

GRAND OPERA HOUSE

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, YOUNG PEOPLE AND ADULTS AT RISK

The Grand Opera House Trust is committed to safeguarding the welfare of all children, young people and adults 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/adult at risk is paramount.
- All children, young people and adults 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, adults at risk, 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, young people and adults at risk who receive services from the Theatre.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or adult 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, young people or adults at risk while at the Grand Opera House.

This policy applies to all Board 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, young people and adults at risk by:

- Valuing them, listening to and respecting them.
- Adopting recommended 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 safeguarding and good practice with children, young people, adults at risk, 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.

Chief Executive
September 2021

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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 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 attitudes or behaviour they do not like.
- 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 you meet in the course of your work to your social media profile.
- Take or share images/photos of or 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 4 days or more in a 30 day period or overnight. 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 organised project. 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.
- 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, the activities, and the supervision arrangements.
- record the full names and contact details of all children taking part in events and any special needs or requirements and retain this information in accordance with the Theatre's Data Protection and Retention Policy.

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.

The Grand Opera House will endeavour to ensure that the recommended supervision ratios as detailed below are adhered at all times;

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

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 Designated Persons must 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, 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 individuals 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 **can be found on the Blue Lemon Health and Safety portal**. 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 Parental Consent form for the use of Photographs and Video is included in **Appendix 3.1**

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.
- 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 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 statement 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 as appropriate.
- 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 facilitator 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 persons.

All chaperones who work in the Theatre will have received detailed Child Safeguarding Training as part of their Chaperone license application or renewal process with the Education Authority. All chaperone licenses are valid for three years and written records 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 Creative Learning Manager along with a copy of the Visiting Company Safeguarding checklist (**Appendix 3.2**).

- A copy of their Child Protection/ Safeguarding Policy and Procedures.
- Names of chaperones, their responsibilities, details of supervision ratios for the children and nominate a Head Chaperone for their visit.
- Names, ages and number 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 as legally required or letters of exemption.

The Grand Opera House reserves the right to ask the visiting company's to provide copies of valid licenses and carry out spot checks to ensure compliance. If necessary, the Grand Opera House Safeguarding Policy overrides the visiting companies 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.
- Brief the children on health and safety requirements while in the Theatre.
- 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 will also be available on the Grand Opera House website, www.goh.co.uk.

1.12 Linked Policies

The Child Safeguarding Policy 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.

1.12 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 persons and/or the appropriate Head of Service. Further details on the procedures to follow are included in **Appendix 3.4 and 3.6**.

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 3.3**.

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 persons.

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 3.4**.

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 3.6**.

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 3.5** and **Appendix 3.7** 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

Consent Form for the Use of Photographs and Video

The Grand Opera House Trust recognises the need to ensure the protection and safety of all children.

In accordance with the Theatre’s Safeguarding Policy the Grand Opera House will not permit photographs, video or other images of children and young people to be taken without the consent of those with parental responsibility. The Theatre will inform you as to where and when the photographs will be used.

The Grand Opera House Trust will follow the guidance for the use of photographs as detailed in section 1.6 of the Theatre’s Safeguarding Policy (which is available at goh.co.uk).

The Grand Opera House Trust will take all steps to ensure these images are used solely for the purposes they are intended, and are stored safely and securely for the period of one year from the date on this form. If you become aware that these images are being used inappropriately, you should inform The Grand Opera House immediately. You have the right to ask for the removal of photographs involving you or your child at any time.

I (the individual with parental responsibility) consent to the Grand Opera House Trust photographing or videoing (child’s name) during their involvement in (event).

Signature:.....

Date:

Appendix 3.2 Visiting Company Safeguarding Checklist

This document relates to Section 4: Schedule 3 of your contract with the Grand Opera House. Please complete the following and return along with the accompanying documentation requested below prior to your arrival at the Theatre.

As part of the Theatre’s commitment to safeguarding children and young people performing on its stage all visiting companies are asked to complete this document confirming the arrangements they have put in place to protect their young performers while in the building.

The Children in Entertainment and Employment Team (CEET) on behalf of the Education Authority issues performance licenses in respect of children (babies up to children of compulsory school leaving age) who live in Northern Ireland and propose to engage in public performances in Northern Ireland. This is in accordance with the provisions of the Children (Northern Ireland) Order 1995, Part X11, articles 137-145 and the Children (Public Performances) Regulations (Northern Ireland) 1996.

