



Grand Opera House

Safeguarding Policy and Procedures

Prepared By	Grand Opera House Designated Officers
Reviewed By	Chief Executive & Senior Management Team
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STATEMENT OF POLICY FOR SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE

The Grand Opera House Trust is committed to safeguarding the welfare of all children and young people participating in the Arts and aims to provide safe, participatory and creative opportunities for all children and young people who access the Grand Opera House.

It is unacceptable for a child or young person to experience abuse of any kind. The Grand Opera House Trust is committed to practices which protects them.

In order to do this the Grand Opera House Trust recognises that:

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs, political opinions and/or sexual identity have the right to equal protection from all types of harm or abuse.
- The Theatre needs to work in partnership with children, young people, their parents, carers and other external agencies to promote and ensure their welfare and safety.

The purpose of the Policy is:

- To provide protection for children and young people who receive services from the Theatre.
- To provide staff and volunteers with guidance on procedures they should adopt if they suspect a child or young person may be experiencing or be at risk of harm.
- To demonstrate the Trust's commitment to providing a service that protects children from harm, protects the Trust's staff and the Trust itself from any potential allegations.
- To ensure hirers of the Trust's services are aware of the Theatre's expectations, guidelines and procedures in relation to safeguarding children and young people while at the Grand Opera House.

This policy applies to all Trust Members, Grand Opera House employees and workers, volunteers, agency staff, students or anyone working on behalf of the Grand Opera House Trust.

The Grand Opera House will endeavour to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting recommended child safeguarding guidelines through documented procedures so everyone is aware of their responsibilities and obligations.
- Ensuring that the procedures are implemented in a consistent and equitable manner and that staff are regularly reminded of their responsibilities.
- Reviewing the Safeguarding Policy and procedures regularly to ensure they are up to date and in line with best practise advice.
- Recruiting staff fairly and safely, ensuring all necessary checks are made.
- Sharing information about child safeguarding and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, involving parents and children appropriately.
- Providing effective management for staff through supervision, support and training.

Within this Policy when we refer to Child, Children or Young People it refers to all vulnerable beneficiaries including adults at risk.

The information and advice contained in this document conforms with the Children (Northern Ireland) Order 1995, Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 and Children (Public Performances) Regulations (Northern Ireland) 1996. It also incorporates advice contained in the Department of Health's document entitled, *Co-operating to Safeguard Children and Young People in Northern Ireland* and Volunteer Now publications, *Keeping Children Safe and Keeping Adults Safe*.

The Grand Opera House is committed to reviewing this policy every two years, or as required following any legislation or best practise updates or reviews.



Ian Wilson
Chief Executive
31 January 2020

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1. Safeguarding Procedures

1.1 Definition of a Child, Parental Consent and an Adult at risk

The Children's Order 1995 defines a "child" as a person under the age of 18. A young person under the age of 18 is still defined as a child within the context of the relevant legislation.

Parental consent refers to the individual with parental responsibility for the child.

An adult at risk is someone who is aged 18 years or over who 'is or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. *It should be noted that disability or age alone does not signify that an adult is at risk.*

Within this Policy when we refer to Child, Children or Young People it refers to all vulnerable beneficiaries including adults at risk.

1.2 Statement of Values and Principles

The Grand Opera House Trust believes that:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children and young people.

1.3 Designated Officers and "Adult Safeguarding Champions"

The Grand Opera House has designated responsibility for ensuring effective safeguarding in the Theatre to the Creative Learning Manager and the HR Manager. Contact details for the Designated Officers and Adult Safeguarding Champions are included in Appendix 3.11.

The role of the Designated Officer and Adult Safeguarding Champion is to:

- Receive and record information from staff, volunteers, children or parents/carers who have safeguarding concerns.

- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with the Senior Management Team and external statutory organisations if necessary.
- Provide advice and support for staff and volunteers who have a query or concern about a child, young person or safeguarding matter.
- Consult initially with the appropriate statutory agency to test out any doubts or concerns as soon as possible.
- If necessary, to make a formal referral to the appropriate statutory agency without delay.
- Review the Theatre's Safeguarding Policy and procedures every two years or following legislation updates, reviews or any changes in best practice advice.
- Deliver and/or organise safeguarding training and induction for staff, freelance facilitators and volunteers, as and when required.

Specialist advice and regular training will be made available to the Designated Officers.

1.4 **Safeguarding Code of Conduct**

All Grand Opera House staff, volunteers and facilitators must:

- Treat all children and young people with respect.
- Set a good example by using appropriate language, attitude and demeanour at all times, consistent with the Grand Opera House safeguarding values and policy.
- Report all allegations/suspicions of abuse to the Theatre's Designated Officers.
- Challenge unacceptable behaviour, including bullying behaviour and escalate to line manager if behaviours continue. Encourage young people to feel comfortable and caring enough to point out inappropriate attitudes or behaviour.
- Respect a young person's right to personal privacy.
- Ensure there is appropriate supervision present during activities with children and young people, or at least that you are within sight or hearing of others.
- Ensure that any physical contact is child centred and appropriate to the task/activity required. Staff must be reminded that physical contact with a child or young person may be misinterpreted. Restraint must only be used where it is absolutely necessary to protect the individual or others from harm. Any restraint used must be proportionate to the risk of harm and any use of restraint must be reported, recorded and reviewed.
- Remember that physical contact with a child or young person may be misinterpreted no matter how well intentioned.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.

