

CURVE

Safeguarding Children, Young People and Vulnerable Adults Policy

Curve or Curve Theatre, Leicester are the trading names of Leicester Theatre Trust Limited (Curve) a registered charity, no: 230708

Policy Owner	Head of Creative Programmes	
Audience/ who does policy apply to	<ul style="list-style-type: none">• Children, Young People and Vulnerable Adults (vulnerable people)• Visitors (including schools and young groups) that come to see a show or participate in an activity at Curve <i>Curve needs to be made aware of any incidents or disclosures that take place whilst at Curve.</i>• Staff or Workers to include employees, trustees, actors, musicians, creatives, freelancers, consultants, agency workers and volunteers	
Legislation and reference documents	<u>Internal</u> <ul style="list-style-type: none">• Equality, Diversity and Inclusion Policy• Dignity at Work Policy (Bullying & Harassment)• Speak Up Policy	<u>External</u> <ul style="list-style-type: none">• DBS Disclosure• NSPCC Staying Safe Commitment Scheme• Safeguarding Vulnerable Groups Act 2006• DFE Keeping Children Safe in Education
Approved by	Safeguarding Group/Health & Safety Committee	
Review period	Every year	
Date last Reviewed	March 2023	
Next Review date	March 2024	

1. Scope

This policy applies to those working in or on behalf of Curve, who supervise, care or have significant direct contact with a vulnerable person (child, young person or vulnerable adult). All Staff are expected to adhere to this policy. Any breach of this policy by any Staff will be taken seriously and may result in disciplinary action in relation to employees and other action in relation to non-employees. In some instances, serious breaches of this policy may be considered



to be an act of gross misconduct which could result in the immediate termination of employment, or, as is the case, the immediate termination of any consultancy or engagement.

This policy does not form part of an employee's contract of employment with Curve and we may amend it at any time.

2. Introduction

Curve is committed to providing a safe and caring environment for children, young people and vulnerable adults. **Safeguarding is everyone's responsibility across the organisation.** All Staff will clearly understand the need to maintain appropriate boundaries in their dealings with children, young people and vulnerable adults. Staff should be aware that they may be seen to be role models by children. Their welfare is our main priority and is the responsibility of all Curve Staff. Curve presents performances, workshops, events and exhibitions on its stages and in the studio and public spaces. We are committed to the safeguarding of all our Staff, attendees and participants.

We constantly engage both internally and externally with people of all ages and we have a particular focus with working with young people that includes taking responsibility for them in the absence of their parents or carers.

The Children Act 1989 states the legal definition of a child is "*a person under the age of 18*".

Definitions for 'young people' are more open to interpretation, but the broad age parameters are generally between the ages of 16-25.

A vulnerable adult is someone aged 18 or over who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

3. Policy Statement - Creating a safe environment in which to work with children, young people and vulnerable adults

The welfare of children, young people and vulnerable adults is paramount.

Curve has a duty of care to safeguard from harm all children, young people and vulnerable adults with whom it interacts.

Children, young people and vulnerable adults occupy a central place within Curve and our work. We strongly believe that all people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

Children, young people and vulnerable adults have contact with Curve in many ways. For example, they may perform with us, be members of our audiences, attend our events and workshops, log on to our website, complete work experience with us or have an advisory relationship to us.

All Staff should:

Treat children, young people and vulnerable adults with respect

Listen to and take account of the views of children, young people and vulnerable adults

Take concern about the welfare of children, young people and vulnerable adults seriously

All vulnerable people (children, young people or vulnerable adults), whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

All Staff have a responsibility to report concerns to a member of the Curve Safeguarding team. See page 15.

We have procedures in place to address poor practice, and to help any child, young person or vulnerable adult who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child, young person or vulnerable adult tells us that they are affected by these issues. We will work with external agencies such as our Local Authority Designated Officer (LADO), Child Exploitation Online Protection Centre (CEOP) for safety concerns or the NSPCC (Helpline 0808 800 5000) and the police to ensure as far as possible that children, young people and vulnerable people are protected.