The Grand Opera House requires the following information:	Attached
1. A copy of visiting company’s Child Protection Policy.	
2. Details regarding chaperones and the supervision of children under 18 years of age, while in the theatre.	
3. Name of Head Chaperone:	
4. Breakdown of the number of children and their ages.	
5. Confirmation that relevant performance licences have been granted for this production or exemptions have been granted. Please contact CEET at the Education Authority in Belfast or your local authority if a touring production, for guidance on performance licences	
6. A completed show risk assessment with consideration for the children performing in the show.	

7. Confirmation that a health and safety briefing for children and chaperones will be given pre-production/ rehearsal.	
8. Confirmation that appropriate dressing room and bathroom provision and signage has been arranged.	
9. Confirmation that chaperones are licenced and registered with the appropriate Education Authority.	
10. Confirmation that the Head Chaperone has received copy of the Grand Opera House Health & Safety guidelines.	
11. Any additional precautions identified and implemented as required: Please give details.	

Signed:
for Grand Opera House

Date:

Signed:
for Visiting Company

Date:

Appendix 3.3 - 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.

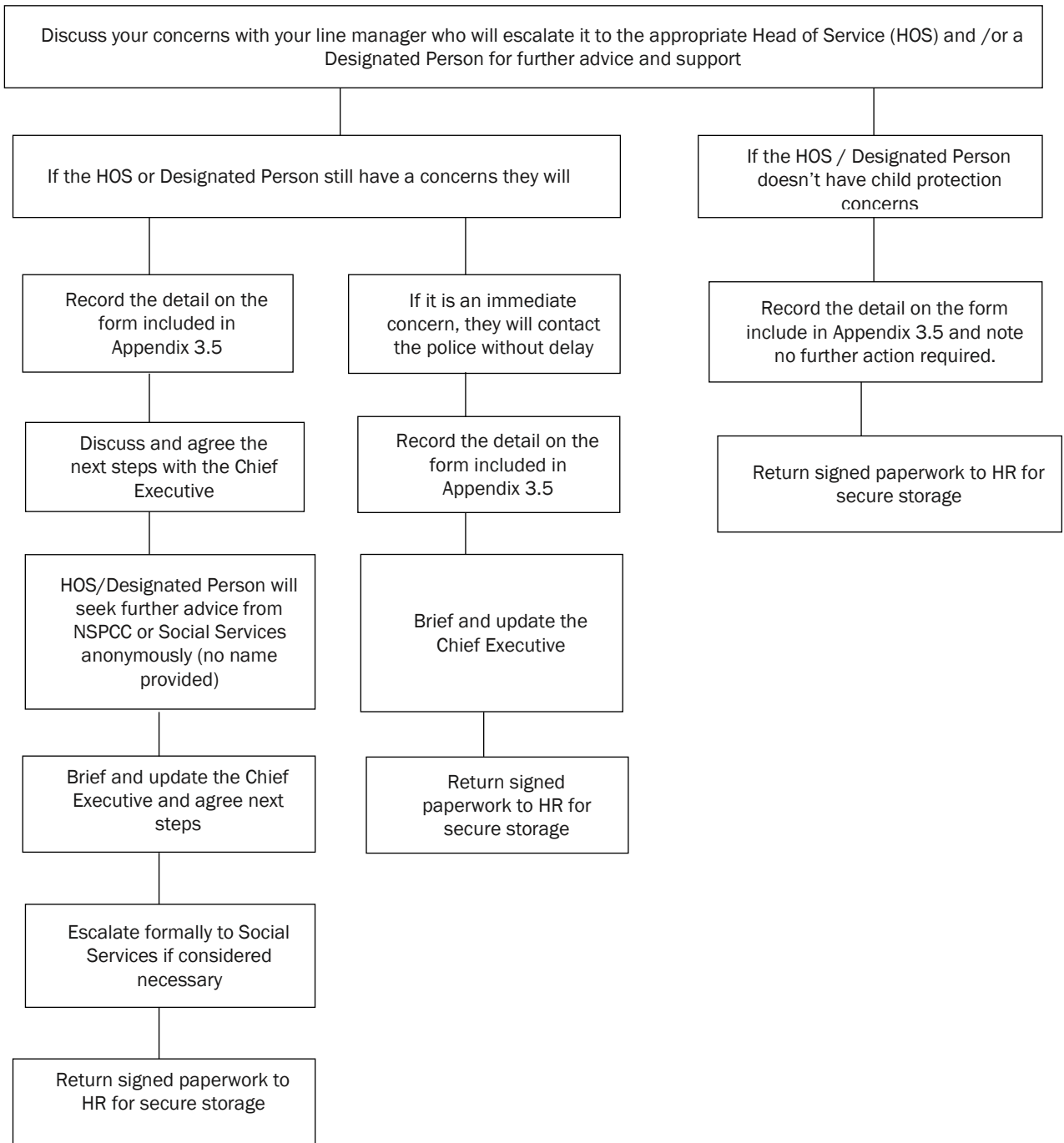
Human trafficking/Modern Slavery involves the acquisition and movement of people by improper means, such as force, threat, or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. 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 3.4 - What to do if you have concerns about a child's welfare.