Staff must not:

- Have inappropriate physical or verbal contact with children or young people.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive or derogatory remarks or gestures in front of children or young people.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Ignore unacceptable behaviours or any breach of this safeguarding code of conduct.
- Show favouritism to any individual or discriminate against a child or young person who has different cultural backgrounds, beliefs or additional needs.
- Take a chance when common sense, Policy or procedure suggests another more prudent approach.
- Spend excessive amounts of time alone with children away from others.
- Gain in any way when using a child's/adult's money on their behalf.
- Add a child that they meet in the course of their work to their social media profile
- Take or share images/photos including children without the necessary consent.

The Code of Conduct will be regularly communicated with all staff, volunteers and facilitators to remind them of their safeguarding responsibilities and what the Trust considers to be unacceptable behaviour when working with children and young people. Any breach of the code of conduct will result in relevant disciplinary action.

1.5 **Regulated Activity; Planning, Supervision & Risk Assessment**

Regulated activity covers anyone working closely with children either paid or unpaid on a frequent or intensive basis. Frequent is defined as once a week or more. Intensive is four days or more in a single month. Roles which include regulated activity will be subject to an enhanced criminal record disclosure through Access NI.

Regulated activity in the Theatre includes, but is not limited to:

- teaching, training or instruction, care or supervision of children and young people during performances and during Creative Learning projects and events.
- teaching, training or instruction for adults at risk during Creative Learning projects and events.
- visiting schools, community groups, youth groups in which regular contact with children or young people is expected.

Roles that involve managing or supervising the day-to-day work of those carrying out the regulated activities as detailed above will also require an enhanced disclosure.

1.5.1 **Planning Regulated Activity**

If there are children or young people involved in a project or event, it is the responsibility of the organiser/manager in charge of the event to;

- complete a Risk Assessment and put in place procedures to mitigate the risk where reasonably practical.
- plan and prepare a detailed programme of appropriate activities for the children involved and to ensure that anyone engaged to provide event services have satisfactorily completed the required disclosure.
- ensure that all children will be adequately supervised and engaged in suitable activities at all times in line with the supervision ratios as detailed in section 1.5.2.
- obtain, in writing, parental consent for children or young people joining an Grand Opera House organised project or activity. In the case of an adult at risk consent may be sought from a carer if deemed necessary. The purchase of a ticket or place on a project or event shall be deemed to be such consent. Consent will not be required for drop in activities.
- ensure that the location for the project or event is fit for purpose and brief all facilitators and event staff on health and safety and safeguarding issues. The Health and Safety briefing will include details of first aid provision, fire safety and evacuation procedures, emergency contact information, accident and incident recording and manual handling arrangements.
- ensure the safety of any equipment being used as part of the activities.
- provide parents with full information about the project, including details of the programme of events and the activities.
- record the full names and contact details of all children taking part in Grand Opera House organised events and any special needs or requirements and retain this information in accordance with the Theatre's Data Protection and Retention Policy. Registration will also be completed at the event.

1.5.2 **Supervision of Regulated Activity**

The Grand Opera House recognises that making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children or young people to suffer harm whilst in the Theatre's care.

Children and young people in the Theatre's care will not be left unsupervised at any time and it is the responsibility of the person designated to be in charge of the child to ensure

that they know where the child is at all times while in their care, what they are doing and that appropriate supervision is in place.

Recommended supervision ratios are as follows;

Age 0-2	1 adult to 3 children
Age 2-3	1 adult to 4 children
Age 4-8	1 adult to 6 children
Age 9-12	1 adult to 8 children
Age 13-18	1 adult to 10 children

In considering the level of appropriate supervision, consideration will also be taken of the following factors and supervision ratios amended as and when required;

- The number, gender and age of the participants
- The nature of the venue
- The abilities of the group and their behaviour
- Any special medical needs
- Any specialist equipment required
- The nature of the activities to be undertaken and the duration
- Guidance from the Education Authority in relation to performance licensing

Managers must be satisfied that those engaged to work on a project or at an event with children are fully competent to do so and that appropriate checks have been completed.

Chaperone Supervision

The Creative Learning Manager will ensure that all chaperones have valid licenses in place and that they are properly trained and vetted through the Education Authority. They must also ensure that an appropriate number of chaperones are booked and in place to meet the appropriate supervision levels as guided by the Education Authority i.e. one chaperone for a maximum of 12 children, that the guidelines in relation to the number of hours at work are adhered to and that appropriate changing and toilet facilities are available.

1.5.3 Regulated Activity Risk Assessment

A Risk Assessment will be carried out for **every** regulated activity project or event and appropriate risk management procedures put in place and communicated to all those involved. It is the responsibility of the manager in charge to complete these processes.

The principle of risk assessment is to consider:

- The practical details of a project
- Things that could go wrong in a project
- The likelihood of things going wrong
- Impact of such things going wrong

Once this is done, the individual completing the risk assessment:

- Can identify measures to reduce the risk
- Can decide what to do if things go wrong
- Can allocate roles to monitor and manage safeguarding children

A copy of the Grand Opera House Risk Assessment template is included in **Appendix 3.1**. All identified risks and risk reducing measures are reviewed at least once a year. They will also be reviewed following a significant accident/incident or genuine safeguarding concern.

