

# SAFEGUARDING POLICY

APRIL 2024





## CONTENTS

1.	POLICY STATEMENT	5
2.	ABOUT THIS POLICY	5
3.	WHO MUST COMPLY WITH THIS POLICY	6
4.	WHO IS RESPONSIBLE FOR THIS POLICY	6
5.	SAFEGUARDING	7
6.	PRINCIPLES	8
7.	PROCEDURES	9
8.	ESCALATING CONCERNS	9
9.	TRAINING	10
10.	PROFESSIONAL CONFIDENTIALITY	11
11.	SUPPORTING CHILDREN AT RISK	12
12.	IMAGES OF PEOPLE AT RISK	13
13.	RECORDS AND MONITORING	13
14.	CHILDREN IN PERFORMANCE	14
15.	ACTIVITIES FOR YOUNG PEOPLE 16±	16
16.	CONTACTS	17
17.	APPENDICES CONTENTS	18



## SECTION 1 & 2

### 1. POLICY STATEMENT

1.1. It is our policy to promote and safeguard all children and vulnerable adults working with the Exeter Northcott Theatre (ENT). This includes their welfare, safety and health by fostering an honest, openly caring and supportive climate. We understand the importance of maintaining professional curiosity in our approach to all our work with children and vulnerable adults. The welfare of vulnerable adults, child actors & children working on educational programmes within the theatre is of paramount importance to the Exeter Northcott Theatre.

1.2. We will uphold all laws relevant to child protection. However, we remain bound by UK laws, including the Children Act 2004. Child & vulnerable adult welfare is of paramount importance to this theatre company.

### 2. ABOUT THIS POLICY

2.1. The purpose of this policy is to provide a safe and supportive environment for vulnerable adults, child actors and for children working on educational programmes within the theatre. Child Protection is the responsibility of all adults, especially those working with children.

2.2. This policy does not form part of any employee's contract of employment and we may amend it at any time.

2.3. As we begin to utilise more digital platforms in our work with children and young people, we will continue to review our policies and procedures in this area and will update this document as required (see appendix E & F).

2.4. This policy will be reviewed annually by ENT Board of Trustees.

## SECTION 3 & 4

### **3. WHO MUST COMPLY WITH THIS POLICY?**

3.1. This policy applies to all persons working for us or any Group company or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, teachers, freelance facilitators, chaperones and external consultants.

### **4. WHO IS RESPONSIBLE FOR THIS POLICY?**

4.1. The board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

4.2. The Designated Safeguarding Lead has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in safeguarding and promoting the welfare of vulnerable adults and children.

4.3. The Designated Safeguarding Lead will provide annual training to ensure management at all levels are fully trained. Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it.

4.4. Anyone is invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Designated Safeguarding Lead.



## SECTION 5

### 5. SAFEGUARDING

5.1. There are three main elements to our Safeguarding Policy:

5.1.1. Prevention through a protective ethos within ENT.

5.1.2. Protection by following agreed procedures, ensuring chaperones are appropriately recruited and licensed through local authority's designated body. All people working with vulnerable adults and children & young people will have been through our safer recruitment process. Staff will be required and supported to respond appropriately and sensitively to child protection concerns.

5.1.3. Support to child actors and children who may have been abused.

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all vulnerable adults and children, and especially those at risk of, or suffering from, abuse.

5.2. Exeter Northcott Theatre Company will therefore:

5.2.1. Establish and maintain an ethos where vulnerable adults and children feel secure and are encouraged to talk and are listened to.

5.2.2. Ensure that vulnerable adults, children and their carers know that there are adults in the theatre who they can approach if they are worried or are in difficulty.

