

Les Enfants Terribles Theatre Company

Child Protection and Safeguarding Policy and Procedures

This policy has been approved by:

The **Company Directors** on the **TWENTY-SIXTH** day of **JUNE, 2018**.

Any queries relating to this document should be addressed to:

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1. Introduction

Les Enfants Terribles is an international theatre company led by founder and Artistic Director, Oliver Lansley, and Creative Producer, James Seager. Les Enfants Terribles is renowned for its visual aesthetic, innovative storytelling and large-scale immersive events. They have won numerous awards, and were nominated for an Olivier award in 2016.

2. Policy Statement

Les Enfants Terribles aims to provide safe participatory and creative activities for children and young people through its programme of education and outreach workshops, talks and performances. In line with legislation (Children Act 1989 and 2004), Les Enfants Terribles will ensure that the safety and welfare of children and young people is paramount. All children and young people, regardless of age, race, ethnic origin, nationality, language, culture, religious beliefs, social class, disability, gender, and/or sexual identity/orientation have a right to protection from abuse.

Les Enfants Terribles has a duty of care to safeguard all children and young people recognising the possible risks within the organisation and its practices and by developing awareness of the issues which cause them harm. In order to achieve this objective, Les Enfants Terribles has developed a policy and procedures to be followed by all individuals, whether employed directly, employed as freelancers on behalf of the company, or are volunteers.

Les Enfants Terribles recognises that practitioners of theatrical disciplines are vulnerable to accusations of contact that may be deemed 'inappropriate'. It is therefore in the company and the employee's best interest to clearly outline to its representatives a set of guidelines and practices to adhere to and follow whilst working with children, young people and vulnerable adults.

The aim of Les Enfants Terribles' Child Protection and Safeguarding Policy is to promote good practice by providing safety and protection to all young people who participate within Les Enfants Terribles' Education and Outreach programmes. The procedures outlined within will allow all staff and volunteers to make informed and confident responses to specific child protection issues.

3. Terminology And Legislation

3.1 Terminology and Abbreviations

The following terminology is used throughout this policy:

'child protection'	is protecting children from abuse and neglect
'safeguarding'	is the action that is taken to promote the welfare of children and protect them from harm
'young person/people'	refers to anyone up to the date of their 18 th birthday

'abuse'	abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm (see Appendix A for full definitions of abuse)
'LET'	abbreviation of Les Enfants Terribles Theatre Company Ltd.
'activities'	refers to LET's programme of activities available for young people. This may include one-day workshops, residencies, placements, work experience, talks, performances. This is not an exhaustive list.
'DSO'	is the Designated Safeguarding Officer (Oran Doyle)
'DBS'	is the Disclosure and Barring Service (previously CRB). A DBS check is mandatory for those working in Regulated Activity with Children of Vulnerable Adults.
'Regulated Activity'	<ol style="list-style-type: none"> 1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, providing advice or guidance on wellbeing. 2. Work for a limited range of establishments with the potential for contact with children or vulnerable adults. These may include: schools, children's homes, crèches or after school clubs. 3. Activity done regularly: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or potentially overnight).
'Not Regulated Activity'	<ol style="list-style-type: none"> 1. If staff work under a reasonable level of supervision: reasonable in all the circumstances for the purpose of protecting the children concerned & carried out by someone who is in regulated activity (e.g. teacher). 2. If work in specified places consists of occasional or temporary services. 3. If it does not meet the frequency test: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or potentially overnight).
'Les Enfants Terribles hosted'	refers to activities that are being led by Les Enfants Terribles staff, in which they are <i>solely</i> responsible for ensuring participants' safety. This is Regulated Activity .
'Host'	used to describe an organisation or educational institution that has invited Les Enfants Terribles to deliver Education and Outreach activities for their members, students or audience members. This is Not Regulated Activity .

3.2 Legislation

This policy has been created with reference to all relevant and up-to-date legislation on child protection and safeguarding, including:

- Working Together to Safeguard Children (2015)
- Children Act (1989 & 2004)
- Education Act (2002)

This policy has been completed after training from Lewisham Safeguarding Children Board, and will be updated on a regular basis, alongside training opportunities for all employees who will come in to contact with children.

For more information from Lewisham Safeguarding Children Board, please contact them on safeguardingboard@lewisham.gov.uk or 020 8314 3396.

4. Les Enfants Terribles' Designated Safeguarding Officer

The overall responsibility for child protection lies with the Senior Management and the Company Directors of Les Enfants Terribles. The Company Directors have appointed Oran Doyle, as the Designated Safeguarding Officer (DSO). The role of the DSO is, in close liaison with the Senior Management and Company Directors, to lead on the day-to-day child protection procedures. This will include:

- Attending child protection & safeguarding training and keeping up-to-date with current legislation and developments in the field of child protection & safeguarding.
- Providing all employees or volunteers with a full induction to the company's Child Protection & Safeguarding Policy and good practice guidelines.
- Undertaking practical measures to support all employees delivering Regulated Activity in applying for Enhanced Disclosure Certificates through the DBS.
- Acting as the main point of contact for Les Enfants Terribles' employees and volunteers on matters of child safety and good practice for working with young people.

In consultation with the Senior Management, the DSO will respond to child protection and safety enquiries from parents, young people, Host organisations, and other outside agencies. Together, the DSO and Senior Management will act on any child protection allegations and incidents in liaison with Hosts, Children's Services and the NSPCC.

The DSO will give advice if an enquiry concerns any matter relating to the young people that participate in Les Enfants Terribles' Education and Outreach activities or the practitioners that deliver these programmes. There may be circumstances where the concerns are about poor practice rather than abuse (defined in Appendix A); in these cases, it is still important to take advice as this may be just one of a series of other instances which, taken together, give cause for concern.

In the instance that the DSO is unavailable to respond to matters regarding child protection, Les Enfants Terribles' General Manager, Imogen Robertson, will lead as DSO.

