

One Tenth Human

Safeguarding Policy

Date updated	1/02/22
Date for renewal	Annually (Feb 23 next)
Who this policy applies to	Freelancers, volunteers, Directors
Designated Safeguarding Officer	Sarah Punshon
Designated Director for Safeguarding	Alexandra Fitzsimmons

Policy Statement

One Tenth Human Productions Limited (hereinafter referred to as 'OTH') states that

- the welfare and safety of children and vulnerable adults is paramount
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- the guidelines and procedures in this policy applies to all staff, freelancers, volunteers, and trustees of OTH
- all concerns, and allegations of abuse should be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to children's social care services or the police (see Appendix 2 for contacts)
- the term 'abuse' may refer to physical abuse, emotional abuse, sexual abuse, or neglect (see Appendix 1)

For ease of reading, wherever the terms 'child' or 'children' are referred to, it should be taken that this also includes young people and vulnerable adults.

Roles and responsibilities

The Designated Safeguarding Officer leads on policy development and implementation, including:

- Reviewing and updating the safeguarding policy
- Leading on contact with the Local Authority Social Services in the event that a child is at risk of harm
- Acting as the 'front line' point of contact for anyone who has concerns about the welfare of a child
- Managing any complaints or allegations which are made against staff
- Ensuring safe recruitment procedure and promoting safeguarding across the organisation
- Keeping accurate records and reporting to the board and authorities where necessary

The Designated Director for Safeguarding leads on policy oversight, including:

- Ensuring policy and procedures are implemented by staff
- Being kept informed about any safeguarding issues and feeding this information to the rest of the Trustees, where necessary

All freelancers, Directors, and volunteers have a responsibility to safeguard children from harm, including:

- Being vigilant of the signs which indicate that a child is experiencing or at risk of harm
- Reporting any disclosures, as soon as possible, to the Safeguarding Officer

Procedures for new freelancers, volunteers and Trustees

Any freelancer who will be leading a team on a project involving direct or indirect (e.g. online) contact with children will be vetted as part of OTH's safeguarding responsibilities.

Vetting to include:

- Enhanced Disclosure Barring Service (DBS) check, no more than one year old
- An interview, including questions with specific reference to child safeguarding
- Two references obtained, including questions with specific reference to child safeguarding

Freelancers and volunteers who will be part of a larger team visiting a school or attending a performance are not necessarily required to undergo an Enhanced DBS check.

There should always be at least one vetted, DBS-checked OTH team member in any team visiting a school, during a performance, or attending an online session; more than one is

preferable. At the earliest stage of project planning, DBS-vetting requirements should be discussed and the minimum number of Enhanced DBS-checked team members required agreed.

All freelancers, volunteers and Trustees will be required to complete induction and training, to include:

- A mandatory child safeguarding training session
- Reading and signing this document

Code of conduct

The following guidelines are intended as a general code of conduct for any work carried out with children, young people, and vulnerable adults.

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any adult or about you, it is your duty to report it to the Safeguarding Officer. If the concerns relate to the Safeguarding Officer, you should report concerns to the relevant individuals and organisations listed in Appendix 2.

A. General

- There should always be at least one vetted, DBS-checked OTH team member in any team visiting a school, during a performance, or attending an online session; more than one is preferable.
- No OTH freelancer should be left alone as the only adult in a room with unaccompanied children at any time whilst working on an OTH project. If this occurs or seems likely to be a risk during project planning, immediately alert your team members and/or seek assistance from school or venue staff.
- Set an example for others to follow
- Respect a young person's right to personal privacy
- Encourage others to challenge attitudes or behaviour they do not like
- Avoid being drawn into inappropriate attention-seeking behaviour
- Make sure other team members, school staff & venue staff are clear on our safeguarding arrangements
- Remember someone else might misinterpret your actions, even if you mean well
- Take allegations or concerns of abuse seriously
- Refer all concerns, allegations or suspicions to the Safeguarding Officer
- Do not form a relationship with a young person that is an abuse of trust
- Do not drink alcohol when you are directly responsible for young people
- Do not allow abusive activities, for example initiation ceremonies or bullying
- Do not take part in inappropriate behaviour or contact (physical, verbal or sexual)
- Do not make suggestive remarks or threats to a young person, even in fun
- Do not do things of a personal nature for an individual that they can do for themselves.
- Do not make unnecessary physical contact with children. Where physical contact is necessary as part of an exercise, the exercise and the reason for it should be fully explained in advance to participants. If individual participants are not comfortable with the level of contact, they will be invited to participate at a level suitable, appropriate and comfortable for their needs.

- Do not meet with children from OTH projects outside of these projects unless by prior arrangement with parents or carers; if such an arrangement is made, you must alert the Safeguarding Officer
- If a child or vulnerable adult is injured whilst involved in a OTH project, make sure the incident is fully recorded in the appropriate venue or school accident book.

Any freelancers whose actions fall outside of these guidelines will be considered to be in breach of contract, and their contract may be subject to termination with immediate effect.