1.6 **Photographic Procedures**

Prior consent **MUST** be sought from the individuals with parental responsibility before photographing, videoing or filming children or young people at an event or activity in/ or organised by the Theatre. Images must only be used for the specific purpose which has been agreed with those with parental responsibility. Additional use without specific permission is not acceptable and will be considered as a breach of the Safeguarding Code of Conduct.

A copy of the Photography & Filming Consent Form is included in **Appendix 3.2**.

Accredited photographers for the Theatre must always carry visible identification and all material promoting an event or activity must state clearly that accredited photographers will be present.

Professional photographers or the press who are invited to an event will be made aware of the organisation's expectations of them in relation to child protection.

Grand Opera House staff will:

- Seek prior parental consent before photographing, videoing or filming children or young people at a Theatre event/activity and or production, or ensure parental consent is already in place.
- Avoid using children's names or personal information in photographic captions.

- Ensure that all images of children are stored safely and securely in line with the Theatre's Data Protection and Retention Policy.
- Use only images of children in suitable dress to reduce the risk of inappropriate use.
- Monitor the use of images/video footage to promote activities on the Grand Opera House website and with external agencies.
- Not permit official photographers unsupervised access to children in their care.
- Not permit photography sessions outside the event or at a child's home.

The Grand Opera House Trust reserves the right to prohibit the use of photography, videoing or filming at any event, activity or production which it is organising.

1.7 **Recruitment Procedures and Disclosures**

The Grand Opera House Trust has clearly defined and robust recruitment procedures. All roles within the Theatre, without exception, are advertised and a fair and open recruitment process established for each appointment. All recruitment exercises are approved by the Chief Executive and managed by the relevant Line Manager with support from the HR Manager. Job Descriptions are in place prior to the role being advertised and updated as and when required.

As part of the recruitment process, in order to prevent unsuitable people working with children in the organisation, the Grand Opera House will ensure that:

- A satisfactory criminal record check is a condition of employment for all new Grand Opera House staff, freelance facilitators and artists and volunteers.
- Staff are reminded regularly of their responsibility to declare any criminal charges and convictions and are made aware of the potential implications.
- All recruiting managers are responsible for clearly defining roles with regulated activity, which require an Enhanced Criminal Record check and ensuring this is clear within the advertisement and the role's job description. Advice as to the appropriate level of disclosure should be sought from the HR Manager if required.
- A copy of the Theatre's Safeguarding Policy and Procedures will be made available to applicants for roles which require an enhanced disclosure.
- At interview for such posts, a question pertaining to good practice in Child Safeguarding will be asked and referees will be asked specifically about the applicant's suitability to work with children.
- Satisfactory Enhanced Criminal Records checks must be obtained by the Grand Opera House in advance for all new members of staff in posts with regulated activity. This will also apply to those with freelance activity-based contracts and volunteers.

- Agencies who provide workers to the Grand Opera House will be expected to have completed the appropriate level of criminal record check and verify that the disclosure is satisfactory and appropriate for the work involved. Agency workers will be asked to provide documentary evidence.

Access NI is the recognised criminal history disclosure service in Northern Ireland. Access NI will provide the Grand Opera House Trust with the necessary criminal record checks for all staff and volunteers directly or through an umbrella body. It is the responsibility of the Grand Opera House to make a determination as to whether the disclosure is satisfactory, taking into account any identified convictions and or/offence, whether it is relevant to their employment and role, the potential effect on the business and the reputation of the Grand Opera House.

Access NI is unable to obtain overseas criminal records or relevant information held overseas. It is only able to provide details of offences or pending charges for offences committed in the UK. The Grand Opera House Trust will consider and evaluate the risks involved in appointing an individual from overseas and may seek further advice from the Foreign and Commonwealth Office to assist in that decision-making process.

Subsequent to any checks, all Grand Opera House staff are reminded regularly of their responsibility to declare any criminal charges and convictions immediately and are made aware of the potential implications on their continuing employment with the Trust.

1.8 Performance Management Procedures

The Grand Opera House has robust line management and performance management procedures in place with appropriate support and supervision for staff, freelance engagements and volunteers. Performance is formally reviewed annually or as and when required and written records held in line with the Theatre's Data Protection and Retention Policy.

A probationary period is in place for all new employees and a trial period in place for staff following a move into a new role or for the Theatre's freelance facilitators and volunteers.

1.9 Induction and Training

The Grand Opera House will provide suitable training to all staff, freelance facilitators and volunteers in the organisation relevant to their particular role, and securely store the relevant training records. Training will include:

- Induction Training which includes familiarisation with the organisation's Safeguarding and Child Protection Policy and Procedures.

- Comprehensive Safeguarding training for Designated Officers

All chaperones who work in the Theatre will have received detailed Child Safeguarding Training as part of the Chaperone license application and renewal process. All chaperone licenses are valid for three years and written records are kept and stored by the Creative Learning Team in line with the Theatre's Data Protection and Retention Policy.

1.10 Visiting Companies

As part of a visiting companies' contractual agreement they must provide the Grand Opera House with the following information in advance of their arrival in the Theatre. The following information should be returned to the Programme Co-ordinator along with a copy of the Safeguarding checklist (**Appendix 3.3**).