Curve recognises that any policy and procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:

- Recruiting Staff and all those that work on our behalf, either paid or in a volunteer capacity, safely.
- Training and supervising all Staff to adopt best practice to safeguard and protect children, young people and vulnerable adults against abuse, and themselves against allegations being made against them.
- Ensuring a code of conduct for all is understood (through training) and adhered to (through effective management and governance).
- Ensuring Staff are made aware of the Safeguarding Policy at induction.
- Ensuring all Curve workshops, events and activities are planned and organised with the welfare and safety of children, young people and vulnerable adults as a priority.
- Storing children's, young people's and vulnerable adults contact information, images, records and correspondence securely.
- Ensuring that all our partners and contractors adhere to best practice in safeguarding children, young people and vulnerable adults.
- Taking all suspicions and/or allegations of abuse or risk to children, young people and vulnerable adults seriously, and responding these swiftly and appropriately through the provision of child protection procedures.
- Sharing information about concerns with those relevant agencies which have a legal duty to act and involving parents/carers and children where appropriate.
- Providing support to Staff, if they are involved in Safeguarding situations, allegations or disclosures.
- Signposting to other agencies who can help concerned children, young people, vulnerable adults, parents/carers or professionals when the matter is not one that requires a child protection referral.
- Ensuring that breaches of the safeguarding policy will be taken seriously and may require disciplinary processes to be applied and/or a referral to the police or social care services.

4. Roles and Responsibilities

Position	Responsibilities within Safeguarding	DBS Required
Trustee	<p>To ensure the right policies and procedures for safeguarding are in place, available and reviewed.</p> <p>Check that safeguarding is a key priority for Curve, that the right roles and practices are in place. Understand when it is appropriate and legal to carry out background checks. Make sure staff and volunteers have appropriate training regularly reviewed. Be sure that everyone understands how to recognise, respond to, record and report a safeguarding concern.</p> <p>One Trustee with designated Safeguarding Responsibility to provide strategic guidance and check accountability with the DSL.</p>	Yes
CEO	<p>Holds a duty of care for Safeguarding within the organisation.</p> <p>Understands the Safeguarding policy and practices.</p>	Yes
SMT	<p>Understands the Safeguarding policy and practices and promotes safeguarding to their teams.</p>	Yes
Head of Creative Programmes	<p>Designated Safeguarding Lead (DSL) for the organisation. Be the first point of contact for all staff and visitors to go to for advice if they are concerned about a child, young person or vulnerable person, take necessary action to report, and record any concerns.</p> <p>To ensure full compliance with LTT Safeguarding Policy and to ensure it is embedded in all aspects of the theatre.</p> <p>Create and deliver safeguarding training across the organisation to ensure staff have up to date knowledge fulfilling regulatory requirement as well as confidence to know what to do in different circumstances.</p> <p>To ensure the CEO and Trustees are updated via Board papers and annual Board meetings.</p>	Yes
Creative Programmes Community Practitioner	<p>Designated Safeguarding Officer.</p> <p>To act as a second point of contact and support for the DSL, and deputise where necessary. Lead the Safeguarding interdepartmental meetings and support on training delivery.</p>	Yes
Head Chaperone	<p>Designated Safeguarding Officer.</p> <p>To act as a second point of contact and support for the DSL.</p> <p>To act as the responsible person with regards to Child Protection, Licenses and Safeguarding when rehearsals and performances are taking place with children, young people or vulnerable adults and share information with the DSL.</p>	Yes
Chaperones	<p>Chaperones should make themselves thoroughly familiar with the terms of the performance licence granted by the Children and Family Services, Child Performance & Employment Team and ensure that the conditions are properly adhered to. They should also make themselves familiar with and work in compliance with Curve's Safeguarding Policy. To report any incidents or concerns to Curve's Head Chaperone.</p>	Yes

