

TRANSFORM - SAFEGUARDING POLICY

Children, Young People and Vulnerable Adults

Transform is an engine room for powerful performance. We create exhilarating international festivals and work year-round to catalyse future-gazing artists and creatives to reimagine what theatre can be. We bring **bold, brave, vivid** and **socially-Conscious** international performance to the Leeds City Region and beyond.

Transform shifts perceptions of what theatre can look like and represent in the Leeds City Region and across the North. To enable artists and creative people to take their agency to a new level and create remarkable, internationally resonate performance.

POLICY LAST REVIEWED: September 2021

DATE POLICY REVIEWED: March 2023 (reviewed every 18 months internally with board of trustees)

1. INTRODUCTION

As an engine room for performance and inclusive, international festival; Transform engages with a wide range of people from many walks of life in creative programmes and opportunities and through realisation of productions and performances. Transform is particularly focused on working with young people aged 16-21 through its co-creation programme 'The Collective', taking a radical and international approach to focus on agency for participants to shape cultural experiences that matter to them. In turn, Transform is also particularly interested in supporting and developing young creatives and building younger audiences. From time to time, Transform also works with children, young people and vulnerable adults on participatory performances and productions, often facilitated by freelance artists and collectives from the local, national and international performing arts field.

The following policy is intended to inform and guide Transform's employees, team members, freelance artists and practitioners when working with children, young people and vulnerable adults at Transform.

Policy Statement

Transform has a duty of care to provide an inclusive, secure and safe working environment and appropriate support for participants, including those who by reason of age or disability need enhanced care and support. Transform will ensure that children, young people and vulnerable adults have appropriate safety and protection whilst taking part in activities and projects. Transform will put in place the appropriate training and support so that staff, freelancers and volunteers can make informed and confident responses to issues which may arise, and will ensure they know how to report any concerns. Transform will ensure that any issues which arise will be dealt with in accordance with the Safeguarding Policy.

Principles:

- A child is anyone under the age of 18 (as defined by the Children Act 1989)
- A vulnerable adult is someone over the age of 18 who may be classed as vulnerable as defined in the Safeguarding Vulnerable Groups Act 2006
- The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

- A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse
- Anyone who engages with Transform, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from harm or abuse
- Transform's **Safeguarding Officer (SO)** is Amy Letman, Creative Director, Transform, the Deputy Safeguarding Officer (DSO) is Lily Lavorato and the nominated Trustee with responsibility for safe-guarding is Toni-Dee Paul. Responsibility for safe-guarding is that of all Transform trustees, employees, team members, freelancers, or anyone else working with Transform
- Transform will ensure that all staff working with children and vulnerable adults receive appropriate training and have, where necessary, the appropriate Disclosure and Barring Service (DBS) check
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's safeguarding Procedures and work at all times towards maintaining high standards of practice. Safeguarding will be a standing agenda item at meetings.

2. DATA PROTECTION

Any information gathered and kept on file in relation to safeguarding concerns, disclosures and outcomes is to be treated as sensitive personal information and as such is to be kept in a secure place by Transform's DSO (locked away or protected digitally with a password). Information regarding a child or vulnerable adult that is considered an immediate and significant risk of harm to themselves or others, should be communicated with relevant staff on a need to know basis. If necessary, the SO will report concerns to Leeds City Council's Duty and Advice Team or Children's or Adult's Social Work Services. Where possible this should be done with the child's/vulnerable adult's consent.

3. CONFIDENTIALITY

Confidentiality

All young people that Transform work with should always be made aware of the **Confidentiality Policy**. If a young person/ adult tells you that they have something to tell you that must be kept a secret, or that no one else can be told, it is vital that they are reminded of the policy. If they do not wish to proceed at this point then this must be respected, but the situation must be closely monitored. They may not be ready to disclose at that time, but they may wish to do so in the future.

4. A NAMED PERSON FOR SAFEGUARDING

Name of Safeguarding Officer (SO): Amy Letman

Contact details: amy@transformfestival.org

If the SO is unavailable you can contact the following:

The Deputy Safeguarding Officer (DSO) for Transform: Lily Lavorato

Contact details: lily@transformfestival.org

The nominated Trustee with responsibility for Safeguarding for Transform: Toni-Dee Paul

Contact details: tonedee@hotmail.co.uk

5. ADDITIONAL USEFUL NUMBERS

For SO to make referrals:

- **Regarding a child:** during office hours 0113 3760336 option 3 (Duty and Advice Team) or Out of Hours 0113 3760469 (Children's Emergency Duty Team). If child is in immediate danger call 999
- **Regarding an adult:** during office hours 0113 2224401 (Adult Social Services) or Out of Hours ring 07712 106378 (Adult Social Services)
- **Link to Youth Mental Health Fist Aid (Additional Resources):**
<https://www.schoolwellbeing.co.uk/pages/youth-mental-health-fist-aid-additional-resources>

For TRANSFORM STAFF (general or members of public) to call in an emergency in the absence of the SO or DSO:

- **Regarding a child** during office hours 0113 2224403 (Children's Social Work Service) or Out of Hours ring 999
- **Regarding an adult** during office hours 0113 2224401 (Adult Social Services) or Out of Hours ring 07712 106378 (Adult Social Services)

NSPCC National Helpline: 0808 800 5000

[Children & young people support \(supportline.org.uk\)](https://www.supportline.org.uk) -01708765200

ChildLine Freephone: 0800 1111

Getaway girls: [Getaway Girls – Empowers girls and young women](#) 01132405894

[MindMate - Emotional wellbeing and mental health](#)

[Useful contacts - young people's mental health | Mind, the mental health charity - help for mental health problems](#)

ChildLine Freephone: 0800 1111

Sexual Health Information:

- Please visit www.leedssexualhealth.com for up-to-date information on clinic times.
<https://leedssexualhealth.com/>
Tel: 0113 392 0333
Merrion Centre - 1St Floor
50 Merrion Way Leeds West Yorkshire LS2 8NG
- The National Sexual Health helpline on 0300 123 7123 for details.
- Boots Pharmacy providing: Free emergency contraception to young people aged 13-24 years. Chlamydia screening for young people aged 13-24 years.
- Cohens Pharmacy providing: Free condom distribution for C-Card Scheme
- <https://www.gettingiton.org.uk/useful-contacts> Getting it on... information and services for 13–19-year-olds on sexual and mental health issues, drugs & alcohol and relationship problems

6. RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE

CHILDREN AND YOUNG PEOPLE

Recognising child abuse is not always easy. However, it is important that all staff, freelancers and volunteers understand the different forms of abuse that some children may experience and the signs and symptoms of such abuse. All permanent staff members of Transform who regularly work with children, young people and vulnerable adults take part in safe-guarding training with First Floor.

It is generally accepted that there are four main types of abuse which can cause long term damage to a child or young person. These are defined below:

PHYSICAL ABUSE: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child or young person.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, (including cyber-bullying) causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

NEGLECT: Is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury does not seem right.
- The child or young person discloses abuse or describes what appears to be an abusive act.

- Someone else (child or adult) expresses concern about the welfare of another child or young person.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self-harm or suicide attempts.

Other forms of abuse sometimes take place without there being obvious signs such as the cases where adults download inappropriate images of children or young people.

VULNERABLE ADULTS

Signs and symptoms of physical abuse are not necessarily solely prevalent in relation to children and young people. The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

Abuse of adults can take many different forms, including:

- Physical abuse - including hitting, slapping, pushing, kicking, misuse of medication, illegal restraint, or inappropriate physical sanctions;
- Domestic Violence – including psychological, physical, sexual, financial, emotional abuse; as well as so called ‘honour’ based violence, forced marriage and female mutilation;
- Sexual abuse - including rape and sexual assault or sexual acts to which the Adult at Risk has not consented, or could not consent or was pressured into consenting. Sexual acts would include being made to watch sexual activity;
- Emotional/psychological abuse - including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks;
- Financial and material abuse - including theft, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, such as wills, property, possessions or benefits; the misuse of an enduring power of attorney or a lasting power of attorney, or appointee ship;
- Modern Slavery – including human trafficking, forced labour and domestic servitude.
- Discriminatory abuse - including abuse based on a person’s race, gender, gender identity, age, disability, sexual orientation or religion or other forms of harassment, slurs or similar treatment or hate crime/hate incident.
- Neglect and acts of omission- including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- Organisational abuse – including neglect and poor practice within, e.g. an institution or specific care setting such as a hospital or care home or in relation to care provided in one’s own home. This may range from one-off incidents to on-going ill – treatment. It can arise through neglect or poor professional practice as a result of the structure, policies, processes and practices within

an organisation.

- Self-neglect – including a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

7. BECOMING AWARE OF A SAFEGUARDING ISSUE

Staff are not expected to deal with situations of child or vulnerable adult abuse or have the specialised knowledge to decide if abuse has occurred. However, staff do have a responsibility to report any concerns, suspicions or allegations. This applies equally to part time freelance artists and practitioners, casual staff of Transform and volunteers. Safe-guarding is the full responsibility of anybody working with Transform.

Staff or freelancers may become aware of a safeguarding issue by:

- a child, young person or vulnerable adult's appearance, behaviour or statements cause suspicion of abuse and/or neglect
- a child, young person or vulnerable adult reports an incident(s) of alleged abuse which occurred some time ago
- a third party or anonymous allegation is received
- a written report is made regarding the serious misconduct of a worker towards a child, young person or vulnerable adult
- Becoming aware that the conduct of a worker towards a child, young person or vulnerable adult is inappropriate in relation to Transform's safe-guarding policy and has the potential to impact the well-being of those involved.
- a child is not collected at the end of a performance or even or is unaccompanied at a performance
- any situation which could present a danger to someone with a sensory impairment
- Concerning or poor supervision by organisers of a group visit

8. WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD, YOUNG PERSON OR VULNERABLE ADULT? (see appendix 1 for flowchart and appendix 2 for form to capture concerns)

If you see anything you're concerned about or a disclosure is made to you please note you're not expected to deal with situations of abuse or decide if abuse has occurred. However, **you do have a responsibility to report any concerns, suspicions or allegations**. This applies equally to artists and freelancers, part time casual staff of Transform and volunteers as it does to employees.