- A copy of their Child Protection/Safeguarding Policy and Procedures.
- Names of chaperones, their responsibilities, details of supervision ratios for the children.
- The number and ages of children in the production.
- Confirmation that all chaperones have gone through the appropriate vetting procedures, are registered with the appropriate body and have a valid chaperone license.
- Confirmation that performance licenses are in place for all young performers (those of compulsory school age).

The Grand Opera House reserves the right to ask the visiting company to provide copies of valid licenses and carry out spot checks to ensure compliance. If necessary, the Grand Opera House Safeguarding Policy and Procedures overrides the visiting company's existing policy. The Visiting Company must ensure that all related information is stored securely while in the Theatre building.

All visiting companies will receive a copy of the Theatre's Health and Safety Leaflet on arrival at the Theatre. Company Managers as well as Chaperones should familiarise themselves with the Theatre's Health and Safety procedures and safeguarding procedures which can be found on the notice boards in the back of house areas.

If there are children in the production the visiting company must:

- Identify a Head Chaperone/designated person for the duration of the run so that any concerns about safety can be discussed.
- Ensure that the chaperones know where the children in their care are at all times.
- Ensure that chaperones wear identification whilst on the premises.

- Complete the relevant risk assessment before opening night in consultation with the Company Manager and Head Chaperone.
- Ensure that the appropriate number of chaperones remain at Stage Door pre and post show to sign the children in and out of the building.

For a visiting production company it is the responsibility of the company's designated person to ensure that the appropriate security checks are in place for all staff, volunteers and chaperones and that performance licenses are in place for all young performers.

1.11 **Grand Opera House Productions**

It is the responsibility of the Creative Learning Manager to ensure that all Grand Opera House chaperones have valid licenses in place and are adequately trained and vetted through the Education Authority. The Creative Learning Manager will ensure there are sufficient chaperones booked and onsite to meet the necessary supervision levels and that the guidelines in relation to the number of hours at work are followed.

The Creative Learning Manager will ensure that children and young people involved in a Grand Opera House Production are provided with an induction, which includes details of unacceptable behaviours and points of contact if they have an issue or concern.

A copy of the Grand Opera House's Safeguarding Policy and Procedures will also be available on the Grand Opera House website, www.goh.co.uk.

1.12 **Linked Policies**

The Safeguarding Policy and Procedures must be read in conjunction with the Grand Opera House Equal Opportunities Policy; Dignity at Work Policy; Whistleblowing Policy, Grievance Policy and Procedures; Disciplinary Policy; Health and Safety Policy and Recruitment of ex-offenders Policy.

1.13 **Complaints Procedure**

The Grand Opera House Trust wishes to promote a culture in which staff or third parties may express any concerns they have about a child's behaviour or a contracted member of staff or employee in relation to safeguarding.

In order to achieve this, staff are encouraged to share any such concerns they have, or a third party has with their Line Manager without delay; concerns will be treated seriously and in the strictest confidence.

Line Managers will then immediately inform one of the Designated Officers and/or the appropriate Head of Service. Further details on the procedures to follow are included in **Appendix 3.5 and 3.7.**

2. RESPONSE PROCEDURES

The Grand Opera House Trust recognises the importance of having clear procedures to enable those working with children and young people on behalf of the Trust to handle situations where an appropriate response is needed to a safeguarding concern.

2.1 Definitions of Abuse

“Child abuse” occurs when the behaviour of someone in a position of greater power than a child causes significant harm.

Official safeguarding guidance and publications categorise child abuse as:

- Physical Abuse
- Psychological/emotional abuse
- Sexual abuse
- Neglect
- Exploitation
- Bullying (although not defined as abuse, in its more extreme forms it could be regarded as abuse)

For adults it can also include:

- Domestic violence and abuse
- Human trafficking/modern slavery
- Hate crime
- Financial abuse
- Institutional abuse

Further details on these definitions can be found in **Appendix 3.4.**

2.2 Responding to a Child Disclosing Abuse

When responding to a child disclosing abuse individuals should:

- Stay calm.
- Listen carefully to what is said.
- Find an appropriately early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

- Allow the child to continue at his/her own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible after the disclosure to ensure accuracy – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Contact their line manager who will seek advice from their Head of Service and/or the Theatre's designated officers.

REMEMBER: It is important that everyone in the organisation is aware that the person to whom the disclosure is made is not responsible for deciding whether or not abuse has occurred. That is a task for the professional statutory agencies following a referral to them.

2.3 Responding to Signs or Suspicions of Abuse

If a child discloses information to a staff member, or if a staff member has concerns about a child's welfare, the staff member should immediately report it to their line manager who will follow the procedure as detailed in the flowchart in **Appendix 3.5**.

2.4 Responding to Allegations of Abuse against a member of staff, worker or volunteer or concerns about a member of staff, worker or volunteer's behaviour

If allegations are made about a member of staff, worker or volunteer or a staff member has concerns about a colleague's behaviour they should report their concerns immediately to their line manager who will follow the procedure as detailed in the flowchart in **Appendix 3.7**.

2.5 Recording and Information Sharing

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

The forms for capturing details are included in **Appendix 3.6** and **Appendix 3.8** and should be completed at the earliest opportunity. The record should be clear and factual as it may be needed by the statutory agencies investigating the incident and may, in the future, be used as evidence in court. These forms will be stored securely by the HR Manager in line with the Theatre's Data Protection and Retention Policy.