5.2.3. Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

## SECTION 6

### 6. PRINCIPLES

6.1. The guidance given in this policy is based on the following principles:

- We will safeguard and promote the wellbeing and welfare of children and adults at risk and protect their rights to live in safety, free from abuse and neglect, maltreatment or impairment of health or development;
- We will value, listen to and respect children and adults at risk in considering their needs;
- We will recognise the factors that make children vulnerable to abuse, including those living with ACEs (adverse childhood experiences);
- That all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs;
- We recognise that some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- We will implement a zero tolerance approach to child-on-child abuse;
- We recognise that working in partnership with children and adults, parents, carers and other agencies is essential in promoting the welfare of children and adults at risk;
- We recognise that there are particular safeguards that should be implemented when engaging with children or adults at risk online;
- We will make this policy available to children, parents, adults at risk and carers;
- We will take all concerns and any allegations of abuse seriously and respond appropriately. This may include referring a concern or allegation to children's social care services, safeguarding adults board, the Local Authority Designated Officer or the police;
- We are committed to safer recruitment and selection for all trustees, staff, contractors and volunteers who have direct contact with children and adults at risk accessing our programmes;
- We will ensure that everyone who has direct contact with children and adults at risk accessing our programmes is aware of this policy and has received adequate safeguarding training;
- We will review this policy at least annually.



## SECTION 6 & 7

### **7. PROCEDURES**

7.1. Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the procedures set out by MASH (Multi-Agency Safeguarding Hub) (see Appendix C).

These procedures make it clear that the welfare of the child is of paramount importance. This takes precedence over sensitivities about relations with parents, the likely reaction of other parents and the community and any wish a child might have for complete confidentiality (which cannot be guaranteed). Members of staff not following the procedures could put themselves and the child concerned at risk. As long as the procedures are adhered to, members of staff will receive the full support of ENT. (See Appendix A).

### **8. ESCALATING CONCERNS**

8.1. It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a duty to ensure your concern is addressed to your satisfaction. Therefore, if you feel that your concern has not been addressed (and that the child or adult at risk has not been protected) you should escalate the matter to the Artistic Director and CEO or the Finance and Operations Director, and then, if necessary, to the Board of Trustees.

## SECTION 9

### 9. TRAINING

9.1. All staff, volunteers and contractors who have direct contact with children and adults at risk accessing our programmes will receive training to ensure that they:

- Understand and can recognize the types of harm that children and adults at risk may suffer (see Appendix C) and the importance of preventing criminal exploitation and radicalisation of children (see Appendix G);
- Are aware of their responsibilities to keep children and adults at risk safe and to take all safeguarding concerns seriously;
- Are aware of situations which may present risks to children and adults at risk and ensure risk assessments have been carried out as required;
- Are aware of the particular risks relating to online engagement and will comply with our Ways of Working Online guidance (Appendix F);
- Assess, plan and organise their work so as to minimise these risks;
- Understand the importance of being visible to others when working with children and adults at risk;
- Understand the importance of appropriate language and behaviour when engaging with children and adults at risk;
- Are aware of and understand this policy, and in particular how they should report any concerns;
- Are aware of their body language and presentation and consider how children and adults at risk may perceive it;
- Do not divulge personal information (especially phone numbers or social media accounts) to children or adults at risk.

## SECTION 10

### 10. PROFESSIONAL CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of Child Protection. The only purpose of confidentiality in this respect is to benefit the child.

**No adult must ever guarantee confidentiality to any child.**

Adults working with young people should make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken. The law permits the disclosure of confidential information necessary to safeguard a child or children.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information. Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible, may put the child at greater risk or may not be in the best interest of the child's welfare. Decision should be made on a case by case basis.

**If you are unsure, seek advice from Designated Safeguarding Lead or MASH.**

## SECTION 11

### 11. SUPPORTING CHILDREN AT RISK

Exeter Northcott Theatre Company recognises that children who are abused, or who witness violence, may find it difficult to develop a sense of self-worth and to view the world in a positive way. The child's school and Exeter Northcott Theatre may be the only stable, secure and predictable element in the lives of children at risk. All staff recognise that their behaviour may be challenging. It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

11.1. Exeter Northcott Theatre Company will endeavour to support children through:

- The Exeter Northcott Theatre ethos, which promotes a positive, supportive and secure environment and which gives all children and adults a sense of being respected and valued.
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported.
- A commitment to develop productive and supportive relationships with parents and carers.