Schools and Partnerships Manager, Creative Programmes Practitioners, Creative and Programmes Administrators	To ensure full compliance with Curve Safeguarding Policy and to ensure it is embedded in all aspects of the theatre and Creative Programmes activity. To report any incidents or concerns to the DSL. CP Co-ordinator to ensure all freelance practitioners have had DBS checks, references and have undertaken a safeguarding briefing before commencing employment.	Yes
Artistic Director	To ensure full compliance with Curve Safeguarding Policy and to ensure it is embedded in all aspects of the theatre. To report any incidents or concerns to the DSL.	Yes
Director of Production	To ensure full compliance with Curve Safeguarding Policy and to ensure it is embedded within the Technical departments and report any incidents or concerns to the Designated Safeguarding Leads.	Yes
Director of Audiences	To ensure full compliance with Curve Safeguarding Policy and to ensure it is embedded within the Communications, Fundraising and Sales departments.	Yes
Executive Producer	To ensure full compliance with Curve Safeguarding Policy and to ensure it is embedded in all aspects of the theatre. To ensure that creative teams and cast members have had a safeguarding briefing before rehearsals commence with all Made at Curve shows with children, young people or vulnerable adults in the company. To report any incidents or concerns to the DSL.	Yes
Producer (Made at Curve)	To ensure full compliance with Curve Safeguarding Policy and to ensure it, processes and legal compliance is embedded into pre-production, rehearsals and performances. To ensure all creative teams and cast members have had a safeguarding briefing before rehearsals commence. To report any incidents or concerns to the DSL. To be the main point of contact for the company and the DSL on Made at Curve productions.	Yes
Production Co-ordinator	To comply with Curve Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Leads.	Yes
Deputy / Visitor Experience Managers	To ensure full compliance with Curve Safeguarding Policy amongst the Visitor Experience team and to report any incidents or concerns to the Designated Safeguarding Leads.	No
Freelance Company Manager/ Stage Manager	To ensure all creative teams and cast members have had a safeguarding briefing before rehearsals commence for a show with children, young people or vulnerable adults in the company. To report any incidents or concerns to the DSL. To be the main point of contact for the company and the Designated Safeguarding Leads on Made at Curve productions	Yes, if show involves children, young people or vulnerable adults
Box Office Supervisors, Duty Managers, Hospitality Managers	To promote the safeguarding policy to all staff and comply with all safeguarding practices. . To report any incidents or concerns to the DSL.	No
All Curve Staff	To comply with Curve Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Leads.	Depends on role

Freelancer (working with Children, young person or vulnerable adult)	To comply with Curve Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Leads.	Yes
Technicians	To comply with Curve safeguarding policy and report any incidents or concerns to the Designated Safeguarding Leads. DBS may be obtained for Technicians if working on a Made At Curve show with a children's cast.	Variable

5. Induction, Training and Communication with Curve Staff

All Staff are given details of this policy and how to report a concern as part of their induction. The policy will be available for them to access and will be referred to in the Policies folder on SharePoint.

All Staff who are working in contact with children, young people and vulnerable adults and HR are required to complete IHasco Safeguarding Level 1 and 2 training before joining Curve.

All Staff in contact with children, young people or vulnerable adults will be given additional training in safeguarding led by the Designated Safeguarding Lead at least once a year.

Senior management team will receive regular updates on safeguarding, where appropriate these will be distributed to their teams.

There will be a monthly safeguarding meeting with representatives from every department where training can take place as well as concerns and training needs can be discussed.

Safeguarding is part of the Risk Register for Curve. There is a dedicated Trustee with responsibility for Safeguarding who meets ahead of each Board meeting to review any safeguarding issues. There is a Safeguarding Update in the Board Papers for all Trustees to review and comment.

5.1 DBS (Disclosure and Barring Service checks)

Curve will provide enhanced DBS checks for all those working with children, young people or vulnerable adults.

Curve will accept DBS checks from other organisations, however these will need to fulfil the requirements of the organisation and role the individual is in.

When accepting DBS the following needs to be checked:

- Does the address match the one we have on file?
- Is it an enhanced disclosure?
- Does the name and DOB match those we have on file?
- Are there any convictions, cautions, warnings or reprimands on record?
- Check where the DBS says "non- requested" and "non-recorded."
- Any relevant information that needs to be risk assessed.

Curve where necessary will renew DBS checks every 2 years dependant on role in line with good practice guidelines.

5.2 Safer Recruitment

Curve is committed to good practice within recruitment. We seek to recruit staff who respect and value children, young people and vulnerable adults and who are committed to the highest standard of personal and professional conduct. This goes beyond simply complying with protocols and legislation but extends to attempts to ensure that individuals have an appropriate set of personal and professional values and are committed to promoting the safety and well-being of children, young people and vulnerable adults.

Curve will generally not employ any person under 18 or offer a volunteering position, with exception of work experience students or performers in shows. Exceptions will be discussed with the Head of Creative Programmes.