5. Promoting Good Practice

Abuse can occur within many situations including the home, school and creative or educational environments. There may be instances when Les Enfants Terribles' employees or volunteers have regular contact with young people and this could make them an important link in identifying cases where they need protection. There may also be occasions when a member of Les Enfants Terribles' team witnesses child abuse or bullying, or when a young person discloses such information to them. All suspicious cases of poor practice should be reported following the procedures set out in Section 6 of this policy.

5.1 Good practice means:

- Les Enfants Terribles will insist that at least one member of staff from the Host organisation is present throughout all activities involving young people. If an activity is being hosted by Les Enfants Terribles, at least two representatives of the company will be present at all times. We will follow the NSPCC guidelines for supervision on 1 adult to 10 young people aged 13-18.
- For Les Enfants Terribles hosted activities the DSO will work with the practitioner to identify potential risks and agree strategies to manage those risks in advance. Or, at a Host organisation, the main contact will be responsible for sharing risk assessments with the practitioner.
- For unaccompanied young people travelling to LET hosted activities, the DSO will ensure parental consent is given in advance, up to date contact information is given to the young person, parent, LET have emergency contact details for the participant and clear directions to meeting points are provided.
- When young people have been identified as having additional needs or behaviours that are likely to require additional support, specialist expertise or supervision, the DSO will discuss this with the main contact (at a Host organisation) or with parent/carer (if LET hosted activity) and where appropriate the young person, to ensure the young person can be supported to participate safely.
- Practitioners should consider the individual needs of each participant, particularly where background information has been provided by Host organisation or by LET.
- Practitioners must plan activities to ensure the whole group can participate.
- All representatives of LET should demonstrate behaviour that promotes the welfare of young people, to reduce the likelihood of allegations being made.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people when in the role of practitioner (i.e. not on school premises or when responsible for a group of young people).
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all young people equally, with respect and dignity.
- Being aware and respectful of young people from different faiths and cultures.
- Building balanced relationships based on mutual trust which empower young people.
- Always putting the welfare of the young people first, before winning or achieving goals.
- Making activities fun, enjoyable and fair.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person).
- Due to the physical nature of LET's theatrical work and Education and Outreach workshops, at the start of each session the practitioner should always remind young people that there will be contact-based activities. This prepares the participants, allowing them the option of whether they are comfortable taking part.
- If any physical contact/support is required by the practitioners, it should be provided openly and with explanation.

5.2 Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge, such as a schoolteacher or the young person's parents:

- Avoid spending time alone with young people away from others.
- Avoid taking or dropping off a young person to an event or activity.
- There should always be a member of the Host organisation present to take responsibility for incidents requiring first aid. Where there is no one from the Host available to administer first aid, and where you are properly qualified, you may be required to administer first aid to anyone requiring it.
- Avoid taking on the responsibility for task for which you are not appropriately trained, e.g. physically handling disabled participants.
- Do not promise to keep secrets for a young person as this may be at the detriment of the young person's welfare.
- Do not give personal contact details to a young person (e.g. personal mobile phone number/Facebook profile).
- Do not use physical intervention to manage challenging behaviour (see section 6.5 for further details).

5.3 Practices never to be sanctioned

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Depriving young people of food, water, changing facilities, toilets, or other essential facilities.
- Verbal intimidation, ridicule or humiliation, or reducing a young person to tears as a form of control.
- Engaging in rough or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person.
- Failing to act upon and record any concerns raised by a young person.
- Doing things of a personal nature for young people that they can do themselves.
- Inviting or allowing young people to stay with you at your home unsupervised.

5.4 Managing Challenging Behaviour

When working with young people there may be instances when you will be required to deal with challenging behaviour. This could take the form of:

- Bullying
- Violence towards others
- Bad language
- Discrimination
- Going beyond pre-determined boundaries on purpose
- Purposeful damage of facilities or equipment
- Disobedience
- Creating an unsafe situation on purpose

In responding to these behaviours, your reaction should always remain: consistent, proportionate to the action, be imposed as soon as practically possible, and be fully explained to the young person and their responsible adult.

When delivering activities at a Host organisation, if you are faced with young people who display challenging behaviours you should follow these guidelines:

- Immediately state that this behaviour will not be tolerated in a workshop.
- Request that the person committing the action take a 'time out', leaving the room but being supervised by the main contact/representative of the Host organisation.
- Explain to the main contact/representative of the Host organisation what happened, request that they supervise the 'time out', and ask them to follow up the incident according to their behavioural policy.
- If the Host is happy for the young person to re-join the workshop after the 'time out', ensure that an apology is received from that young person to the affected parties.

If managing challenging behaviour at a LET workshop, you should also follow the above action. The DSO will supervise a 'time out' and talk to the young person about their actions, asking what happened and explaining what is wrong with this behaviour. The DSO will liaise with the lead practitioner to make a decision about whether further action is necessary. This may include:

- **Reparation** – the act of making amends (i.e. apology)
- **Restitution** – the act of giving something back (i.e. returning a stolen item)
- **Consequence** – for example: missing out on a prearranged trip
- **Use of individual 'contracts' or reports for continued involvement**
- **Increased supervision by staff**
- **Seeking additional support** – working with other agencies to ensure that the child's needs are met appropriately. This may include: referral to Children's Social Care, discussion with the child's key worker (if applicable), speaking to child's school about behavioural management strategies. *All of these will require parental consent unless the child is felt to be 'at risk' or 'in need of protection'.*
- **Temporary or permanent exclusion**

N.B. Please be aware that due to the nature of some of the content and language used in LET's productions, young people participating in activities with the company may be in contradiction

of some of the above guidelines. In these circumstances, LET's representatives should clearly and firmly explain that such behaviour is inappropriate in an educational environment and will not be tolerated.

5.5 Physical Intervention

If delivering a LET workshop at a Host organisation the overall responsibility for behavioural management remains with the Host. Each organisation will have its own procedures to deal with these situations and therefore it is essential that you **do not** use any form of physical intervention at any time.