- Keep calm, don't panic
- If a child discloses anything to you listen and reassure them that they are not to blame. Keep questions to a minimum but ensure you understand what the child has said. For example, you could say: *"I've noticed that you don't appear yourself today, is everything okay?"* But never use leading questions. Listen carefully to what the child/young person/vulnerable adult has to say and take it seriously. Act at all times towards the child as if you believe what they are saying. Don't promise to keep secrets and let them know that you'll need to tell someone else.
- Report concerns to the SO immediately who will provide you with a form to capture your concerns
- Staff member who is reporting concern is to complete Section A of form (appendix 2) to capture information regarding concern. Staff are to ensure completed forms are returned to the SO taking care that the forms are handled with appropriate sensitivity and not openly discussed

with staff other than the designated personnel.

- **SO** to assess the concern and report immediately to the Duty and Advice Team () if there is a suspicion that a child/young person/vulnerable adult is at risk of significant or harm or immediate danger. If a referral is made direct to the Duty and Advice Team this should be followed up in writing within 24 hrs. SO to complete Section C of form at appendix 2, securely filing and follow up as necessary with the Duty and Advice Team. Useful numbers detailed in section 3. Please note parents/carers will need to be informed about any referral to Children & Young people's Social Care **unless to do so would place the child at an increased risk of harm.**
- **In an** emergency if general staff can't reach the SO and you believe a child or young person is in immediate danger please report your concerns to the **Children's Social Work Service** directly or **ring the police on 999** who will advise. Useful numbers detailed in section 3

9. GOOD PRACTICE ADVICE

Good Practice Guidelines for specific activities which regularly engage young people such as creative programmes, artistic projects or productions:

Good Practice Advice:

1. If you notice any physical signs of abuse on any young person/vulnerable adult:

- Ask young person how they were injured. Be aware that if the child/young person/vulnerable adult is older it is likely that there will be more than just physical signs if abuse is taking place – you may notice a difference in their attitude, confidence, appearance etc
- If a disclosure is made **please inform the SO immediately**. They will provide you with a form to capture as much information as possible (for reference, see appendix 2). The SO will contact the Duty and Advice Team directly if the child/young person/ vulnerable adult is in immediate harm. If you can't report immediately to the SO and you're concerned you can ring the **Children's Social Work Service** directly for advice. Useful numbers detailed in Section 3 above and contact the adult social services team.
- Act on the advice given by the team and pass on your completed form for secure storage (this must be kept in a locked, confidential place).

If a disclosure isn't made but you are still concerned ensure you tell the SO who may:

- a. mention it to the parents/guardians after the session **if appropriate**
- b. ring the Duty and Advice Team directly (advising the young person/parent where possible/appropriate)

2. If you notice any non-physical signs of abuse:

- If you notice any drastic changes to mood, confidence etc please again inform the SO who may ask you to capture as much information as possible on the form at appendix 2. If appropriate the SO will follow up with the parent/carer and will keep the form on file for our records. Monitor the situation and if at any point you feel that you need further advice discuss again with the SO who may ring the Duty and Advice Team.

3. If a young person/vulnerable adult discloses that they are self-harming:

- Talk to the young person/vulnerable adult and establish whether they are at immediate risk of harm. **If they are in immediate harm** report to the SO who will ring the Duty and Advice Team

directly. Please capture as much information as possible on the form at the end of this document to support this. If for any reason you can't get hold of the SO, please ring the **Children's Social Work Service directly for children and young people or the Adult Social Services for a vulnerable adult**. Useful numbers detailed in Section 3 above. Act on the advice given by the team and inform the SO as soon as possible passing over the completed forms for secure storage.

- If the young person/vulnerable adult **isn't at immediate risk** ask them whether they have anyone at school/work/home they can trust? Tell them that you'd like to mention it to this person (via the SO). If they protest explain the importance of getting the right support for them. The SO will then follow this up with their school/work/home. Please capture as much information as possible using the form at the end of this document.

4. If a young person discloses that they are having under age sex:

- If they are **consenting** and the relationship is **age appropriate** tell them to seek advice as there are services that can support. Please see section 5 for useful links.
- If the relationship is **not age appropriate** immediately inform the SO who will ring the Duty and Advice Team as appropriate. Please capture as much information as possible using the form at the end of this document to support this. Tell the young person first that you are concerned and want to ring the team for further advice. Act on the advice given by the team and pass on any completed forms for secure storage.
- If the young person is **not consenting** immediately inform the SO who will ring the Duty and Advice Team as appropriate. Please capture as much information as possible using the form at appendix 2 to support this. Tell the young person first that you are concerned and want to ring the team for further advice. Act on the advice given by the team and pass on any completed forms for secure storage. If for any reason you can't reach any of the SO please contact the **Children's Social Work Service directly**. Useful numbers detailed in Section 3 above.