Safe recruitment and selection practice is essential in safeguarding and protecting children, young people and vulnerable adults. Curve recognises that anyone may have the potential to abuse vulnerable people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them. For those who will be working with these people:

- Appropriate checks are carried out on new Staff
- References will elicit information about an applicant's past and a self-disclosure about any criminal record.
- All Workers will be interviewed before appointment.
- Evidence of identity and two references must be obtained.

When advertising vacancies, we inform candidates of our Safeguarding Policy and that commitment to this policy is a condition of employment and where necessary DBS checks/certificates will need to be seen or completed prior to commencing employment with Curve. Curve will ensure that Staff working with vulnerable people are carefully selected, trained and supervised to provide a safe environment, by observing the following principles:

Permanent employees:

- Applicants will be required to specify if they have undertaken any safeguarding training.
- Shortlisted candidates will be interviewed by a panel of at least two appropriate staff/trustees for the applied position.
- DBS checks will be obtained and checked prior to work commencing with Curve.
- Selected candidates will be required to provide at least two written references.
- Staff will undergo any relevant safeguarding training to the applied position and will require a probationary period.

Freelancers and Student/Graduate Placements:

- Persons will meet with Curve appropriate department head in advance of an offer.
- Safeguarding briefing will be delivered by the Creative Programmes team.
- DBS checks will be obtained and checked prior to work commencing with Curve.

Work Experience:

- Curve hosts work experiences throughout the year and on occasion this will include people under the age of 18.

- Work experience students should never be left on their own or be exposed to any work situation where they will be expected to carry out duties on their own.
- When a non DBS Staff member meets with a person under 18 years they will do so in a public space or be accompanied by another member of Staff.
- Curve Staff who are responsible for work experience students will monitor progression on tasks and usage of internet, reporting any misuse or concerns to the Head of Creative Programmes.
- Work experience students will have a Safeguarding briefing from the Creative Programmes team.
- DBS checks will be obtained and checked prior to the placement commencing with Curve.

6. Recognising the signs of abuse or neglect

Safeguarding concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.

You can become aware of the actual or alleged harm to, or abuse of, a child in a variety of ways:

- a child tells you
- the child's play or behaviour
- the child's appearance, including injuries
- the child's interaction with the parent/carer
- someone else tells you that they suspect a child is being abused
- the behaviour of another adult towards a child
- you may observe harmful behaviour between a child and adult or between children

There are four broad categories of child abuse and neglect:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse

All Staff should be familiar with the definitions and indicators of abuse and neglect.

7. Responding to a serious allegation or concern

It is not the responsibility of anyone working in Curve to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to a member of the Designated Safeguarding Lead team who will then, if necessary, inform the appropriate authorities.

If any member of Staff is aware of a safeguarding matter – whether that is information disclosed to them, or something they have seen – they must report this to the Designated Safeguarding Lead at the earliest possible time. A written account of the matter must be made at that point, including all relevant details. The Designated Safeguarding Lead will then determine the course of action to follow.

Curve will assure all Workers that it will fully support and protect anyone, who in good faith reports their concern that a colleague is, or may be, abusing a vulnerable person.

Where there is a complaint against a Worker there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary investigation

8. Managing Safeguarding allegations against Staff

All suspicions and/or allegations of abuse will be taken seriously.

Any allegations or suspicions made against a member of Staff will be handled by Curve's Safeguarding team and Senior management team.

8.1 Escalation Process

Curve will record and refer any safeguarding concerns or disclosures to the relevant authorities such as police and Social Services where appropriate. Where appropriate parents will be informed as soon as possible.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

8.2 Dignity at Work

Curve is committed to creating an environment of positive working relationships. To preserve and protect such an environment, the organisation has policies and procedures that set out standards of conduct that must be observed. These enable staff or workers to raise concerns, to be provided with a response and for those concerns to be addressed in an appropriate forum and to obtain an appropriate remedy. Curve believes that every Staff or Worker to include employees, trustees, actors, musicians, creatives, freelancers, consultants, agency workers and volunteers, and visitor to Curve has the right to be treated with equality, dignity and respect in the workplace and is committed to providing a supportive working environment to foster such a culture. By addressing unacceptable behaviour and promoting positive behaviour, this procedure fully underpins Curve's vision and values.