2.6 **Confidentiality, Data Protection and Retention**

All personal information that is acquired or held in the course of working with children and young people should be treated as confidential and stored securely and processed in line with the Theatre's Data Protection and Retention Policy. Particular care will be taken with sensitive information.

The Grand Opera House uses the Access NI service to help assess the suitability of applicants working in the Theatre and comply fully with their Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

Appendix 3.1 – Grand Opera House Risk Assessment Template

	Risk Assessment	
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Activity/Operation	Location: Various
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Description of activities

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Who is affected by this operation?							
Employees		Contractors		Public		Young people	Pregnant Women

	Description of hazards	Likelihood	Severity	Risk Factor	Risk (<u>before</u> precautions have been taken)
Before					

Recommended precautions

	Description of hazards	Likelihood	Severity	Risk Factor	Risk (<u>after</u> precautions have been taken)
After Precautions					

Details of further action required	Review Timescales
None	

Assessed by

Position

Signature

Date



Risk Assessment Sign-off

Activity/Operation	Location :
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I acknowledge receipt of the above risk assessment and fully understand the required control measures. If there are any matters arising having read the assessment, or with the activity involved, I will not hesitate to discuss these immediately with my line manager.

Signed	Print Name	Position



Appendix 3.2

Photography & Filming Consent Form

Information for Parents and Carers

The Grand Opera House aims to provide a safe and enjoyable experience for every child or young person. To help us do this, please note the following procedures.

This agreement fits with our Safeguarding Policy which is available at www.goh.co.uk

Photographic Procedures

Prior consent **MUST** be sought from the individuals with parental responsibility before photographing, videoing or filming children or young people at an event or activity in/ or organised by the Theatre. Images must only be used for the specific purpose which has been agreed with those with parental responsibility. Additional use without specific permission is not acceptable and will be considered as a breach of the Safeguarding Code of Conduct.

Accredited photographers for the Theatre must always carry visible identification and all material promoting an event or activity must state clearly that accredited photographers will be present.

Professional photographers or the press who are invited to an event will be made aware of the organisation's expectations of them in relation to safeguarding.

Grand Opera House staff will:

- Seek prior parental consent before photographing, videoing or filming children or young people at a Theatre event/activity and or production or ensure that parental permission is already in place.
- Avoid using children's names or personal information in photographic captions.
- Ensure that all images of children are stored safely and securely in line with the Theatre's Data Protection and Retention Policy.
- Use only images of children in suitable dress to reduce the risk of inappropriate use.
- Monitor the use of images/video footage to promote activities on the Grand Opera House website and with external agencies.
- Not permit official photographers unsupervised access to children in their care.
- Not permit photography sessions outside the event or at a child's home.

The Grand Opera House Trust reserves the right to prohibit the use of photography, videoing or filming at any event, activity or production which it is organising.

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Event Details

Workshop/ Event Name:

Date:

Location:

Young person (aged 16-18) - please read the following consent form, discuss and fill it in with your parents or carers.

Parents and Carers - please read and discuss this consent form with your child and then fill it in and return it to the group leader. If you have any questions or concerns, please speak to the Theatre staff present at the event.

Parents/Carers [please tick]:

___ I confirm that I have read the Grand Opera House's Photographic Procedures overleaf.

I agree to [please tick]:

___ my child's photograph being used within the Grand Opera House for display purposes

___ my child's photograph being used within other printed publications.

___ my child being photographed and videoed for use on the Grand Opera House and its partners' websites.

___ my child being photographed and videoed for use on the Grand Opera House and its partners' social media pages.

I understand [please tick]:

___ the potential risks associated with the use and distribution of these images.

___ how these images or videos will be stored within the organisation.

___ that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed

___ that at many events, the Grand Opera House and others will reasonably wish to take wide angle, general photos during or at specific points in the event

___ that I must gain permission before sharing photographs/videos of other people's children on social media

OR [delete as applicable]

___ that I must not share photographs/videos taken during the Grand Opera House's events on social media

___ that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images.

Print name:

Contact Telephone Number:

Signed:

Date:

This form must be signed by the person with parental responsibility as defined by the Children Order (NI) 1995

Appendix 3.3 - Safeguarding Checklist for Visiting Companies

Please complete the following and return along with the requested information below prior to your arrival at the Theatre.

Child Protection Check List	Tick if Attached
1. A copy of visiting company child protection/safeguarding policy.	
2. Details regarding chaperones and supervision of children under 18 years of age while in the Theatre.	
3. Details of the number of children and their ages.	
4. Confirmation that relevant performance licences have been granted for this production. Please note that all children performing in a public performance are required to have performance licences. Please contact the Children in Employment and Entertainment Team at the Education Authority, or if from outside Northern Ireland, the relevant Education Authority.	
5. Completed risk assessments regarding children performing in your show.	
6. Confirmation that a safety briefing for children and chaperones will be given pre-production/rehearsal.	
7. Confirmation that appropriate dressing room provision and signage has been arranged.	
8. Confirmation that chaperones are registered and licenced with the appropriate Education Authority.	
9. Confirmation that the Head Chaperone will receive a copy of the Theatre's Welcome Leaflet. Visiting Company should familiarise themselves with the Health and Safety noticeboards in the Theatre.	
10. Confirmation that all children's personal data will be stored securely in accordance with the Data Protection Act 2018.	
11. Any additional precautions identified and implemented as required: Please give details:	

Signed: _____ for Grand Opera House Date: _____

Signed: _____ for Visiting Company Date: _____

Appendix 3.4 - Definitions of Abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty. Female Genital Mutilation (FGM) is considered a form of physical AND sexual abuse.