5. If you notice any bruises on a child under 5yrs:

- Ask the parent/guardian how they got it
- If appropriate/you're concerned with their response, ask whether the health visitor is aware and whether they mind if the SO gives them a ring to make sure they've picked it up so they can monitor it
- If you have any cause for concern after discussing with the parent tell them that you are going to seek advice to see if there's any further support available. Capture as much information as possible on the form at appendix 2. If the child is in immediate harm, then the SO can contact the Duty and Advice Team or you can contact the Children's Social Work Service directly. Useful numbers detailed in Section 3 above.

6. If a young person is not picked up at the end of a learning session or performance:

- All consent forms to include a space for parents/carers to advise if they give permission for their child to come and go from our venues on their own. If parents have given permission, then the young person can make their own way home. **Check the registration/permission forms.**
- If parents have not given permission for the young person to leave on their own, the co-ordinator of the activity (e.g. Project Manager / Producer (Creative People)) will ring their parents to come and collect them. If their family can't be reached the Project Manager / Producer (Creative People) will ring the police on 101 and keep trying to contact the family. The Project Manager / Producer (Creative People) will remain with the young person in an open environment preferably avoiding being in a 1-1 situation.

7. If a young person absconds before the end of the session:

- If their parent/carer has allowed them to come and go on their own the Project Manager / Producer (Creative People) will just ring their parent/carers' emergency contact number to

inform them

- If parents have not given permission for them to leave on their own, the Project Manager / Producer (Creative People) will ring their parents to advise them and then ring the police on 101

8. If a vulnerable adult absconds before the end of the session:

- If you are concerned about their welfare and do not have any contact details, please call the police on 101

10. SAFE RECRUITMENT

All Transform staff and freelance artists who regularly come into contact with children, young people and vulnerable adults will be recruited according to Transform's standard procedures with an application form and interview and references sought. Key employees staff to have enhanced DBS checks if likely to regularly come into contact with children, young people and vulnerable adults, to be updated every 3 years.

If artists/temporary staff/volunteers are to have regular contact with children, young people and/or vulnerable adults or are to be unsupervised then a DBS check is to be completed (DBS checks to be updated every 3yrs unless individuals are signed up to the Update Service).

All staff to receive Safeguarding Policy Summary induction and any members of staff who are more likely to come into contact with children, young people and vulnerable adults to attend an additional briefing introducing the Safeguarding Policy and good practice:

- Briefings to be offered to all staff before key events.
- Freelance artists commissioned or engaged by Transform to be issued with Safeguarding Policy SUMMARY and asked to sign on receipt. As part of induction briefings, the full Safeguarding POLICY will be discussed including good practice guidelines

11. CHILDREN IN PERFORMANCES

Transform is responsible for ensuring all young people performing have the appropriate licenses in place from the local authority. Transform will ensure that licensed chaperones are engaged for such performances and that where relevant the requirements of the Body of Person's License issued by Leeds City Council to Transform, are upheld.

12. USE OF CHILD IMAGES IN PHOTOS/VIDEO/WEBSITE

Images, videos and sound recordings of young people engaging in activities are made, where consent has been granted, as a means to publicise the work of Transform and our artistic projects. Such material is used in print, on our websites and via social media channels. However, to safeguard children, images/videos/sound recordings will only be made if the following measures are adhered to:

- Formal written consent to be obtained from parents/carers for the use of all child images, videos and sound recordings
- Consent forms will detail the planned use of such images/videos/sound recordings
- Images will be stored clearly detailing the date taken, omitting personal information such as names, addresses, ages etc
- Images will be used for a maximum of 5 years and then no longer used in further marketing material. Images will be retained in our archives after 5yrs if consent given
- No inappropriate images will be taken or used
- Freelancers commissioned by Transform will always inform children of the reason for

- photography or filming
- For performances produced by Transform, involving young people, audiences will be asked not to take images/film/sound recordings. Signs will be displayed around the venue to this effect and staff will be briefed.

Please see Transform’s Documentation Policy for more information and guidelines.

13. SAFEGUARDING AND SOCIAL MEDIA AND COMMUNICATIONS

As social media sites are widely used by adults and children, Transform has put in place the following procedures to protect both staff, freelancers and young people:

- As part of the induction for all new staff, freelancers and volunteers working with young people, all will be made aware that it is against Transform policy to become a ‘friend’ or ‘follower’ of a child or vulnerable adult on any social networking site or anyone you have previously worked with under the age of 18yrs. This also includes private messages (DMs). Current staff will also be reminded of this at safeguarding briefings.
- Any member of staff using their personal technology to upload images to Transform’s networking pages, relating to our work with young people or vulnerable adults, will seek permission from the DSO. Images should be deleted immediately once uploaded from personal technology. Staff will not use these images for their own personal use or networking pages.
- No member of staff, freelancer or volunteer should request access to, or follow a young person’s account or ‘page’ on a social media networking site. However, please be aware that young people can follow public twitter and Instagram accounts so be mindful of this. If staff/freelancers are in a position of responsibility or influence with young people, they could consider having ‘business’ and ‘private’ social media accounts.
- Staff will disclose to the SO if a young person attempts to friend/follow or DM them on any social media platform
- As part of the induction procedures all staff, freelancers and volunteers are made aware of Transform’s Safeguarding good practice document in relation to use of social media networking sites when working with young people. This includes advice to set profiles to private where appropriate.
- Transform has active Facebook, Twitter and Instagram accounts that anyone on these platforms can like or follow. Anything that gives a safeguarding concern will be flagged with the SO.
- Cyber bullying will not be tolerated and will be taken very seriously. Inappropriate messages will be deleted immediately backed by an email to the young person to explain why. Members can be removed if they’ve been inappropriate or abusive backed by an email explaining why.
- From time to time, Transform will set up a specific social media account to keep in contact with a particular project ground (e.g. The Collective) regarding session times, session updates, etc. This will only be done in prior agreement with participants and will be set up and monitored by a Transform employee or worker (e.g. Producer Creative People) from a Transform specific account (i.e. NOT a personal account) and monitored regularly. Any issues around use or inappropriate materials shared to be immediately taken down and reported to the SO.
- Staff and workers are not advised to use their personal phones for communications with young people regarding sessions. A project specific phone should be in place and monitored by the Producer (Creative People) and Project Manager.

14. SUPERVISION OF STAFF/VOLUNTEERS/FREELANCERS

Wider company staff:

- All staff provided with the Safeguarding Policy SUMMARY and made aware of the procedures for reporting concerns via inductions and staff briefings
- Key members of staff such to be issued with the full Safeguarding POLICY and good practice

documents and provided with more in-depth training in house so that they are aware of their reporting responsibilities.

- All staff made aware that they can discuss any concerns with the SO or DSO and also provided with the number for the Children's Social Work Service should they need to make contact directly.
- **NEVER to work in a 1-1 situation with a child under 18yrs or a vulnerable adult unless they've had an enhanced DBS check and suitable training.**
- Not to restrain any young person or vulnerable adult unless suitable training completed

Freelancers:

- All freelancers working with Transform to be issued with the Safeguarding Policy SUMMARY and to be talked through the full POLICY and good practice guidelines in inductions/briefings
- Freelancers providing one off workshop to present their enhanced DBS check and to provide references.
- Regular freelancers to complete an enhanced DBS check for Transform (to be renewed every 3yrs unless signed up to the Update Service) and to have a briefing on the Safeguarding POLICY and good practice.
- International freelancers working for Transform with children, young people and vulnerable adults will need to be supported by a Transform team member or freelancer with an enhanced DBS check.

15. ALLEGATIONS AGAINST STAFF

There are rare instances of abuse by people working with children, young people or vulnerable adults, including employees or freelance artists. Workers may also be subject to false allegations of abuse.

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

The SO should discuss any allegations made against a member of staff with appropriate person within Transform Trustees (i.e., the Chair and Safe-Guarding designate). The contact details of the Duty and Advice Team can be found in Section 3 of this policy or on the Leeds Safeguarding Children's Board website under: ***Managing Allegations.***

Any outcomes such as dismissal should be shared with the Duty and Advice Team.

16. RECORDING AND MANAGING CONFIDENTIAL INFORMATION

If any staff members have a concern about a child, young person or vulnerable adult they are to follow the step by step actions (at appendix 1) and complete the form (at appendix 2) to capture as much information as possible. This form is to be handled sensitively and any concerns regarding a young person or vulnerable adult are only to be discussed with the designated personnel.

Transform is committed to manage confidential information safely:

- All completed forms expressing concerns to be saved digitally (with password protection) by the SO

- All workstations to be locked when not working at the desk to ensure any forms or personal details are kept safe
- Any paper copies of forms or personal details to be locked away

Children and young people have a right to confidentiality unless Transform considers they could be at risk of abuse and/or harm.

Any activities delivered by Transform where parents/carers aren't present, consent forms are to be completed to capture emergency contact details, medical information and photo permissions. These details are to be accessible during sessions although not left unattended. Following the session, the details will be stored in locked facilities or digitally on password protected workstations.

17. DISTRIBUTING/ REVIEWING POLICIES AND PROCEDURES

Safeguarding Policy to be reviewed every 18 months.

All staff to be initially issued with the Safeguarding Policy SUMMARY. Briefings to be provided before key events.

Freelance artists to be issued with the Safeguarding Policy SUMMARY and as part of their induction they will be guided through the full POLICY and good practice guidelines (appendix 4).

Transform staff to complete the Safeguarding compliance check for all new activities (see appendix 3).

Transform staff and freelancers to be updated on any changes to the Safeguarding Policy.