B. Online Working

- Online OTH events should always be hosted by a DBS-checked and vetted OTH freelancer.
- OTH will never gather personal contact information for children, only parents / teachers.
- Projects should never require freelancers, volunteers or Directors to share personal email address, telephone number, or other online contacts with anyone except other OTH team members.
- If contacting audience members or participants, only OTH email addresses should be used.
- Do not share any other personal contact information with children.

USE OF ZOOM

- OTH shows involve children attending with a parent or teacher present, not alone.
- Unaccompanied adults will only attend when specifically invited (eg creative team members, commisioners, potential funders). Such adults will be sent the OTH or venue logo to use as a profile picture, and asked to keep their video off and sound muted.
- All adults attending are reminded that calls must not be recorded or screen-grabbed without permission.

Zoom accounts for OTH shows or workshops must be set up so that for any meeting involving children:

- Personal Meeting ID is turned off
- Passcodes are required to join meetings
- Waiting room is always used
- “Join before host” is not enabled
- Host only can screen-share (participants can't)

- Files cannot be shared during the in-meeting chat
- Participants cannot record locally, nor can they save chat from the meeting
- Annotation is not possible
- Attendees can only chat to everyone in the meeting, not privately (NB must be checked for each individual meeting)

Protocol for public shows, to be shared with Zoom technician / performer / any venue FOH for each show:

You should have access to the info@onetenthhuman.com email and OTH Zoom mobile phone. Use only these methods for contact.

If a name appears in the waiting room that isn't on the list of bookers, if possible admit only this person just BEFORE the usual start time; turn your video on, and in a friendly way explain the problem and ask what name they booked under / how they booked. (Make sure performer(s) muted & video off for this conversation). This will normally solve the problem.

If a name appears in the waiting room only at the precise moment you need to let everyone else in, let everyone in including them but IMMEDIATELY private message in chat explaining the challenge and asking what name they booked under.

Suggested text: "Hallo! We're very glad you're here. I'm afraid this name isn't on our list of bookers: can you tell me what name you booked in please?"

In either case, if they are unable to provide a correct name booked under, you will need to make a decision. We don't want to upset or disappoint any kids! BUT we need to protect against the remote possibility that an unauthorised person has somehow managed to join the call.

If no child is visible / no video is on, you can't hear a child, and you can't get a sensible answer to chat, send them back into the waiting room and send a message to the waiting room saying:

- *"Unfortunately this name isn't on my list of bookers, and I can't allow an unknown caller to stay in the meeting. Please call [OTH MOBILE NUMBER] if there has been a mistake, and I will be able to let you back in."*

If anyone at any moment is abusive to you, to a performer, or to anyone else in the meeting, evict them from the meeting altogether - not just into the Waiting Room.

NOTE: once you've made someone Leave, they can't get back into the meeting at all. That's why it's important that in the previous example you send them to the Waiting Room first.

C. Disclosures

If a child tells you they are being abused:

1. Allow them to speak without interruption and accept what they say
2. Be understanding and reassuring but do not give your opinion.
3. Tell them that you will try to offer support but that you must pass the information on
4. Write succinct notes of what was said, noting actual words used wherever possible
5. Inform the Safeguarding Officer, forwarding your notes immediately
6. OTH Safeguarding Officer or Trustees will advise of further action that you need to take

I have read and understood the above information. I agree to abide by these guidelines whilst working for One Tenth Human.

Signed:

Date:

Appendix

Appendix 1

What is abuse?

A. What is physical abuse?

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

B. What is emotional abuse?

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless or unloved, inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

C. What is sexual abuse?

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse of vulnerable adults can be rape and sexual assault or sexual acts to which the person does not consent or cannot consent or is pressured into consenting.

Sexual abuse may be same-sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

D. What is neglect?

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child, young person

or vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

Appendix 2

Key Contacts

Sarah (Designated Safeguarding Officer)

Email: sarah.punshon@onetenthhuman.com

Phone: 07989 559698

Alexandra Fitzsimmons (Designated Trustee for Safeguarding)

Email: Alexandra.fitzsimmons@gmail.com

Police

C.A.R.E Units

Tel: 028 9065 0222 – 24 hours

Ask for Child Abuse and Rape Enquiry Unit

If you think a child or vulnerable adult is in immediate danger, you should phone 999

Disclosure and Barring Service

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DBS helpline: 03000 200 190

Email: customerservices@dbs.gsi.gov.uk

NSPCC Help line

Tel: 0800 800 500 – 24 hours, Freephone

Appendix 4

Incident report form

Name of child/vulnerable adult:
Date of birth/approximate age:
Name of staff member:
Date and time of incident:
Location of incident:
Who else was involved:
Details:
Action taken:
Parents/carers informed: yes/no

Signature of staff member / freelancer / volunteer reporting incident

_____ **Date** _____

Signature of safeguarding officer

_____ **Date** _____