However, at a LET hosted activity the company has a responsibility for the safety of young people in its care at that time. In this instance, physical intervention should be avoided unless it is absolutely necessary to prevent a young person from injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physical intervening, the staff member should ask themselves:

'Is this the only option in order to manage the situation and ensure safety?'

It is good practice to ensure that if you have to physically intervene in a situation with a young person, it is in the least restrictive way necessary to prevent them from getting hurt and used only after all other methods have been exhausted. It has been proven that where this is the case, young people understand and accept the reason for intervention.

Where young people have been identified as having additional needs that may require physical intervention the DSO will discuss with their responsible adult in advance and where necessary seek further advice from the NSPCC (or other bodies) to ensure that that young person can be supported to participate in the workshop safely. This may include employing a suitably trained support worker, or gaining training in physical intervention.

The following guidelines must always be considered:

- Physical intervention is a **last resort** and should only be necessary to prevent a young person from harming themselves or others.
- Physical intervention should **not** involve inflicting pain on that young person, but restraining and protecting them.
- All forms of physical intervention should employ only a reasonable amount of force (the amount of minimum force needed to avert injury to persons or damage to property, applied for shortest time).
- Staff/volunteers should consider the circumstances, the risks associated with the employment of physical intervention versus the risks of not employing physical intervention.
- Staff/volunteers should **never** employ physical interventions which may present an unreasonable risk to children or other staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.

- Contact should seek to be avoided with buttocks, genitals and breasts.
- Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form (Appendix B) and passed to the DSO immediately.

A timely debrief for the staff/volunteers, the young person and responsible adult should always take place following the incident where the intervention has taken place. This should include ensuring that the physical, psychological and emotional well-being of all those involved has been addressed and further support is offered if necessary. All involved should be given an opportunity to talk about what has happened in a calm and safe environment. There should also be a discussion with the young person and parents about the young person's needs and continued safe participation in the group or activity.

5.6 Incidents that must be recorded and reported

If any of the following occur, you must report them immediately to the appropriate person and record the incident (see 6.3). The DSO will liaise with you and the Host to ensure that the parents of the young person are informed, unless this puts the young person in any potential danger:

- If you accidentally hurt a young person.
- If a young person seems distressed in any way.
- If a young person appears to be behaving inappropriately or makes you feel uncomfortable.
- If a young person misunderstands or misinterprets something you have done.
- If a young person discloses anything to you that causes concern.
- If physical intervention is required to manage challenging behaviour.

6. Taking Action Against Child Abuse

As an artist or arts organisation working with young people, you should always have a named contact with legal responsibility for participants under the age of 18 (this usually takes the form of a school teacher or youth worker if at a Host, or an emergency contact if during an activity hosted by LET). You should **never** assume the sole responsibility for a young person.

6.1 If a young person discloses information to you

It is possible that a young person, who is currently suffering or has suffered from abuse will confide in you. This is something that you should be prepared for and must handle carefully. The following action should be taken:

1. Remain calm and in control – do not panic
2. Listen carefully to what is being said – you need to remember as much as you can. Do not attempt to write things down, listen to the young person.
3. Find an appropriate, early opportunity to explain you will need to share information with others – **do not promise to keep it a secret.**
4. Don't ask leading questions or express your own thoughts.
5. Outline the next steps and who will need to know the information.
6. Make sure it is recorded immediately afterwards (Appendix C) and then follow procedures in 7.3.

6.2 If you suspect a young person is being abused

If you see or suspect abuse of a young person (whether by other young people or an adult) you should make the person with a legal responsibility for that young person aware of the problem immediately. If you are working at a Host, this will be the named contact. If you are at a LET workshop, speak to the DSO who will immediately speak to the emergency contact of the young person. However, if you suspect that the person with a legal responsibility is the source of the problem, you should make your concerns known to another senior member of staff at that organisation.

Potential indicators of abuse may include:

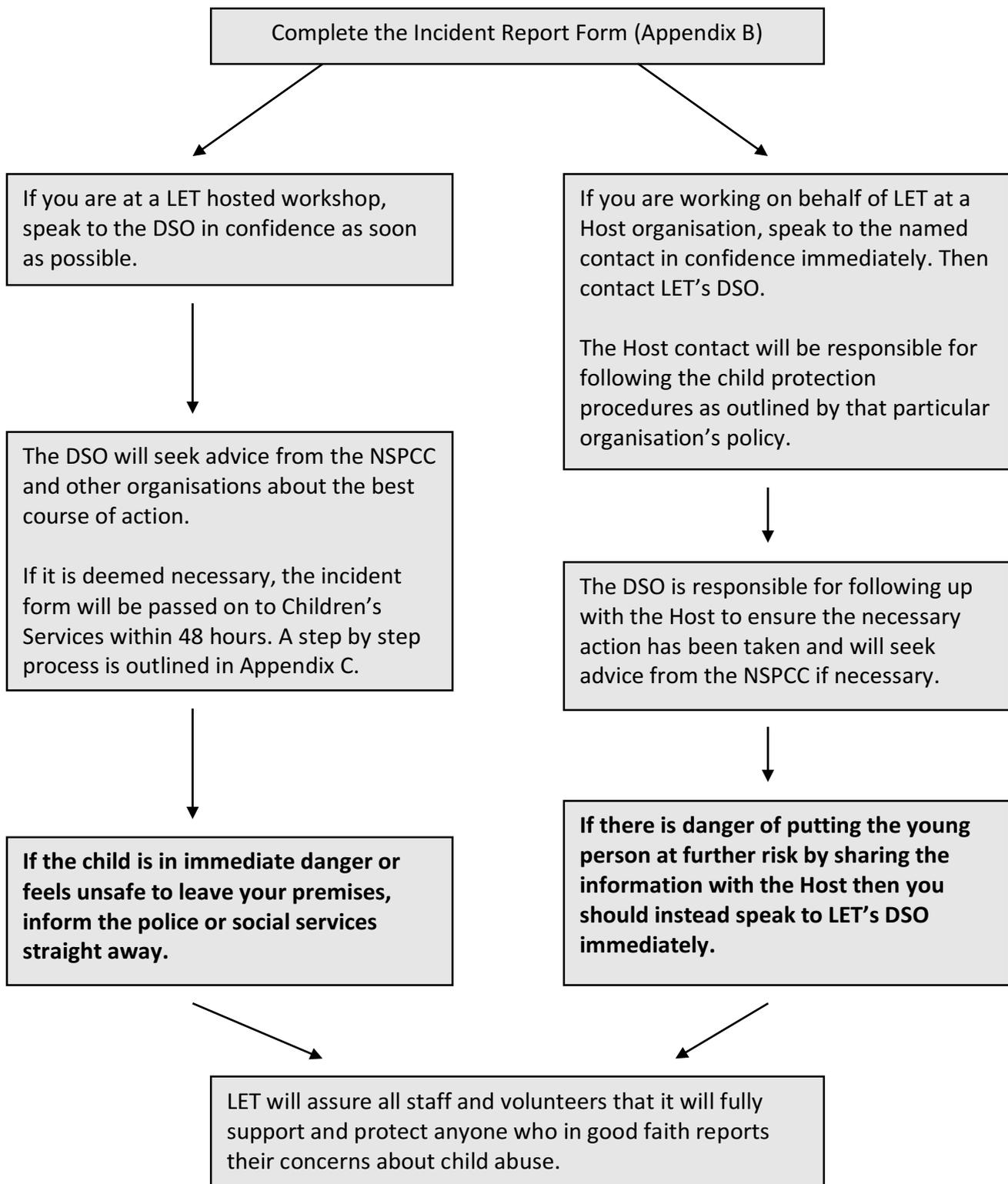
- Unexplained or suspicious injuries (such as: bruising, cuts or burns, especially on parts of the body not prone to injury).
- Finger tip bruising.
- Injury where the explanation seems inconsistent.
- A young person describing what appears to be abuse involving them.
- Another young person/adult showing concern about the welfare of another child.
- Unexplained changes in behaviour (such as becoming very quiet, outbursts of anger, etc.).