18. RESPONSIBILITIES OF MANAGEMENT COMMITTEES

The Creative Director is to report to the Board of Trustees every 18 months to update and sign off the Safeguarding Policy ensuring that the following is in place:

- Information available about procedures to follow if an allegation is made
- Training offered to those in regular contact with children, young people and vulnerable adults to recognise the signs and symptoms of abuse (training via the Leeds Safeguarding Children Partnership)
- Enhanced DBS checks are conducted on all staff that have regular contact with children, young people and/or vulnerable adults.
- Policies are in place to cover activities e.g., health and safety, documentation policy etc.
- Briefings and updates are scheduled for staff to find out more about the Safeguarding Policy, procedures and good practice
- That safeguarding assurance check lists are completed by the staff at Transform for planned activity
- In order to help create a safe environment and avoid putting yourself at risk, all staff should follow best practice guidelines in respect of children, young people or vulnerable adults

The following good practice is also advised:

- Always make sure you are working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
- Avoid contact or conduct that may be interpreted as having sexual connotations or which others may perceive as inappropriate.
- Any personal services if needed (taking to toilet etc) should be carried out only by an

- appropriately trained support worker.
- Treat all children and young people and vulnerable adults equally and with respect and dignity.
- Treat all people fairly and equitably.
- Always put the welfare of each child, young person or vulnerable adult first.
- Be aware that any physical contact with a child, young person, or vulnerable adult may be misinterpreted. Given the physical nature of performance (drama and dance), some physical contact by freelance practitioners and other students may be necessary, but should never be inappropriate, of a sexual, threatening or aggressive nature. Physical contact will only take place with the consent of the child and the purpose of the contact should be made clear.
- Build an appropriate relationship equally with all children, young people or vulnerable adults.
- To ensure Transform fulfils its responsibilities for safeguarding, all staff have an obligation to report any occasion on which the procedures in which they have been trained are not being followed by others.

Staff will not:

- Take photos, sound recordings or videos of children or vulnerable adults unless the appropriate consent forms have been completed and returned by a parent/carer
- Use behaviour that frightens, embarrasses, demoralises or negatively affects an individual's self-esteem. Do not allow any bullying to take place.
- Restrain a young person or vulnerable adult unless you have received the qualified training to do so

If any issues or concerns arise within the year, the Director is to report to the Board of Trustees and advise on the concern, action taken and whether a review of policy or procedures is needed.

Whistleblowing

Whistleblowing is when someone raises a concern about dangerous or illegal activity or any wrong doing within their organisation. It is a vital process for identifying risks to people's safety. It enables Transform staff, freelancers, artists and young people to raise concerns that they may not feel able to raise through the organisations standard child protection procedures. We want Transform staff, freelancers artists and young people to feel confident about raising concerns.

If Transform staff or freelance artists have concerns about a child or vulnerable adult they should contact the SO in the first instance.

You should contact a Transform trustee if you think

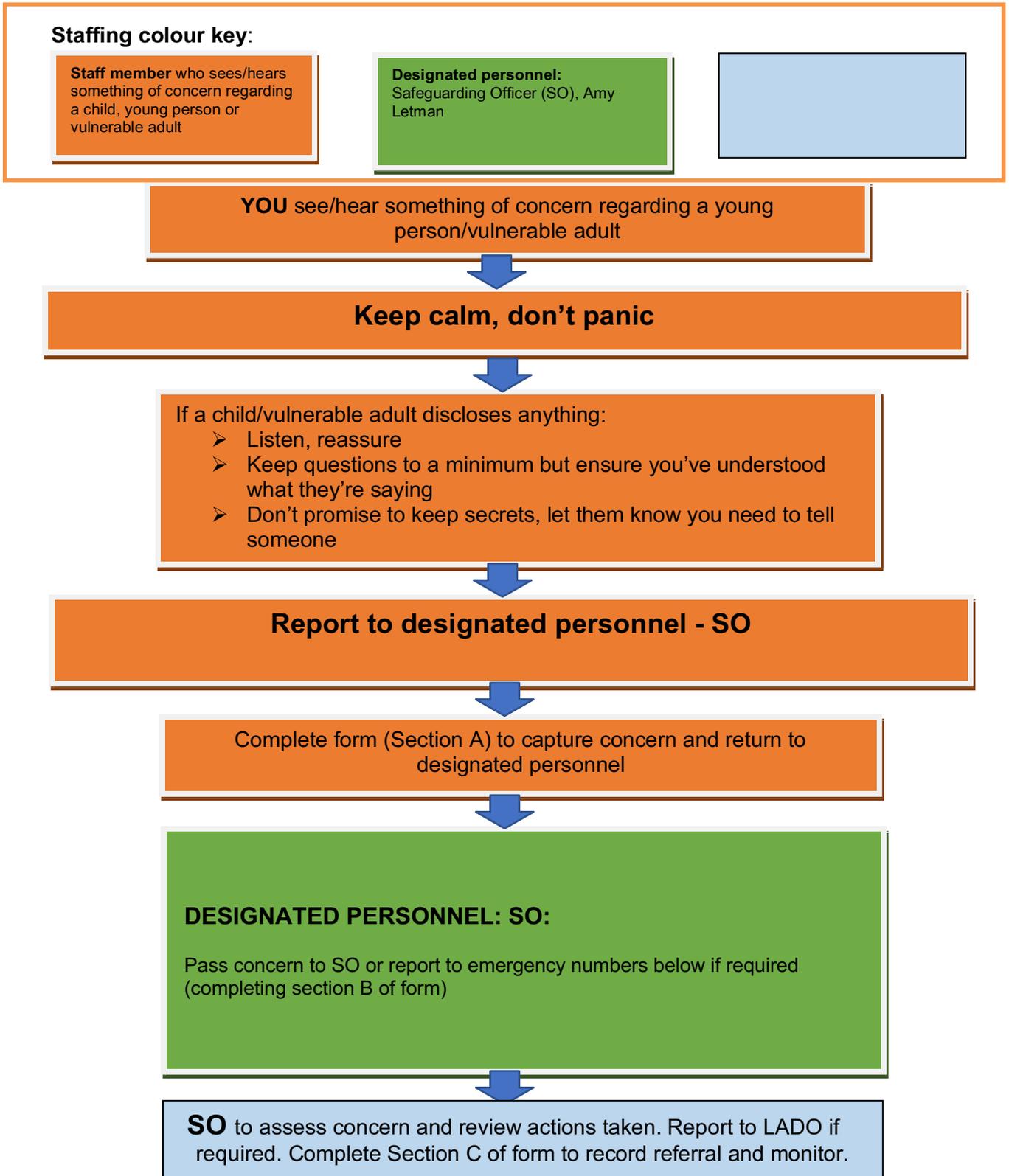
- Transform does not have clear safeguarding procedures in place
- You think your concern won't be dealt with or maybe covered up
- You've raised a concern and it has not been acted upon
- You're worried about being treated unfairly