We recognise that, statistically, all children are vulnerable to abuse. However, staff who work, in any capacity, with children with emotional and behavioural problems will need to be particularly sensitive to signs of abuse. It must also be stressed that in a home environment where there is domestic abuse, mental health issues, substance or alcohol misuse, children may also be vulnerable and in need of support or protection.

## SECTION 12 & 13

### 12. IMAGES OF CHILDREN AND ADULTS AT RISK

12.1. Personal Use - Often people take photographs and video, and have others take images of them as a record of their experiences. However, photographs can be misused. There should be no circumstances in which it is appropriate for an ENT staff member, volunteer or contractor to take images of children or adults at risk on their personal devices.

Filmed projects with vulnerable YP will be risk assessed on a case-by-case basis.  
See GDPR / Privacy policy for further guidance.

### 13. RECORDS AND MONITORING

Well-kept records are essential to good safeguarding practice. Exeter Northcott Theatre company is clear about the need to record any concerns held about vulnerable or children within our theatre productions, the status of such records and when these records should be passed over to other agencies.

13.1. Exeter Northcott Theatre Company will therefore:

- Keep clear detailed written records of safeguarding concerns about children & vulnerable adults, using the 'logging concern sheet'.
- Ensure all such records are kept securely and indefinitely
- Records of attendance will be kept for all activities involving young people
- Provide clear guidance on written recording of CP concerns, including actions following disclosure.
- Provide a designated safeguarding phone number to be used in an emergency. This phone will be carried by the Designated Safeguarding Lead.

13.2. In compliance with GDPR May 2018, the Northcott Theatre has a new privacy policy:  
<https://exeternorthcott.co.uk/about-us/booking-tickets/privacy-policy/>

## SECTION 14

### 14. SAFE ENVIRONMENT – CHILDREN IN PERFORMANCE

In compliance with legislation, Exeter Northcott Theatre utilises child performance licences and chaperones to ensure safeguarding of child actors.

When a child of compulsory school age is employed to work after school, at weekends or during school holidays, the law states that they must be registered for work with their local authority, who will issue a work permit. Similarly, if they are involved in entertainment, which covers TV, film, theatre, modelling and paid sport, they may require a performance licence. Children performing under licence are required by law to have a licensed chaperone with them at all times, unless their parent(s) are filling that role. For Northcott produced work we require all chaperones, including parents, to be trained and licensed as a chaperone by Babcock LDP.

The work permits and performance licenses are issued by the Local Authority, which in Devon falls under the responsibility of the Education Welfare Service. For ENT produced shows, this process is managed by Creative Engagement Producer, Jacob Blackburn. In the case of visiting companies utilising child actors, the company will organise the licensing and chaperoning and the Producer (Children and Young People) will liaise with the company to ensure that appropriate safeguarding measures have been established.

All chaperones will operate under the licence guidelines issued by Babcock International.

ENT is aware that settings should be 'open.' Guidelines and procedures are clear and transparent and afford safeguarding protection for children and the adults working with them.

It is a legal requirement to report concerns or suspicions of child or vulnerable adult abuse immediately. In compliance with this, information about the CP / Safeguarding team is visible throughout the building. This includes the names of the Designated Safeguarding Lead as well as emergency and out of hours contacts such as Multi-Agency Safeguarding Hub (MASH) and Emergency Duty Team (EDT).

In instances where vulnerable adults are using rear of house areas, a separate risk assessment will be completed in line with the Special Educational Needs and Disabilities of those individuals.