Everyone who works with, and for Curve should be valued for their different skills and ways of working and be treated with dignity, and are entitled to:

- A workplace free from bullying, harassment or victimisation
- Be treated with dignity, respect and courtesy.
- Experience no form of discrimination
- Be valued for their skills and abilities

Be appointed and developed based upon merit

8.3 Working with parents/guardians/carers
Curve will ensure that parents/guardians/carers will be fully informed about:

The nature of the work we will be doing with their child, young person or vulnerable adult, the child, young person or vulnerable adult's role and the commitment required.

8.4 Rehearsal Space

Curve has an open-door policy when rehearsing or during a developmental process, this means at any time a member of Staff, safeguarding team member or Head Chaperone may enter the space to observe the session, without warning. This offers transparency and an opportunity to feedback and reflect on good practice.

9. Curve Guidelines for Ratios of DBS Checked Adult Supervisors to Children

When engaging with a group of children away from their parent / guardian / carer, Curve always adheres to the following adult/child ratios. These are the minimum ratios for official chaperones.

Child's Age.	Number of DBS checked Adults.	Number of Children (maximum).
<2 Years	1	3
2 Years	1	3
3-5 Years	1	5
5 Years +	1	12
SEN Students	These will be assessed on a case by case basis.	
External activities	These will be risk assessed and assessed on a case by case basis.	

9.1 Toilet Ratios for Chaperones supervising Children

Adults who haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, bigger groups are encouraged to take a comfort break together. For example, with a ratio of two adults to 10 children where 1 adult supervises hygiene duties and the other supervises safety and a head count.

When a young person needs to use the public facilities, a chaperone should be with them. If the chaperone is able to then, prior to the young person entering the toilets, the chaperone should check them first. Where this is not possible (for example if the young person is male and the chaperone is female) the young person should use the disabled toilet instead.

Where the young person can use the facilities (not the disabled one) they should also use a cubicle rather than the urinals.

10 Participants in Education and Curve Youth and Community Companies (CYCC), workshops and projects

The number of children that can participate in a project varies. For school specific workshops, however, the general policy is that there should be no more than a standard class size (30) of children in any workshop situation and leaders should be assigned by the schools, as per their published guidelines.

For open workshops and Curve Youth and Community Companies (CYCC), the ratio of adult to child for projects varies depending on the age and nature of the group that is being worked with. A minimum of two adults with current DBS checks will always accompany CURVE projects. Where possible this should consist of at least one CURVE worker, however when this is not possible, a parent, guardian or loco parentis to the child can assume the position of the second responsible adult.

The Head of Creative Programmes and Creative Programmes Practitioner prior to a project commencing will carry out risk assessments. This will include assessing the venue and the overall project itself, in agreement with the setting's management. It is then the CURVE worker delivering the project who is responsible for risk assessing specific activity.

For workshops and performances that take place within a school or college, the school's own safeguarding policy takes precedence. In addition to this, an employee of the school must oversee all contact between CURVE workers and children. CURVE workers should never be left alone with

vulnerable people in any school or college. In the unlikely event that a worker finds themselves in this position, it must be immediately reported to the Safeguarding team.

For workshops out in the community with vulnerable adults we adhere to the same ratios of adults to participants as in sessions with children. However the second adult may be a DBS checked adult working for a partner organisation.

11.Children in Performances

Any child under school-leaving age (end of Year 11 school year) who takes part in public performances at Curve (e.g. children taking part in; films, plays, amateur dramatics, concerts or any public performance that the audience pays to see) may be required to have a performance license issued by their local authority. They must be supervised by chaperones for performances. More information about the legal requirements and information about child licensing by Leicester City Council and Leicester County Council can be found here:

[Children \(Performances and Activities\) \(England\) Regulations 2014](#)

In England, the Department for Education (DfE) provides [advice for local authorities and individuals working with children in all types of professional or amateur performances, paid sport and paid modelling \(PDF\)](#) (DfE, 2015).

The National Network for Child Employment and Entertainment (NNCEE) has also produced a [guide to child performance licensing in England \(PDF\)](#) (NNCEE, 2020).

<https://www.leicester.gov.uk/business/licences-and-permits/child-performance-licences/>

<https://www.leicestershire.gov.uk/education-and-children/child-employment/apply-for-a-child-performance-licence/when-a-licence-is-needed>

11.1 Performances by Children at Curve

Both the Department for Education and Skills (DFES) and Equity have strict guidelines around the involvement of minors in professional performances. CURVE adheres to these rules and endeavors to provide the best care for minors engaged in their productions as actors or dancers.