You can contact by email the trustees named below. They will listen to your concern, document the conversation and feedback to you on their actions.

Toni-Dee: Tonedee@hotmail.co.uk

Jane Bhoyroo: jane.bhoyroo@yorkshire-sculpture.org

APPENDIX 1: Step by Step Safeguarding Guide for Transform Staff



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

- During office hours-01132224403(**Children's Social Work Service**)or01132224401(**Adult Social Services**)
- Out of hours – ring 999 (regarding a child) or 07712 106378 (Adult Social Services)

APPENDIX 2: Capturing information regarding a Safeguarding concern or disclosure

Please complete this form to ensure any allegations or disclosures are fully documented and return it to the Director. They will pass on to the designated Safeguarding Officer who will then make a referral to Local Authority Designated Officer (LADO) and Advice Team if appropriate. If an allegation has been made about the Director, please report to the Board of Trustees and vice versa.

If a child/young person or vulnerable adult is in immediate harm and you can't reach your DSO:

- **For a child** during office hours ring 0113 222 4403 (Children's Social Work Service) or Out of Hours ring 999
- **For an adult** during office hours ring 0113 222 4401 (Adult Social Services) or Out of Hours ring 07712 106378

Please then update the DSO as to your actions at the earliest possible opportunity.

SECTION A to be completed by the member of staff who is raising a concern or the member of staff to whom a child makes a disclosure	
Your name:	Position:
Date:	Time:
Event:	Seat Number (if relevant and known):
Name of child/young person or vulnerable adult:	Name of parent/carer (if known): If unknown can you describe who the child was with?
Date of birth/age (if known):	If unknown how old do they look?
Can you describe what you are concerned about? (eg Has there been a change in their behaviour? What have you observed?) Please attach additional pages should you need to.	
If a disclosure has been made please record exactly what the child said in their own words and what questions you asked e.g. when, where, what:	
PTO	

What action you have taken: (please tick any that apply)

Discussed concern with the SO

Please provide the date/time and who you reported the concern to:

Discussed concern/allegation with SOs

Please provide the date/time and who you reported the concern to:

• They will make a referral to LADO Duty and Advice Team if appropriate

Contacted the Children's/Adult's Social Work Service directly if the above can't be reached immediately (please inform the SO that you have done so)

Please provide the date/time and who you reported the concern to:

In an emergency contacted the Police

Please provide the date/time and who you reported the concern to:

Other actions taken

Please list:

Signed:

Date:

SECTION B to be completed by designated personnel who made a referral to LADO Duty and Advice Team or the Emergency Children's/Adult's Social Work Service

Your name:

Position:

Date referral made:

Time referral made:

Referral made to LADO (by SO)

Referral made to the Children's/Adult's Social Work Service (by staff in the absence of the above)

Details of discussion held:

Signed:

Date:

SECTION C to be completed by the SOs

Action taken or follow up required:

Signed:

Date:

APPENDIX 3: Activities Compliance Check List for Safeguarding Assurances

Name of Activity:

Regular Repeated Activity/Bespoke Project Work [Delete]

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

APPENDIX 4: Good Practice Advice for Freelance Artists

If you notice something unusual or concerning about a child/young person or vulnerable adult:

1. Immediately report the concern to Transform contact who will liaise with the Designated Safeguarding Officers directly if necessary.
2. If a child discloses anything to you listen and reassure them that they are not to blame. Keep questions to a minimum but ensure you understand what the child has said. Don't promise to keep secrets and let them know that you'll need to tell someone else.
3. Once you've spoken to Transform contact you may be asked to capture your concerns or any disclosures on a form provided to you by SO.
4. If the child/young person/vulnerable adult is **in immediate harm** and you can't get in contact with Transform staff or SO, you can ring the Police and Children's/Adult's Social Work Service directly.