## SECTION 14

### **14. SAFE ENVIRONMENT – CHILDREN IN PERFORMANCE CONT.**

**Procedures to follow if an allegation is made against a member of staff:**

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. In all instances the Designated Safeguarding Lead must be informed, following the action plan in Appendix D.



## SECTION 9

### **15. ACTIVITIES FOR YOUNG PEOPLE AGED 16±**

#### **15.1. ENT will ensure that**

- Risk assessments are carried out for all projects with young people
- All activities for young people will be led by a suitably qualified, experienced and DBS checked person who has received appropriate training in accordance with this policy and our other relevant policies.
- The pastoral care and general wellbeing of young people will be covered either by a member of our P&P team or by a responsible adult associated with the visiting young people, such as the school teacher or youth worker.
- Activities for young people will be planned so that all participants register essential contact details and parental/guardian consent with our P&P team before the activity commences. Registration forms will also ask for emergency contact details and nutritional and medical advice and outline the specifics of the project so that full planning for the wellbeing and engagement of the participants can be ensured.
- Young people participating in our activities will be given guidance on the standards of behaviour they can expect from ENT staff, volunteers and contractors and information on who they should raise concerns with if they experience behaviour that makes them feel uncomfortable.
- Staff or volunteers who are supervising work experience students or interns will receive specific safeguarding training in line with this policy.
- Any concerns that a young person is suffering harm outside of the activities provided by ENT should be made to the Safeguarding Lead on the email address below.
- Any concerns for the mental health of a young person who is participating in activities provided by ENT should be made to the Safeguarding Lead on the email address below.
- Any complaints or concerns about the behaviour of ENT staff, volunteers or contractors should be made to the Safeguarding Lead on the email address below.
- Any safeguarding disclosures made by a young person to a member of ENT staff, volunteer or contractor should be reported to the Safeguarding Lead on the email address below.  
(Disclosures will be treated in accordance with the process in section 7. Guidance on how to respond to a disclosure is set out at Appendix D.)

## CONTACT INFO

### MAIN SAFEGUARDING CONTACT

Email: [safeguarding@exeternorthcott.co.uk](mailto:safeguarding@exeternorthcott.co.uk)  
Phone: 07513 724357

### DESIGNATED SAFEGUARDING LEAD

Name: Martin Berry  
Job Role: Creative Director & Joint-CEO  
Training: Safeguarding Child Protection Level 3  
Email: [M.Berry@exeter.ac.uk](mailto:M.Berry@exeter.ac.uk)

### DEPUTY SAFEGUARDING LEADS

Name: Jacob Blackburn, Creative Engagement Producer  
Training: Safeguarding Child Protection Level 3  
Email: [J.Blackburn2@exeter.ac.uk](mailto:J.Blackburn2@exeter.ac.uk)  
Name: Tom Welch, Technical Manager (Stage)  
Training: Safeguarding Child Protection Level 3  
Email: [T.Welch@exeter.ac.uk](mailto:T.Welch@exeter.ac.uk)  
Name: Sonny Evans, Technical Manager (Barnfield)  
Training: Safeguarding Child Protection Level 3  
Email: [S.Evans7@exeter.ac.uk](mailto:S.Evans7@exeter.ac.uk)

### LEAD SAFEGUARDING TRUSTEE

Name: Craig Bowden  
Job Role: Member of Board of Directors  
Email: [craig.bowden@cedaonline.org.uk](mailto:craig.bowden@cedaonline.org.uk)

### CO-CHAIRS OF BOARD OF DIRECTORS

Name: Becky Chapman  
Name: David Balcombe

### DEVON MULTI AGENCY SAFEGUARDING HUB

Phone: 0345 155 1071  
Phone: 0345 6000 388 (Out of Hours)