- Inappropriate sexual knowledge.
- Distrusting adults where a close relationship would normally be seen (for example: aunties, uncles, brothers, sisters).
- Engaging in sexually explicit behaviour.
- Possible difficulty in making friends.
- Eating patterns varying (including overeating or loss of appetite).
- Losing weight unexpectedly.
- A young person becoming increasingly dirty or unkempt.

It is important to note that this list only highlight a limited range of the common indicators of abuse. There are many more. The outlined indicators can also be present in certain circumstances, but may not mean that abuse is taking place. It is not your responsibility to judge whether abuse is taking place. It is our responsibility to act and report on any suspicions or concerns that we may have.

Use the Incident Report Form (Appendix B) to make a note of what you have witnessed and any further action taken.

6.3 How to report an incident



6.4 Allegations made against LET staff

It is advisable to follow the good practice guidelines, as set out in section 5, at all times in order to avoid allegations of abuse. All allegations or concerns should be directed to the DSO or

Senior Management who will liaise with the NSPCC for advice and work together to follow the procedures of this policy.

If the allegation made against a member of staff or a volunteer meets any of the following criteria, LET will contact the Local Authority Designated Officer (LADO):

- Behaved in a way that has harmed or may harm a young person.
- Possibly committed a criminal offence against, or related to a young person.
- Behaved towards a young person/people in a way that indicates they are not suitable to work with young people.

The LADO is responsible for:

- Providing advice and liaison
- Monitoring the progress of each case
- Ensuring that cases are dealt with swiftly
- Ensuring the process is fair and thorough

The LADO will also advise LET on what, if anything, can be shared with the person who is subject to the allegation. They should decide, in consultation with the police or other agencies, what can be shared in situations that could potentially lead to a criminal investigation.

Where there is a complaint against a member of staff there may be up to three types of investigation (dependent on nature of the allegation):

1. A criminal investigation by the police
2. A child protection investigation by Children's Services
3. A disciplinary or misconduct investigation by LET

The results of the police and child protection investigation could potentially influence and inform the disciplinary investigation, but all available information will be used to reach a decision. Disciplinary and appeals procedures are outlined in Appendix D.

A step by step process is outlined in Appendix C.

6.5 Confidentiality

Every effort will be made to ensure that confidentiality is maintained for every party concerned. Information will not be shared without consent, except where required by law or court order to do so, or where it is in the public interest to do so, for example in suspected child abuse.

Advice from the NSPCC, Children's Services and the LADO will be followed to ensure information is not shared unless completely necessary.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

6.6 Record Retention Periods

In line with guidance contained in the General Data Protection Regulation (2018), personal information should not normally be held for longer than 6 years after the subject's last contact with the authority. Exceptions to this rule will occur when records:

- Need to be retained because the information is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (for example where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of their personal history (for example where the child might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6-year period files need to be clearly marked and the reasons for the extension period clearly identified.

If an allegation is made against a LET employee or volunteer a record will be kept until the person reaches normal retirement age, or for 10 years if that is longer. Such records will contain how the allegation was followed up and resolved, and of any action taken and decisions reached. These records will be kept in a confidential personnel file and a copy should be given to the individual whom the allegation is against.

6.7 Whistleblowing

The NSPCC Whistleblowing Advice Line is for anyone with child protection concerns in the workplace. The helpline provides support and advice to those who feel unable to get a child protection issue addressed by their employer. It can be contacted anonymously on 0800 028 0285.

7. Recruitment, Responsibility and Dissemination

LET recognises that the potential to abuse children can come from anyone and that all reasonable steps should be taken to ensure unsuitable people are prevented from working with or near children. The same procedures will be adopted for all staff, whether paid or voluntary, that will have contact with young people whilst representing LET.