Psychological/emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation, or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Sexual abuse is 'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).'

Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually-abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or nonpenetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by a child or adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly where the person lacks the capacity to assess risk.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of the child or young person, or situation for personal gain. It may manifest itself in many forms such as labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or trafficking.

Although **bullying** has not been defined as abuse within the Children (Northern Ireland) Order, bullying is usually defined as behaviour that is repeated, intended to hurt

someone either physically or emotionally and often aimed at certain groups, for example because of race, religion, gender or sexual orientation.

Bullying can take many forms and can include;

- physical assault
- teasing
- making threats
- name calling
- cyberbullying – bullying via mobile phone or online

Domestic violence and abuse is ‘threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member’. Domestic violence and abuse is essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

Human trafficking/modern slavery involves the acquisition and movement of people by improper means, such as force, threat, or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking/modern slavery can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person’s actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

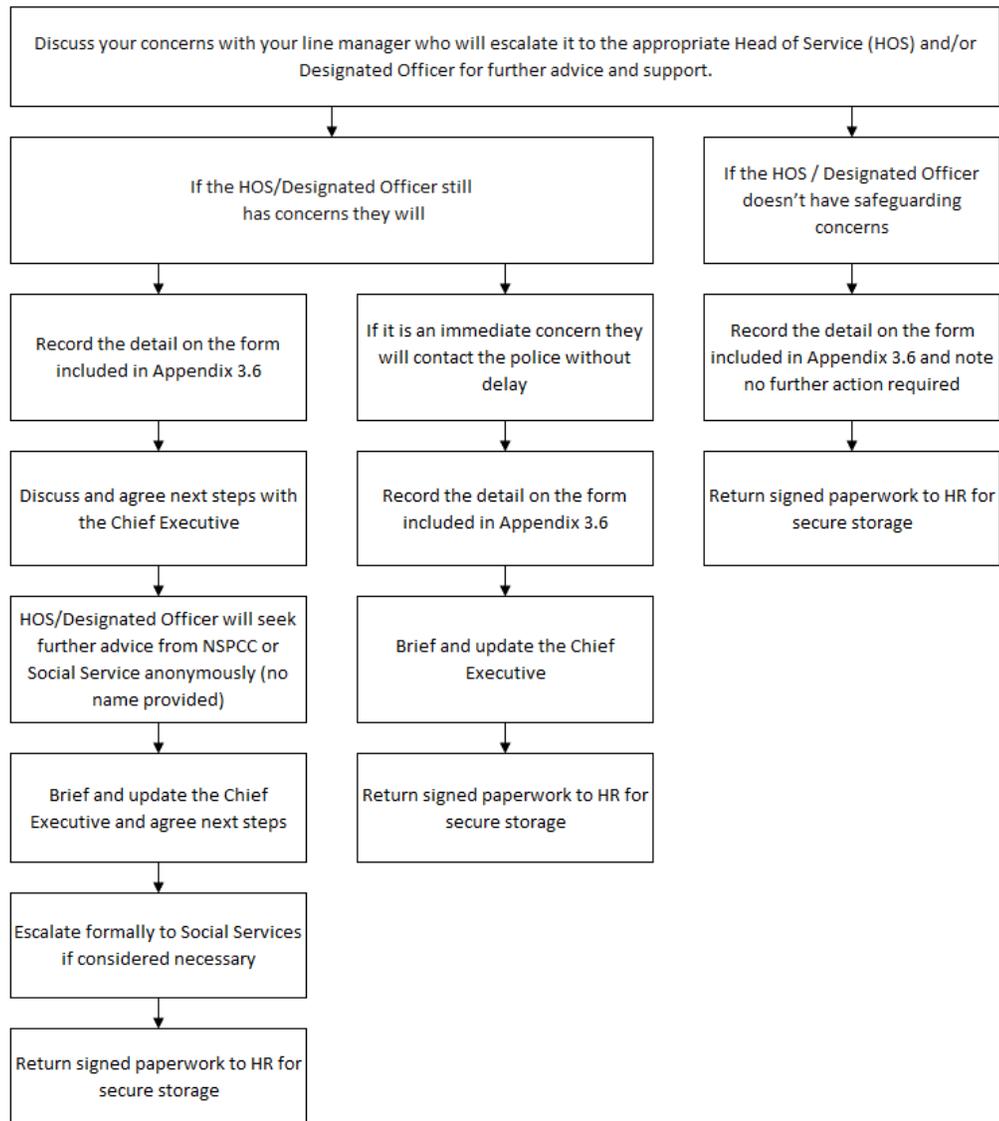
Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can happen in any organisation, within and outside Health and Social Care (HSC) provision.

Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of

harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

Appendix 3.5 - Procedure - What to do if you have safeguarding concerns



Appendix 3.6: Form for capturing a safeguarding concern or disclosure from a child

Name of child	
Age and date of birth	
Disability	
Any special factors?	
Parents/carers name(s)	
Home address and/or contact number	
Are you reporting your own concerns or passing on those of somebody else? (If someone else please include their name)	

- 1. Brief Description of what has prompted the concerns: include dates, times etc of any specific incidents.**

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2. Detail any indicators. ie. physical signs, behavioural signs, indirect signs.

3. Have you spoken to the child? If so, exactly what was said?

4. Have you spoken to the parent(s)? If so, exactly what was said?

5. Has anybody been alleged to be the abuser? If so, give details.

6. Have you consulted or sought advice from anybody else? If so, give details including details of advice provided and by whom.

Signature/s: _____ Date

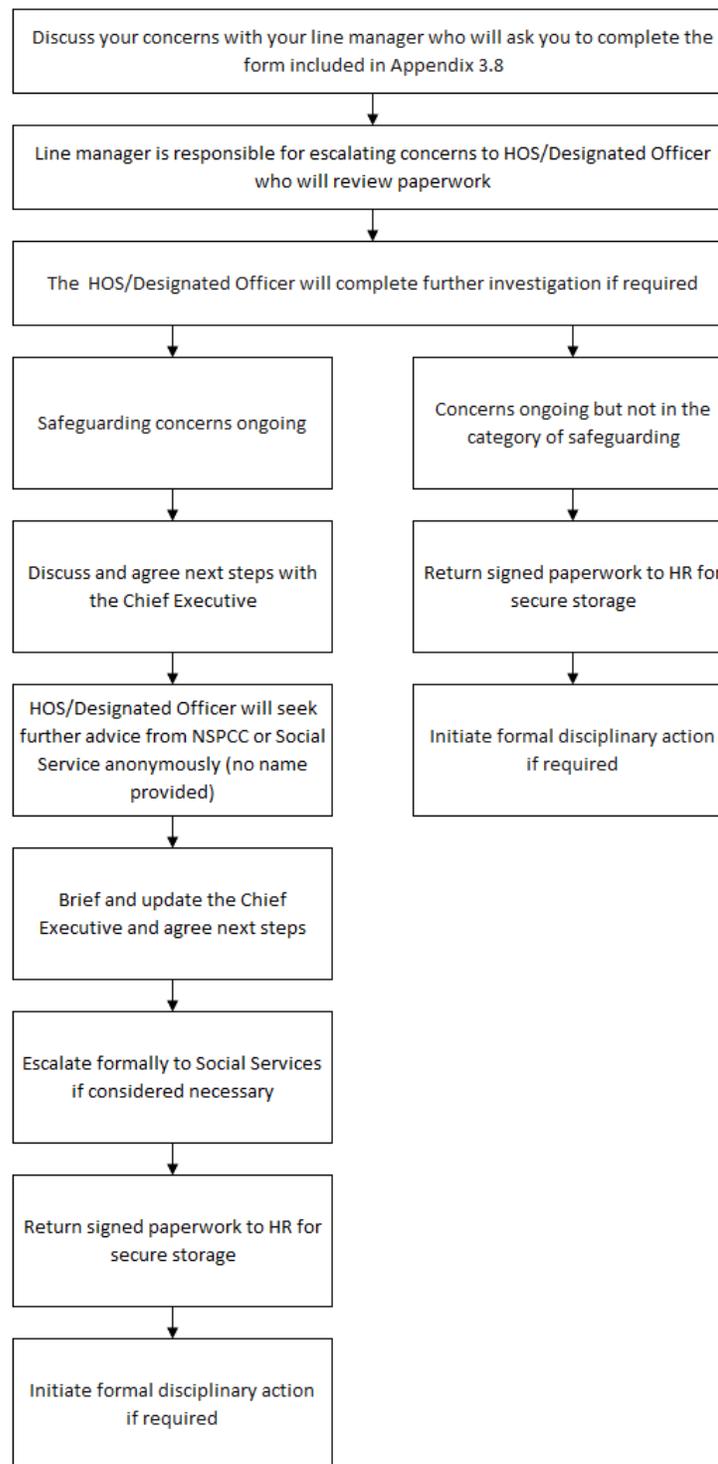
Reviewed by Designated Officer and Head of Service

HOS Signature/s: _____ Date

Designated Person Signature/s : _____ Date

Detail below whether any further action is necessary and who is responsible for taking that action.

Appendix 3.7 - What to do if you have concerns or an allegation has been made about a member of staff, worker or volunteer in relation to safeguarding



Appendix 3.8: Form to capture concerns or allegations about a Member of Staff, Worker or Volunteer in relation to Safeguarding

Please complete this form if there is a concern regarding a member of staff or a volunteer in relation to a child or young person. A line manager in conjunction with the person raising the concerns should complete the form.

Name of person raising concerns	
Line manager completing the form	
Date	

Name of staff member/volunteer	
Name of child concerned	
Date and time of Incident	

- 1. Please Describe the Incident that has raised concerns** (please give as much accurate detail as possible -what was said, done, by and to whom, where did it happen and when)

2. Has the organisation taken any further action to investigate the matter ?

Yes No

If YES, what action, if NO, why?