<b>APPENDICES CONTENTS</b>
--------------------------------

<b>APPENDIX A - PROCEDURES CHECKLIST</b>	<b>19</b>
<b>APPENDIX B - RECORDING &amp; STORING CHILDREN'S INFORMATION</b>	<b>21</b>
<b>APPENDIX C - PROMPT SHEET FOR REFERRALS</b>	<b>22</b>
<b>APPENDIX D - ENT SAFEGUARDING ACTION PLAN</b>	<b>25</b>
<b>APPENDIX E - ENT SOCIAL MEDIA AND YOUNG PEOPLE POLICY</b>	<b>26</b>
<b>APPENDIX F - ENT ONLINE DELIVERY PROTOCOLS</b>	<b>28</b>
<b>APPENDIX G - PREVENTING EXTREMISM &amp; RADICALISATION</b>	<b>30</b>

## APPENDIX A

### Child & Vulnerable Adult protection procedure checklist for staff

**If:**

- A child or vulnerable adult discloses abuse, or
- A member of staff suspects a child or vulnerable adult may have been abused, or
- A third party expresses concern
- A staff member witnesses a potentially abusive situation involving another staff member.

**The member of staff MUST: RECORD AND REPORT**

If you receive a disclosure it is important to reassure the child or vulnerable adult that what he/she says will be taken very seriously and everything possible done to help.

If you are in the room when a child or vulnerable adult begins to disclose concerns to another person, you should stay unobtrusively in the background. You may be able to support/witness what has been said if required.

- **Respond** without showing any signs of disquiet, anxiety or shock
- **Enquire casually** about how an injury was sustained or why a child or vulnerable adult appears upset
- **Confidentiality must not be promised** to children or vulnerable adults in this situation
- **Observe** carefully the demeanour of behaviour of the child or vulnerable adult
- **Record in detail** what has been seen and heard
- **Do not interrogate** or enter into detailed investigations. Encourage the child or vulnerable adult to say what he wants until enough information is gained to decide whether or not a referral is appropriate.

**Asking Questions** – Staff are understandably anxious about what questions they can ask if they are concerned about a child or vulnerable adult, or if the person tells them something they are concerned about. Asking open questions is often helpful to the person and can help you clarify the situation for yourself.

- It is important NOT to ask leading questions (i.e. questions that imply a specific answer)

**APPENDIX A CONT.**

- It is important to know when to stop asking questions and just listen
- It is important not to interrogate

**Questions you can ask:**

- Tell me ("tell me what happened...")
- Explain ("explain what you meant by.....")
- Where ("where did this happen/where were you...")
- When ("how long ago did this happen/when did this happen.....")

Remember you are only clarifying with the person if something concerning did happen or could have happened from the information they give you.

**Then REPORT to the designated person without delay.**

**Members of staff MUST NOT:**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than the trained safeguarding staff

## APPENDIX B

### RECORDING, HOLDING AND STORING CHILDREN'S INFORMATION

Details of medical conditions or allergies will be kept for young people on our youth programmes such as Young Company classes and residencies. This information is required in the case of a medical emergency. Medical and other contact information will be held as paper copies by the workshop facilitator during the classes and will be kept securely locked away between teaching sessions.

Freelance workshop leaders are required to return all information at the end of the workshop or course. Data which is still required after this time will be transferred and stored securely and digitally. All paper copies and other information will be destroyed.

Parent / carer consent is acquired in order to hold this information. Contact is only made through a parent or carer of the child.

## APPENDIX C

### PROMPT SHEET FOR CHILD & VULNERABLE ADULT PROTECTION REFERRALS Report for Devon Multi- Agency Safeguarding Hub 0345 155 1071 OR 0345 6000 388

Before the Designated Child or Vulnerable Adult Protection person makes a referral to Devon safeguarding hub, they will need the following information to hand. However, avoid unnecessary delay:

#### **Child or vulnerable adult's details**

- Name, including any middle names and, if the person is known by more than one name, list all names known.
- Date of birth.
- Address and telephone number.
- Health issues that may be relevant.
- Any known disabilities that may affect communication.
- Legal status (e.g. looked after/residency orders etc.)