Appendix 3.5: Form for capturing concerns about a child's welfare

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. i.e. 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 Person and Head of Service

HOS Signature/s : _____

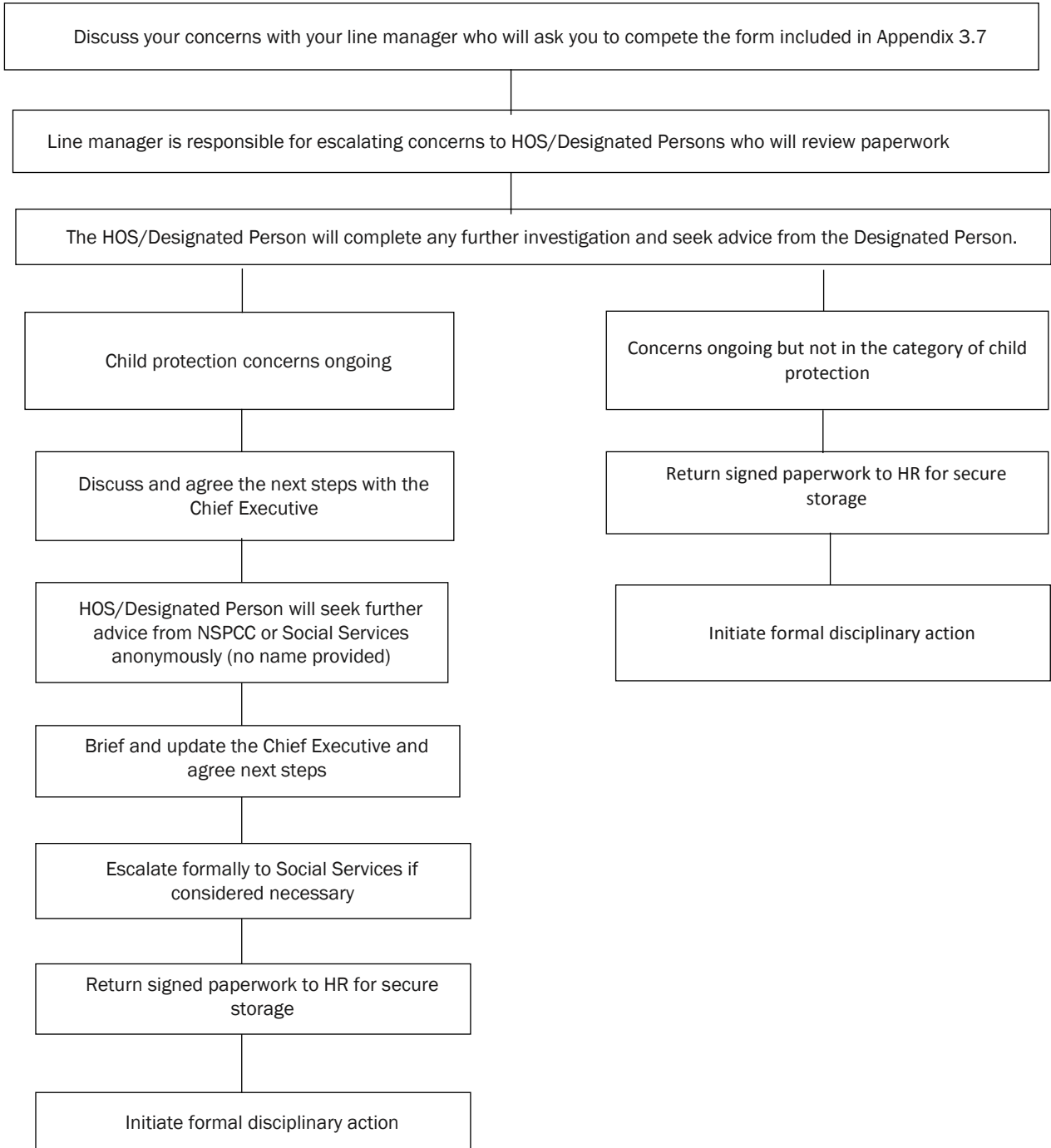
Date

Designated Person Signature/s : _____

Date

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

Appendix 3.6 - 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 3.7: 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 3.8