All Children who perform on stage or appear in Curve commercials, advertisements, posters or leaflets have their welfare and safety protected by the National Children in Entertainment legislations. For the purposes of 'Children in Entertainment', a child is a person aged from birth to the end of their compulsory schooling (Year 11). The legislation requires licences to be issued by each Local Authority (LA) for children who are to take part, the theatre and child must then adhere to the rules and regulations laid out by the LA and Licencing Laws

All Licenced children need to be chaperoned by law while taking part in a performance. Chaperones act 'in Loco Parentis' and should exercise the care which a good parent might be reasonably expected to give that child. Regulations require a ratio of 1 chaperone to 12 children, this number appropriately adjusting to age appropriate ratios.

Where Creative Learning projects created by Curve involve performances or when hosting such an event as a partnership activity with an outside agency Curve will take care to ensure that children are provided with suitable care backstage. Numbers in dressing rooms will be agreed on a project-by-project basis by the Creative Programmes Department. Where necessary additional spaces will be provided.

If Curve Technical and Stage Management Staff will be in regular contact with children during performances, they will also undergo DBS checks.

Appropriate child related risk assessments will be carried out by a member of the Creative Programmes team for events or performances at Curve involving children, young people and / or vulnerable adults.

A safeguarding briefing for all creative teams and actors where children, young people or vulnerable adults are involved will take place before rehearsals commence to ensure rehearsal rooms and processes are safe and any questions or issues can be flagged and resolved in advance.

11.2 Children attending performances

Groups attending performances at Curve must have one adult for every ten children attending. Minimum adult to children ratios are outlined by Curve in communication sent to school and group bookers.

All children 15 and under attending a performance at Curve must be accompanied by an adult.

School groups must send the correct ratio of adults to children. Curve offers 1 free ticket per 10 purchased subject to availability to school groups to account for adult chaperones to be in attendance. Any additional tickets for chaperones needed will need to be purchased.

Children are the legal responsibility of their parents or guardians and they should always accompany young children under the age of 15 to Curve. Whether that be performances, events or workshops, unless otherwise agreed.

Curve expects groups visiting the building to follow the legal requirement covering their external organisation when taking children out on excursions. Please read in conjunction with Curves Unaccompanied, Lost or Missing Children Policy.

Each performance will publicise an age guidance and if necessary further information regarding any adult content

11.3 Appropriate safeguards in other venues whilst on tour or in non-Curve premises

Curve Staff will adhere to the policies of theatres and schools visited on tour, in addition to our complying with Curve's own policy.

12. Risk Assessments

Curve will complete Risk Assessments for all activities in which children and/or vulnerable young adults take part.

Risk assessments are to be completed by the departments wanting to undertake any placement. These Risk assessments should be reviewed by the Designated Safeguarding Lead if they involve young people or vulnerable adults.

All risk assessments are to be kept centrally with HR for the duration of the project and 6 months thereafter unless there is due need to keep this for longer than this period.

13. Accidents and Injuries

The parents of all vulnerable people involved with a project at Curve are expected to provide information concerning any medical conditions as well as emergency contact details, including names, addresses and contact telephone numbers. The assigned emergency contact should be within a reasonable distance from the location of the workshop to ensure prompt attendance if required.

Curve Staff should record any noticeable injuries a child or vulnerable person arrives with (by raising it with a second member of Staff and if appropriate with the parent/carer themselves), to ensure that it is not possible for a parent/carer to ascribe any injury or abuse as having happened within the session in error. All accidents and injuries are to be recorded in the Curve accident book.

Hard copies of these can be found via the visitor experience manager. These will be kept on file for 6 months and will be accessible if they are needed.

First Aid provision will always be available at any events, workshops, performances.

14. Handling Children's data & Confidentiality & Information Security/Sharing

Curve adheres to the principles relating to processing of personal data set out in the Data Protection Laws. These provide that personal data must be:

- Processed lawfully, fairly and in a transparent manner (**Lawfulness, Fairness and Transparency**);
- Collected only for specified, explicit and legitimate purposes (**Purpose Limitation**);
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (**Data Minimisation**);
- Accurate and where necessary kept up to date (**Accuracy**);
- Not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the Data is Processed (**Storage Limitation**); and
- Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage (**Security, Integrity and Confidentiality**)

Curve is responsible for and will seek to demonstrate compliance with the above principles.