#### **Family details**

- Names of parents and/or carers.
- Ethnicity and cultural background and where appropriate information about the need for interpreters.
- Name of the family's GP.

#### **Child protection history**

- Have you had previous concerns and have you made previous referrals? It is important to revisit previous concerns to get a wider picture. Child or vulnerable adult protection services are reliant on other agencies to help them build up a clearer picture of what has been happening. The relationship between each event may be more significant than each individual event.
- If you have referred in the past, what was the outcome? Never let the fact that no action was taken last time affect your way of managing new concerns. If you have a concern, always pass it on.

#### **This referral**



## APPENDIX C CONT

It is useful to write down your reason for referral before making your call. Include as much detail as you can.

### **Physical injury**

Where your concern is about physical injury, make sure you note where on the body the injury is and describe shape and size. Be careful to record the factual evidence – i.e. what you can actually see, not your opinion of how the injury may have been sustained.

### **Sexual abuse**

Are your concerns about the child's behaviour? If so give as much detail as possible. State exactly what the child has been doing. Don't just report 'sexualised behaviour' - give specific details. Has the child made a disclosure? If the child discloses to you or to a member of your staff, record in as much detail as possible what was said, in the child's words when possible. In addition, note who was there and the child's emotional state throughout the disclosure. Make sure any hastily written notes are signed and dated and kept securely. Handwritten notes are useful evidence should the case go to court at a later date.

### **Emotional abuse**

Referrals re emotional abuse usually involve a number of concerns arising from both contact with the child and contact with the parents. Emotional abuse can cause impairment in the child's development, and such children may have very low self-esteem and self-image. Detail the way the child functions in the setting, with peers and with parents. Emotional abuse is hard to evidence so detail the events that have led to your concerns.

### **Neglect**

If you are to refer a child because of possible neglect, always check back to see if there have been any previous concerns. The Children Act 1989 talks about how the persistent neglect of very basic needs is likely to cause an impairment in the child's development.

### **Consent**

In most cases it is agreed that it is better to tell the parent/carers that you intend to refer to Children's Social Care or the Police but think it through; if you think telling may put the child at

