy is not a definitive guide to Safeguarding and situations may arise that it does not explicitly cover. If you are ever in any doubt about any issues relating to Safeguarding children and/or vulnerable adults or of your personal responsibilities towards the participants that engage with the New Wolsey Theatre you must speak to your Line Manager or the relevant Safeguarding Lead.

An abridged version of this policy - **Conduct Guidelines (Safeguarding)** – is available on request. For staff with access to the NWT server it can be found [HERE](#)

Conduct Guidelines (Safeguarding) does not replace or supersede this policy but may be useful as a reminder of the practices and behaviour that the NWT expects from staff, artists and volunteers who come into contact with children and/or vulnerable adults.