7.1 Pre-selection Checks

LET's stance on child protection should be clear in information provided to applicants and new staff. All volunteers/staff should submit the following information before commencing work with the company:

- Name, address and National Insurance Number
- Relevant experience, qualifications and training undertaken
- Details of previous employment
- Names of at least two people (not relatives) willing to provide references
- Consent to a DBS check being undertaken if relevant to the post

7.2 Interview and Induction

It is always best practice to carry out an interview when employing new staff or volunteers. In exceptional cases where interviews are not possible or relevant (for example when a performer is hired through an audition process), thorough checks and references should be carried out. If any doubts are noted during the checks, a formal interview should be conducted to raise these issues.

All employees and volunteers should receive a full induction, during which:

- All personal information given during pre-selection is checked
- The job requirements and responsibilities should be clarified
- Child protection policy and procedures are explained
- Any training needs are identified

7.3 References

If applying for a position that will involve working with young people, a minimum of two references should be taken up and at least one should speak of the applicant's ability to work with young people. If an applicant has no experience of working with children, training is strongly recommended.

7.4 Disclosure and Barring Service Checks

In accordance with the Protection of Children Act (1999), LET is required by law to check all company representatives that will work with young people in Regulated Activity under the age of 18 for history of a criminal record. The majority of our work with young people is in Not Regulated Activity, and therefore does not require a DBS check. However, all practitioners will undergo DBS checks for the occasional regulated activity that the company delivers.

The Practitioner's consent is required for the company to fulfil this obligation and it is the practitioner that must submit their details to the DBS every two years. For regular practitioners, LET will encourage the use of the DBS Update Service enabling practitioners to reuse their DBS certificate and employers can carry out free, instant online Status Checks on employees' DBS if requested. LET must see a valid DBS certificate in order for the Practitioner to represent the company.

7.5 Training

Appropriate training will allow individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Effective management will be provided for staff through supervision, support and training. LET will seek out training opportunities for all staff members to ensure that they are able to recognise the signs and symptoms of possible abuse and neglect and are aware of the guidelines for making referrals.

All staff will be given regular opportunities to give and receive feedback, in order to identify training needs and set new goals.

7.6 Responsibility

It is the responsibility of all LET members to adhere to this policy and its guidelines. The effectiveness of this policy and its related procedures will be monitored and developed where necessary by the DSO and Senior Management. The Company Directors will review the policy every two years and agree to any changes.

7.7 Dissemination

LET will make the Child Protection & Safeguarding Policy available to all staff and volunteers. It should be made clear to staff and volunteers that failure to conform to the policy will result in disciplinary action and possible exclusion from the organisation.

When LET is working with other organisations or agencies (for example, a school), they will be made aware that this policy is in place and can be obtained from the website.

The policy will be available to all LET members and any outside organisations or individuals. Requests for copies of the documents should be made to the DSO or downloaded from the company website (www.lesenfantsterribles.co.uk).

8. Use of Photographic/Filming Equipment

Photographing and filming young people under the age of 18 is only allowed when a legal guardian (parent/carer) has given prior consent and only if intended for us as a teaching aid or promotional tool. If a member of LET intends to photograph or film young people participating in the company's Education and Outreach programmes, they must speak to the DSO who will liaise with the Host organisation and issue photo permission forms and guidelines to parents in advance (see Appendix E and F). These forms must be signed by a legal guardian and returned on or before the day of photography/filming. If forms are not returned, photography and filming cannot be allowed.

9. Online

9.1 Social Media

LET engages with several social media platforms:

- Facebook (www.facebook.com/LesEnfantsTerr)
- Twitter (@LesEnfantsTerr)

- Instagram (@LesEnfantsTerr)
- YouTube (www.youtube.com/user/LETTheatre)
- Vimeo (www.vimeo.com/user13607024)

The company is represented by authorised users who post on behalf of the company, and employees.

The Assistant Producer has overall responsibility for digital communications on all social platforms and on our website.

All practitioners and staff should refer to LET's Social Media Guidelines to ensure their own and the company's safety and reputation online.

10. **Appendices**

APPENDIX A

Definitions of Abuse

The definitions of abuse as set out below are in line with current NSPCC guidelines.

What is abuse and neglect?

Child abuse is any action by another person (adult or child) that causes significant harm to a child. It can be physical, sexual, emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. It can nowadays increasingly happen online.

Physical Abuse

Physical abuse is a deliberate attempt to hurt a child by causing injuries, such as: bruises, broken bones, burns or cuts. It is not accidental and children who are being physically abused suffer violence, such as: being hit, kicked, poisoned, burned, slapped or having objects thrown at them. This also includes Female Genital Mutilation (GFM) which is a criminal offence and **must be reported**.

There is no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases – death.

Emotional Abuse

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It is sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time, but this is not always the case.

Sexual Abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities.

This does not have to be physical contact and it can happen online, such as: involving children in looking at, or in the production of, sexual online images, watching sexual activities, encouraging the dissemination of sexual material ('sexting'), or encouraging the child to behave in sexually inappropriate ways. Sometimes the child will not understand what is happening to them, and they may not even understand it is wrong.

Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they are in a loving, consensual relationship. They may be invited to parties and given drugs and/or alcohol. They may also be groomed online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Sexual exploitation can also happen to young people in gangs.

Neglect

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse.

A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents.

A child who is neglected will often suffer other abuse as well. Neglect is dangerous, and can cause serious, long-term damage, and in some circumstances, death.

Online Abuse

Online abuse is any type of abuse that happens on the internet, whether via social networks, playing online games, or using mobile phones. Children may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse online.

Children can be at risk of online abuse from people they know as well as strangers. Online abuse may be part of abuse that is taking place in the real world (for example: bullying or grooming), or it may be that the abuse only happens online (for example: persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

APPENDIX B

Les Enfants Terribles

Child Protection Incident Report Form

Guidance on using the Incident Report Form:

- This form should be used when recording any significant incident (other than an accident) at work that involves a child, young person or vulnerable adult participating in Les Enfants Terribles' activities.
- Make sure you write your account as soon as possible after the incident occurs.
- Make sure you sign and date the form.
- Try to include names, addresses, telephone numbers and dates of birth if possible.
- Include matters of fact, observations, statements made by other people involved (remember to use exact words) and your actions and words.
- If you wish to express your opinion make sure that you can substantiate it with fact.
- Pass on your report to the Designated Safeguarding Officer at Les Enfants Terribles (LET).
- These reports will be kept for 12 months and then destroyed if no further action is required, unless it involves a Les Enfants Terribles employee or volunteer, in which case it will be kept in their personnel file.