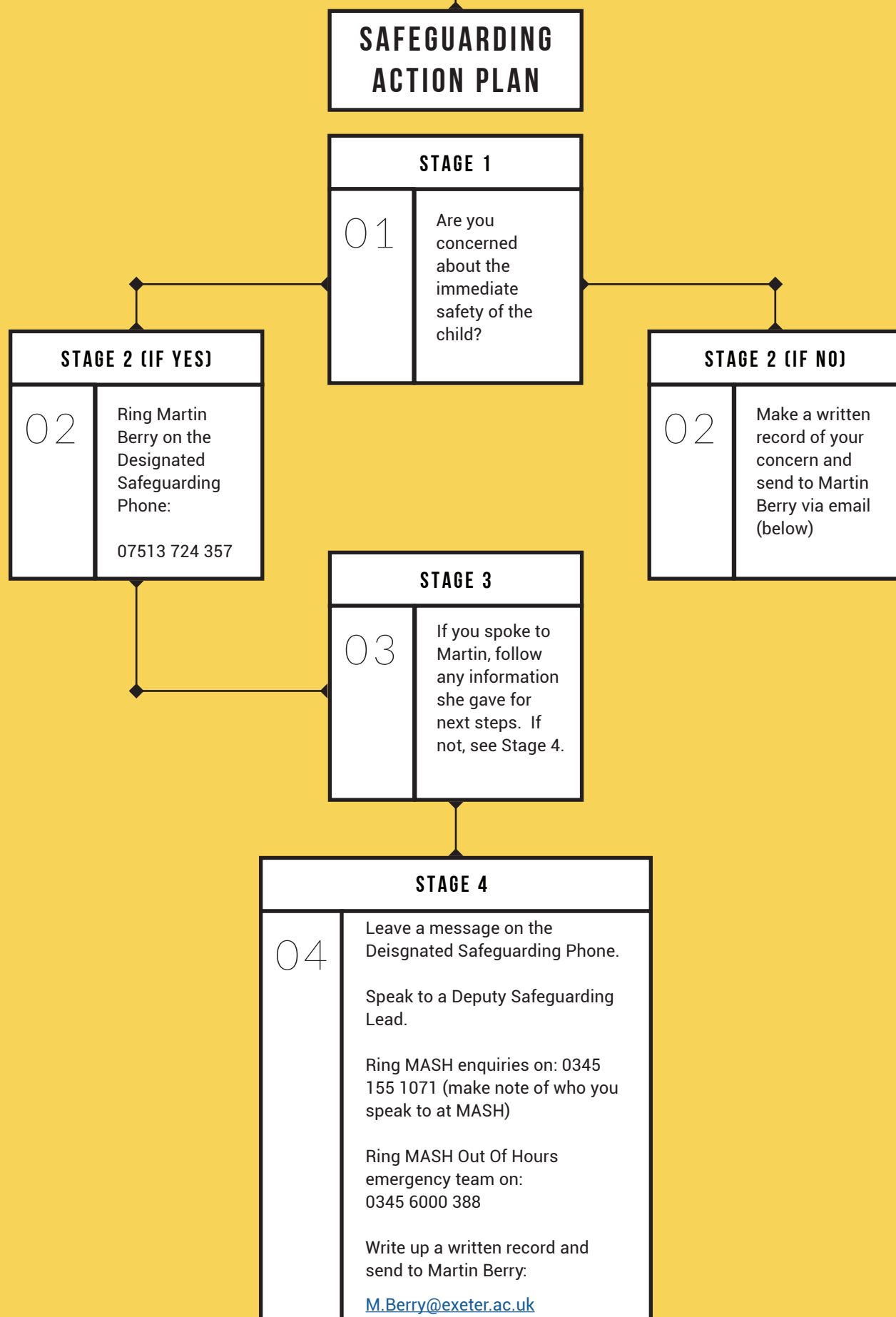
## APPENDIX C CONT

more risk, take advice first.

### **Making the referral**

Once the Designated Safeguarding Lead has all the necessary information in front of them, they will be able to make a child protection referral with confidence. Record all your actions and responses from other agencies.

Further information at N:\PROJECTS & PARTICIPATION\Safeguarding\Safeguarding training



## APPENDIX E

### Exeter Northcott Theatre: Social Networking and Young People policy

Social networking services allow users to create their own content and share it with a vast network of individuals and online communities. It offers organisations a quick and effective way to communicate and connect with the general public, including young people. It can be an incredibly powerful tool for advertising events, upcoming shows and creating a portal for people to get in touch with us directly. It's important to ensure that we adhere to a policy, particularly with regards to young people that we may encounter in social media forums.

It is essential to ensure that **we keep both ourselves and young people that we work with safe online** and we have a key role to play in promoting safe and acceptable use of these forums.

Social network profiles are easy to set up and easy to use but as a Exeter Northcott Theatre employee working with young people, it is important that you **keep a professional distance online**. To clarify what this means we have set a list of guidelines regarding social networking and the young people that we work with. These guidelines are in place to protect both the young people and Exeter Northcott Theatre staff.

Guidance for adults working with young people:

- **When working with YP on a Northcott project or programme, no ENT staff or associated artists should be friends, following or linked with those young people on any social media platforms.**
  - » Twitter and Instagram are different platforms to Facebook as they can be viewed by any member of the general public without you being informed/needing to be 'friends'. If a young person under 18 follows you on Twitter or Instagram then it is your decision whether to block this communication. If you choose not to, then you take on the **responsibility of monitoring and ensuring that your posts are always appropriate and non-offensive. You should not be following them.**
- **Think carefully about how any digital communication might appear to a third party.** Technology increases the potential for messages to be seen out of context, misinterpreted or forwarded on to others. Always think before you type.
- **Never engage with one-to-one conversations with young people on a social networking site** - if you are ever concerned with the way in which a young person attempts to contact

## APPENDIX E CONT

you, report it immediately to the specific project lead or the Designated Safeguarding Lead or Deputy.