3. Is any further action required? Document any advice provided by an external body.

4. If no referral has been made to a statutory agency please explain why

Any other additional information

Signed: _____ (person completing this form)

Signed: _____ (person raising concerns)

Date:

Reviewed by Designated Person and Head of Service

HOS Signature/s : _____ Date

Designated Person Signature/s : _____ Date

Detail below whether any further action is necessary and who is responsible for taking that action.

Appendix 3.9

What to do if you find a lost child or if a lost child approaches you in the Theatre

- Get down to the child's eye level, smile and introduce yourself. Tell the child you work for the Theatre, showing them your name badge and uniform.
- Reassure the child and ask them who is with them in the Theatre. Ask them if they have a contact number.
- The child's parent or carer maybe nearby. Carry out a brief search of the immediate area with the child but do not leave the child unaccompanied.
- Notify a Duty Manager who will use the PA system. The child's identity should not be revealed.
- Confirm the identity of anyone claiming the child. Make sure the child can identify him or her and do not release the child to anyone under 16 years old.
- It is preferable if the person who found the child stays with the child. If you need to take the child to a separate room, ensure that another staff member is also present at all times.
- If the parent or carer cannot be found or reached, contact the police and provide a brief description.

If you are approached by a parent/guardian to report a missing child

- Contact a Duty Manager immediately with a clear description of the child
- Duty Manager will notify all radio holders with the description
- Make a search of the surrounding areas
- If the child cannot be found in agreement with the parent/guardian contact the Police.

Appendix 3.10 – Contact details for Designated Officers

Paula McAlpine	HR Manager	Tel : 02890277718 Email : pmcalpine@goh.co.uk
Aine Dolan	Creative Learning Manager	Tel : 02890277735 Email: adolan@goh.co.uk

Emergency Contact information is held at Stage Door, who can be contacted on Telephone 028 9024 0411.

Appendix 3.11 – Contact numbers for external agencies

What should I do if I am worried about a child?

If you're worried about a child, there are many ways of contacting the relevant bodies in relation to safeguarding children in Northern Ireland.

Health and Social Care Gateway Teams

Southern Trust

- **Gateway Team (Central)**
Lisnally House, Lisnally Lane
Phone: 028 3741 5285
- Freephone - 0800 783 7745
- **Gateway Service (Armagh and Dungannon)**
Floor E, South Tyrone Hospital, Carland Road
Phone: 028 8772 3101
- **Gateway Team (Newry/Mourne)**
Dromalane House, Dromalane Road
Phone: 028 3082 5000 Option 1
- **Gateway Team (Craigavon/Banbridge)**
Brownlow H&SS Centre, 1 Legahory Centre
Phone: 028 3834 3011
Web: www.southerntrust.hscni.net

South Eastern Trust

The Gateway Service can be directly contacted for help in the Lisburn, Dunmurry, Moira, Hillsborough, Ballynahinch Downpatrick, Newcastle, Bangor, Newtownards and Comber areas in one of the following ways:

Telephone: 0300 100 0300

during office hours (9.00am – 5:00pm) Monday to Friday excluding public and bank holidays

For all other times contact should be made with the Emergency Duty Service.

Telephone: (028) 9056 5444.

Belfast Trust

- **Gateway Team (Forster Green – Saintfield Road)**
Forster Green Hospital, 110 Saintfield Road
Phone: 028 9050 7000
Web: www.belfasttrust.hscni.net

At all other times (all through the night, at weekends and over Bank Holidays) - you should contact the out-of-hours Emergency Service: **028 9504 9999**

Western Trust

The Gateway Team can be contacted for help in the Derry, Limavady, Strabane, Omagh and Enniskillen areas by calling the following centralised number:

028 7131 4090

- **Gateway Team (Derry)**

Whitehill, 106 Irish Street

Phone: 028 7131 4090

Web: www.westeritrust.hscni.net

- **Gateway Team (Enniskillen)**

Children's Social Services, Ward 10, Level 1, South West Acute Hospital, 124 Irvinestown Road

Phone: 028 6634 4103

Web: www.westeritrust.hscni.net

- **Gateway Team (Omagh)**

Gateway Team, Main Building, Tyrone and Fermanagh Hospital

Phone: 028 8283 5156

Web: www.westeritrust.hscni.net

Northern Trust

The Gateway Team - Single Point of Entry to Children's Services for the Northern Trust - Oriel House 2-8 Castle Street, Antrim Tel: 028 9442 4459

- A duty Social Worker is available Monday - Friday, 9.00am - 5.00pm (excluding public holidays) : 0300 1234 333

- **Gateway Team (Central) Toomebridge**

Unit 5a Toome Business Park, Hillhead Road

Phone: 028 7965 1020

Web: www.northerntrust.hscni.net

- **Gateway Team (South Eastern) Ballyclare**

The Beeches, 76 Avondale Drive

Phone: 028 9334 0165

Web: www.northerntrust.hscni.net

- **Gateway Team (Northern) Coleraine**

Coleraine Child Care Team, 7a Castlerock Road

Phone: 028 7032 5462

Web: www.northerntrust.hscni.net

Other useful numbers:

NSPCC helpline

If you are worried about a child, contact the NSPCC helpline:

Telephone : 0808 800 5000

nspcc.org.uk/

Childline

If you are a child and want help, advice and support contact Childline:

Telephone : 0800 1111

childline.org.uk