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 do 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 House Manager or Assistant House 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 House Manager or Assistant Manager immediately with a clear description of the child.
- House or Assistant 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 3.9 – Contact details for the Theatre’s Designated Officers

Paula McAlpine	HR Manager	Tel : 028 9027 7718 Email : pmcalpine@goh.co.uk
Aine Dolan	Creative Learning Manager	Tel : 028 9027 7735 Email: adolan@goh.co.uk

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

Appendix 3.10 – Contact numbers for external statutory agencies for advice and support

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.

NSPCC helpline

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

Telephone : 0808 800 5000

<https://www.nspcc.org.uk/>

Childline

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

Telephone : 0800 1111

www.childline.org.uk

Northern Ireland Health and Social Care (HSC) Trusts Gateway Services for Children's Social Work

Belfast HSC Trust

Telephone (for referral) **028 90507000**

Areas Greater Belfast area

Further Contact Details **Greater Belfast Gateway Team**

(for ongoing professional liaison)
110 Saintfield Road
Belfast
BT8 6HD



Website <http://www.belfasttrust.hscni.net/>

Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) 028 95049999

South Eastern HSC Trust

Telephone (for referral) **03001000300**

Areas Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Ards Peninsula, Comber, Downpatrick, Newcastle and Ballynahinch

Further Contact Details **Greater Lisburn Gateway Team**



Stewartstown Road
Health Centre
212 Stewartstown Road
Dunmurry
Belfast, BT17 0FG
Tel: 028 90602705

North Down Gateway Team

Family Resource Centre
James Street
Newtownards, BT23 4EP
Tel: 028 91818518

Down Gateway Team

Children's Services
81 Market Street
Downpatrick, BT30 6LZ
Tel: 028 44613511


Website <http://www.setrust.hscni.net/>

Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays) 028 95049999

Northern HSC Trust

Telephone (for referral) **03001234333**

Areas	Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine			
Further Contact Details (for ongoing professional liaison) 	Central Gateway Team Unit 5A, Toome Business Park Hillhead Road Toomebridge, BT41 3SF Tel: 028 79651020	South Eastern Gateway Team The Beeches 76 Avondale Drive Ballyclare, BT39 9DB Tel: 028 94424377	Northern Gateway Team Coleraine Child Care Team 7A Castlerock Road Coleraine, BT51 3HP Tel: 028 7032 5462	
Website	http://www.northerntrust.hscni.net/			
Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays)	028 94468833			
Southern HSC Trust				
Telephone (for referral)	08007837745 (Free phone number from landlines only)/02837415285(Central number)			
Areas	Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Kilkeel, Newtownhamilton			
Further Contact Details (for ongoing professional liaison) 	Craigavon/Banbridge Gateway Team Brownlow H&SS Centre 1 Legahory Centre Craigavon , BT65 5BE Tel: 028 3834 3011	Newry/Mourne Gateway Team Dromalane House Dromalane Road Newry, BT35 8AP Tel: 028 3082 5000 , Option 1	Armagh /Dungannon Gateway Team E Floor South Tyrone Hospital Carland Road Dungannon, BT71 4AU Tel: 028 8771 3506	Central Gateway Team Lisnally House Lisnally Lane Armagh, BT61 7HW Tel: 028 37415285
Website	http://www.southerntrust.hscni.net/			
Out of Hours Emergency Service (after 5pm each evening at weekends,	028 95049999			

and public/bank holidays)			
Western HSC Trust			
Telephone (for referral)	028 71314090		
Areas	Derry, Limavady, Strabane, Omagh and Enniskillen		
Further Contact Details (for ongoing professional liaison) 	Derry Gateway Team Whitehill, 106 Irish Street Derry, BT47 2ND Tel: 028 71314090 Fax: 028 71314091	Omagh Gateway Team Tyrone and Fermanagh Hospital 1 Donaghanie Road Omagh, BT79 ONS Tel: 028 82835156 Fax: n/a	Enniskillen Gateway Team 2 Coleshill Road Enniskillen BT747HG Tel: 028 66344103 Fax: n/a
Website	http://www.westeritrust.hscni.net/		
Out of Hours Emergency Service (after 5pm each evening at weekends, and public/bank holidays)	028 95049999		