Designated Safeguarding Officers (SO) for Transform:

Transform Creative Director: Amy Letman
E: amy@transformfestival.org

In the absence of Transform staff or the SO:

For a child during office hours ring 0113 222 4403 (Children's Social Work Service) or Out of Hours ring 999

For an adult during office hours ring 0113 222 4401 (Adult Social Services) or Out of Hours ring 07712 106378

Good Practice Advice:

1. If you notice any physical signs of abuse on any young person/vulnerable adult:

- Ask young person how they were injured. Be aware that if the child/young person/vulnerable adult is older it is likely that there will be more than just physical signs if abuse is taking place – you may notice a difference in their attitude, confidence, appearance etc
- If a disclosure is made **please inform the SO immediately**. They will provide you with a form to capture as much information as possible (for reference, see appendix 2). The SO will contact the Duty and Advice Team directly if the child/young person/ vulnerable adult is in immediate harm. If you can't report immediately to the SO and you're concerned you can ring the **Children's Social Work Service** directly for advice. Useful numbers detailed in Section 3 above and contact the adult social services team.
- Act on the advice given by the team and pass on your completed form for secure storage (this must be kept in a locked, confidential place).

If a disclosure isn't made but you are still concerned ensure you tell the SO who may:

- mention it to the parents/guardians after the session **if appropriate**
- ring the Duty and Advice Team directly (advising the young person/parent where possible/appropriate)

2. If you notice any non-physical signs of abuse:

- If you notice any drastic changes to mood, confidence etc please again inform the SO who may ask you to capture as much information as possible on the form at appendix 2. If appropriate the SO will follow up with the parent/carer and will keep the form on file for our records. Monitor the situation and if at any point you feel that you need further advice discuss again with the SO who may ring the Duty and Advice Team.

3. If a young person/vulnerable adult discloses that they are self-harming:

- Talk to the young person/vulnerable adult and establish whether they are at immediate risk of harm. **If they are in immediate harm** report to the SO who will ring the Duty and Advice Team directly. Please capture as much information as possible on the form at the end of this document to support this. If for any reason you can't get hold of the SO, please ring the **Children's Social Work Service directly for children and young people or the Adult Social Services for a vulnerable adult**. Useful numbers detailed in Section 3 above. Act on the advice given by the team and inform the SO as soon as possible passing over the completed forms for secure storage.
- If the young person/vulnerable adult **isn't at immediate risk** ask them whether they have anyone at school/work/home they can trust? Tell them that you'd like to mention it to this person (via the SO). If they protest explain the importance of getting the right support for them. The SO will then follow this up with their school/work/home. Please capture as much information as possible using the form at the end of this document.

4. If a young person discloses that they are having under age sex:

- If they are **consenting** and the relationship is **age appropriate** tell them to seek advice as there are services that can support.
- If the relationship is **not age appropriate** immediately inform the SO who will ring the Duty and Advice Team as appropriate. Please capture as much information as possible using the form at the end of this document to support this. Tell the young person first that you are concerned and want to ring the team for further advice. Act on the advice given by the team and pass on any completed forms for secure storage.
- If the young person is **not consenting** immediately inform the SO who will ring the Duty and Advice Team as appropriate. Please capture as much information as possible using the form at appendix 2 to support this. Tell the young person first that you are concerned and want to ring the team for further advice. Act on the advice given by the team and pass on any completed forms for secure storage. If for any reason you can't reach any of the SO please contact the **Children's Social Work Service directly**. Useful numbers detailed in Section 3 above.

5. If you notice any bruises on a child under 5yrs:

- Ask the parent/guardian how they got it
- If appropriate/you're concerned with their response, ask whether the health visitor is aware and whether they mind if the SO gives them a ring to make sure they've picked it up so they can monitor it
- If you have any cause for concern after discussing with the parent tell them that you are going to seek advice to see if there's any further support available. Capture as much information as possible on the form at appendix 2. If the child is in immediate harm, then the SO can contact the Duty and Advice Team or you can contact the Children's Social Work Service directly. Useful numbers detailed in Section 3 above.

6. If a young person is not picked up at the end of a learning session or performance:

- All consent forms to include a space for parents/carers to advise if they give permission for their child to come and go from our venues on their own. If parents have given permission, then the young person can make their own way home. **Check the registration/permission forms.**
- If parents have not given permission for the young person to leave on their own, the co-ordinator of the activity (eg Project Manager / Producer (Creative People)) will ring their parents to come and collect them. If their family can't be reached the Project Manager / Producer (Creative People) will ring the police on 101 and keep trying to contact the family. The Project Manager / Producer (Creative People) will remain with the young person in an open environment preferably avoiding being in a 1-1 situation.

7. If a young person absconds before the end of the session:

- If their parent/carer has allowed them to come and go on their own the Project Manager / Producer (Creative People) will just ring their parent/carers' emergency contact number to inform them
- If parents have not given permission for them to leave on their own, the Project Manager / Producer (Creative People) will ring their parents to advise them and then ring the police on 101

8. If a vulnerable adult absconds before the end of the session:

- If you are concerned about their welfare and do not have any contact details, please call the police on 101