Curve will seek to ensure that it does not keep personal data in a form which permits the identification of the data subject for longer than needed for the legitimate business purpose or purposes for which we originally collected it including for the purpose of satisfying any legal, accounting or reporting requirements.

Curve maintains retention policies and procedures to ensure that personal data is deleted after a reasonable time taking into account the purposes for which it was being held unless the law requires such personal data to be kept for a minimum period.

Curve will inform data subjects of the period for which personal data is stored and how that period is determined. This will normally be set out in any privacy notice.

Safeguarding document storage - all safeguarding information/disclosures will be stored on SharePoint. Access will be given to Head of Creative Programmes and HR.

14.1 Photography/Filming

There will be intentions to use photographs / films to record, evaluate and promote all areas of activity for Curve.

Permissions and consent will be obtained, in writing, from parents/guardians/carers before any such activity happens clearly stating the intended use of the assets.

Curve Staff are **not** permitted to use personal mobile devices to take photographs or footage of vulnerable people nor are they allowed to post photographs or footage on their personal online / social media sites.

To ensure vulnerable people cannot be traced through information provided by Curve, those involved in Creative Programmes projects are credited through first names or initial only. Those involved in a performance may be named in any produced programme, and all press / editorial activity will be conducted with written consent and full guidance by Curve.

15. Implementation of the Policy

Checks in place for ensuring the policy is being implemented are as follows:

- Ausco training – HR make regular checks to see that this has been completed for new starters.
- DBS – HR hold permanent staff DBS checks (CP hold all CYCC Freelance practitioner DBS) and each are responsible for monitoring when renewals are due.
- Monthly Safeguarding meetings are cross departmental and enable check-ins across the organisation as well as identification of any potential safeguarding issues in the programme ahead.
- The Safeguarding Lead meets with the Trustee for Safeguarding (Liz Blyth) ahead of each Board meeting in order to check and challenge safeguarding areas.
- Short Safeguarding reports are submitted to the Board of Trustees for each meeting.
- Regular communication between the 2 DSL and with the CEO checks and challenges safeguarding issues when they arise.

Curve's Safeguarding Team and contact information:

Kay Hardiman

HEAD OF CREATIVE PROGRAMMES

(Designated Safeguarding Lead)

Phone Number: 07779272074

k.hardiman@curvetheatre.co.uk

Lily Brearley-Viney

COMMUNITY PRACTITIONER

(Designated Safeguarding Officer)

Phone Number: 07756583540

l.brearley-viney@curvetheatre.co.uk

Helen McLaren-Frost*

HEAD CHAPERONE

(Designated Safeguarding Officer)

Phone Number: 07949 356699

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**(Helen works in a freelance capacity and oversees chaperones and licensing for Curve)*

Important Contact Information

If the child, young person or vulnerable young adult are in immediate danger call the police on 999

Children's Social Care Services Emergency Contacts

0116 454 1004 (Leicester City 24/7)

0116 305 0005 (Leicestershire County 24/7 and Rutland out of hours)

0157 275 8407 (Rutland office hours)

Secure email: das.team@leicester.gov.uk

If the concern is about an adult working with children, then either above number out of hours or Jude Atkinson LADO on **0116 4542440** Lado-allegations-referrals@leicester.gov.uk

Safeguarding Children Advice Line – Leicester Partnership NHS Trust

0116 295 8977

NSPCC Helpline

0808 800 5000

Leicester City Council LADO based

Tel: 0116 454 2440

Email: Lado-allegations-referrals@leicester.gov.uk

Leicestershire County Council LADO

LADO Allegations Line 0116 305 4141

LADO Allegations Email: CFS-LADO@leics.gov.uk

Rutland County Council LADO

Tel: 01572 758 407

The way to report concerns is to call the Duty and Advice service on 0116 454 1004 (24 hour service) . This service will take all calls about child safeguarding.

If the concern is about an adult working with children, then either above number out of hours or Jude Atkinson LADO on 0116 4542440 Lado-allegations-referrals@leicester.gov.uk