Incident Report

Date of incident: _____

Time of incident: _____

Contact name, number and address for the location of the incident:

Name of child/young persons affected: _____

DOB: _____

Contact name, number and address for next of kin:

What happened?:

What was said?:

What did you, or any other individuals say? Record contact details of these people, including names, numbers and addresses:

What else did you observe, if anything?:

Your details:

Your name: _____

Position or relationship to child/young person? _____

Address: _____

Tel: _____ Mobile: _____

Signature: _____

Date: _____

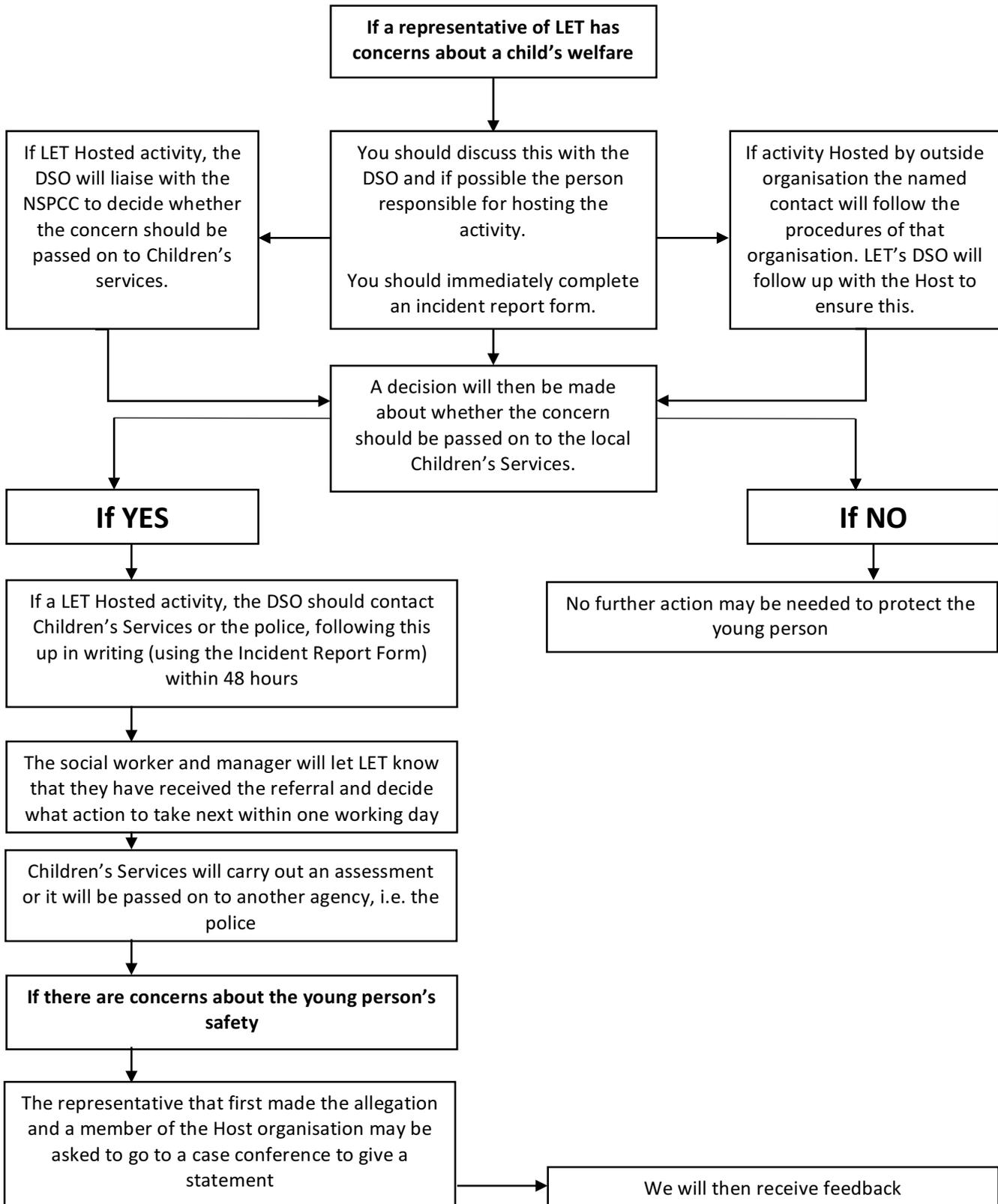
DSO Signature: _____

Date: _____

APPENDIX C

Course of Action for Reporting an Incident of Child Abuse

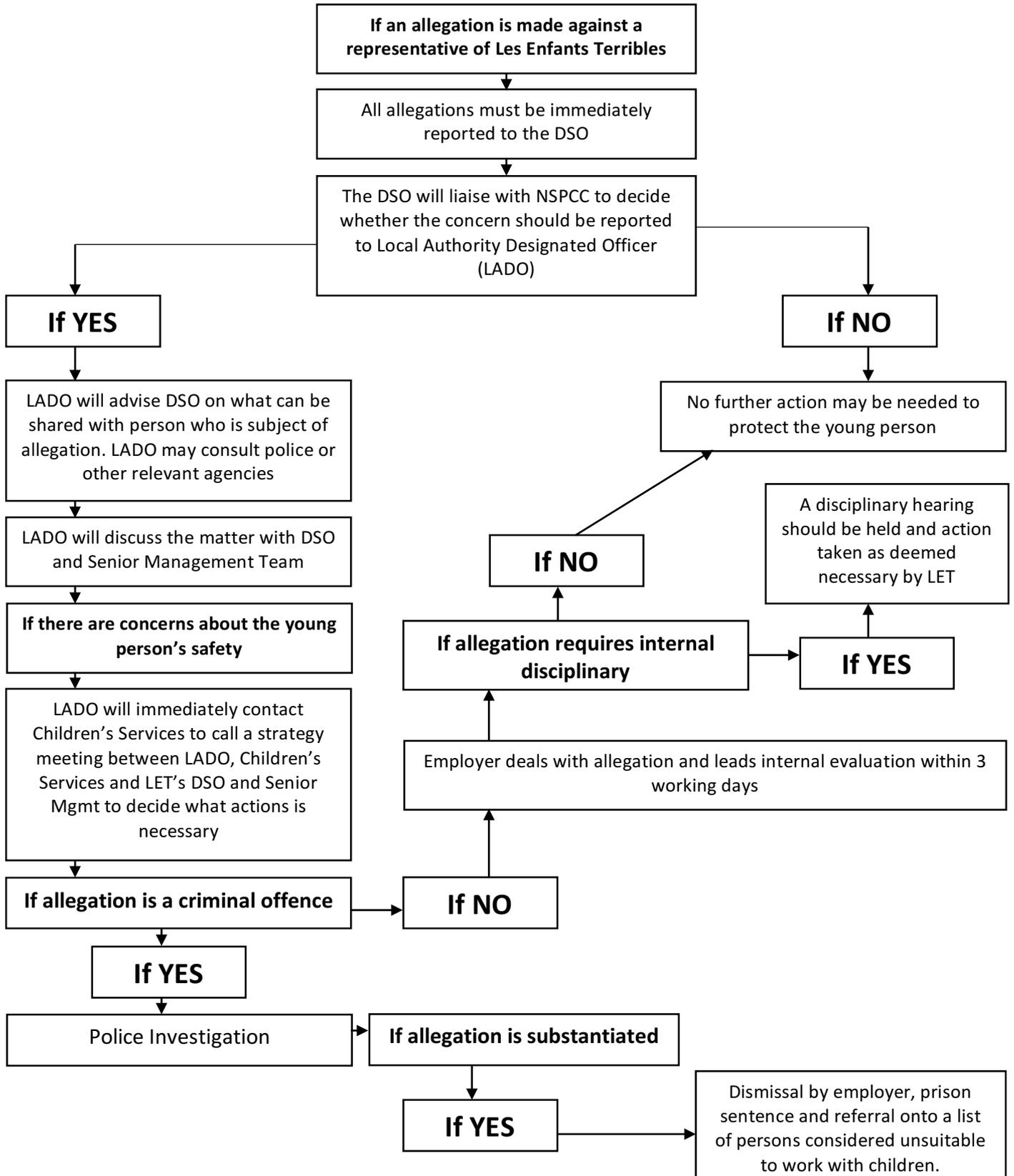
If any representative of Les Enfants Terribles has a concern regarding child safety or abuse the company should follow the course of action outlined in this document. The company will not withhold any information from investigating authorities:



APPENDIX D

Course of Action for Managing Allegations

If an allegation of child abuse is made against any representative of Les Enfants Terribles, the company will support the accused person, but will follow the course of action as set out in this document. The company will not withhold any information from investigating authorities:



APPENDIX E

Guidance for the use of Images of Children and Young People

Introduction

The safety of children and young people is paramount in all of Les Enfants Terribles' Education and Outreach activities. This document has been developed by Les Enfants Terribles to provide guidance on the use of images of children and young people. The policy document is kept by the organisation's administrators and is available to people on request.

Les Enfants Terribles are committed to providing a safe environment for children and young people under the age of 18. In this commitment, we endeavour to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in this guideline, Les Enfants Terribles aim to follow the best possible practice to protect children and young people wherever photographs or recorded images are taken and stored.

Key Concerns

The key concerns regarding the use of images of children relate to:

- The possible identification of children when a photograph is accompanied by personal information
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of youngsters.

Recording images of children and young people

There have been concerns about the risks posed to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start grooming that child for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence that material of this sort has been found on child pornography sites.

Guidelines for recording images

- All children featured in recordings taken by LET must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (a minimum of a vest/shirt and shorts).
- The photograph should focus on the activity.
- Where possible images of children and young people should be recorded in small groups (ideally with a combination of children and adults).
- LET will try to ensure that images of a young person, who is under a court order, are not recorded or published.
- Any instances of the use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation.
- LET practitioners and directors should still be allowed to use video equipment as a legitimate teaching aid. However, children/young people and their parents/carers should be aware of that this is part of the teaching programme and care should be taken in the storing of such films.

Guidelines for publishing images

- If the child is named, LET should avoid using their photograph.
- If a photograph is used, LET should avoid naming the young person, or use their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website.
- LET should request both young person's and the legal guardian's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A Parent/Carer and Child Permission Form is the best way of achieving this and should be completed before any photographs or recorded images are taken (see Permission Form).
- In order to guard against the possibility of a young person under a court order appearing on a website, LET will not simultaneously stream images of children and young people on a website. Delayed streaming provides an opportunity for the editing of inappropriate clips.
- LET will carefully consider images of children and young people used in all publications so that images deemed inappropriate are not used.
- LET will try to take photographs that represent the broad range of youngsters participating in activities. This could include:
 - o Boys and girls
 - o Disabled people
 - o BAME participants
 - o People with specific religious beliefs
 - o A range of clothing

Guidelines for us of photographic filming equipment at LET events

There is evidence that some people have used arts education events as an opportunity to take inappropriate photographs or film footage of children. While this might be rare, LET recognises that a duty of care to young people is necessary to ensure that this risk is as small as possible.

If LET commission a professional photographer or invite press to an event involving children we will ensure that they are clear about the expectations of them in relation to child protection. The following steps will be taken to help reduce risk:

- A clear brief will be provided about what is considered appropriate regarding content and behaviour.
- Photographer will be issued with identification, which must be worn at all times.
- Participants and parents will be informed in advance using Permission Forms.
- Access to the participants by photographers will be supervised by a DBS cleared member of LET's staff.
- LET does not have authority to approve/allow photo sessions outside the event at a young person's home.

Parents and spectators might also wish to take photographs or record their children participating at the event:

- If parents are intending to photograph or video, they should also be made aware of your expectations.
- They should be required to register at an event if they wish to use photographic equipment.
- Participants and parents should be informed that if they have concerns about intrusive photography these should be reported to the event organiser and recorded in the same manner as any other child protection concern.

- Event organisers should approach and challenge any person taking photographs who has not registered with them. They might need to refer to the local police force if this person continues to record images.

APPENDIX F

**Parent/Carer and Young Person Permission Form
For the use of photographs and recorded images**

Les Enfants Terribles would like to take photographs/video footage of the workshop you or your child is taking part in. We will only use the photographs if permission is granted to do so.

The form should be signed by the legal guardian along with the child/young person. It provides permission for the images of the child/young person to be used. Please note that you will have to fill in a separate form for each child.

Les Enfants Terribles will not permit photographs or videos of young people to be taken or used without the consent of the legal guardian and the young person. Please see the attached guidelines for more information.

The intended purpose of these images will be for the promotion and documentation of our Education and Outreach programme. If you see that these images have been mistreated and used elsewhere, please get in touch as soon as possible on 020 3663 2168.

If at any time either the parent/legal guardian wishes images to be removed from the website, seven working days notice must be given to Les Enfants Terribles after which the data will be removed.

THIS SIDE TO BE COMPLETED BY YOUNG PERSON AND LEGAL GUARDIAN

I (name of young person) consent to Les Enfants Terribles photographing or videoing my involvement in education workshops under the stated rules and conditions.

Signed Date

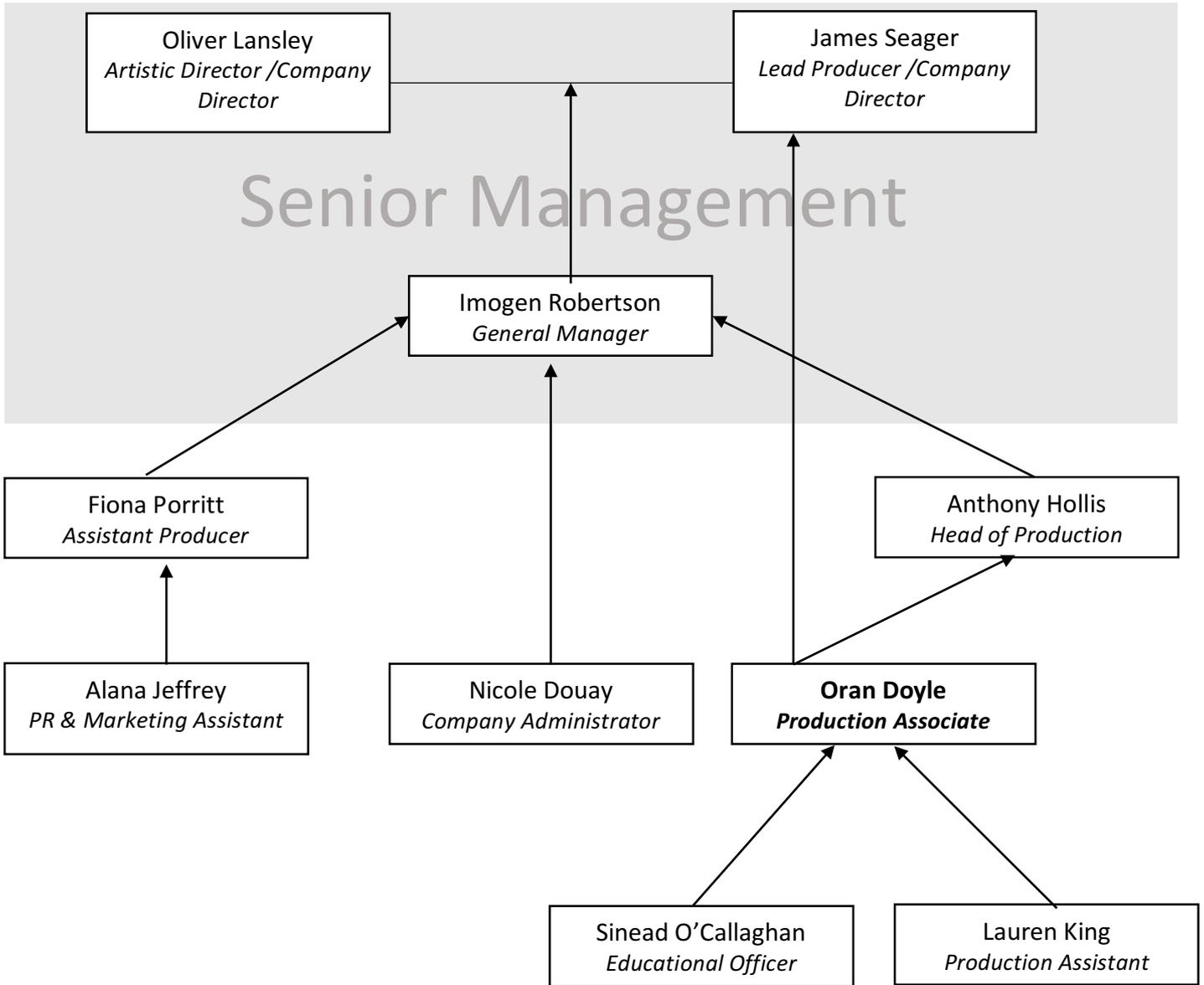
I (name of legal guardian) consent to Les Enfants Terribles photographing or videoing(name of young person) under the stated rules and conditions and I can confirm that I am legally entitled to give this consent.

I can also confirm that(young person) is not under a court order.

Signed Date

APPENDIX G

Les Enfants Terribles Company Management Flow Chart



The Designated Safeguarding Officer is Oran Doyle.