- **Do not post personal details about the young people on any website or social networking profile** - this includes full name, school name, email address etc.
- Do not publish any photographs of Young People on any Exeter Northcott social media accounts without obtaining relevant permissions from parents/guardian.
- Should you need to email a young person, please ensure that the email is sent from a Northcott email account and not from a personal account.
- Should a young person contact through an existing official Northcott social media account, they will be signposted to the appropriate resource. If there are any concerns or uncertainty, the DSL will be informed as a precaution. No messages will be deleted.
- In the event a child contacts a member of staff by phone or text, a log of this will be kept alongside all safeguarding records.

Social networks are a powerful and effective tool in communicating with young people but it is important that they are strongly regulated. If you are ever concerned with the way a young person communicates with you on one of these sites or are unsure of protocol, do not hesitate to get in touch with the Designated Safeguarding Lead on [I.hudson@exeter.ac.uk](mailto:I.hudson@exeter.ac.uk)

## APPENDIX F

### **Exeter Northcott Theatre online delivery with C&YP – Northcott Young Company. Protocols for Safe Online Learning.**

From January 2021, Exeter Northcott Theatre's Young Company (NYC) will deliver spring term sessions online via the Zoom platform until such time that government national restrictions are eased and we can resume in-person teaching.

The following measures will be followed to ensure safety for facilitators and practitioners, and will be shared (with staff, C&YP and parents/carers) in advance of sessions beginning.

Permissions will be obtained from parents/carers (and participants over the age of 16 in the case of the 17+ group) that they consent to participation in online sessions. Separate permissions will be obtained for such sessions which require a recording element.

The protocols and expectations below will be shared with all staff, parents/carers and C&YP in advance of sessions starting, and parents will be asked to discuss these with YP beforehand.

#### **Staff / Freelance facilitators / volunteers - General**

- Ensure a safe space for working
- Avoid working in personal spaces such as bedrooms
- Ensure that the space is not populated by other people (such as family members)
- Ensure that facilitators are responsible for their own equipment
- Dress appropriately
- Establish expectations of C&YP from the beginning (see below)

#### **Staff / Freelance facilitators / volunteers – Zoom protocols.**

- Before the zoom session starts, host will disable the chat function whilst leaving permissions in place for a participant to directly message the host (for safety / well-being purposes)
- Mute will be used on entry for participants (staff will check C&YP know how to un-mute)
- Participants will be introduced to the raise hand function
- Screen sharing will be permitted for certain activities which require collaborative approaches. However, the host will monitor this and disable the screen share function if abused.

## APPENDIX F CONT

- Participants will be reminded to keep video on throughout, unless pre-agreed
- One member of NYC staff will be responsible for 'safety spotting' on participants' screens
- Parents / Carers (and older 17+ participants) - General
- Parents will be made aware of protocols and expectations in advance and will be encouraged to discuss these with C&YP beforehand.
- Parents will be asked to ensure that the space used by the YP is appropriate and safe, particularly if the YP will be in a personal space such as a bedroom.
- Parents / carers will be made aware that we will be using a trusted video conferencing site (Zoom)
- Parents and young people agree to video conferencing terms and conditions and understand ENT are not affiliated with the platform
- Parents are aware that they are responsible for their YP's own equipment
- Parents will be given a contact number for the Producer (Children and YP) should they have concerns or questions.

### **Children and Young People – General.**

- Participants will be made aware of the protocols and expectations in advance of the sessions
- C&YP will be reminded of the space that they are in using their webcams. Where possible, This should be a safe space and not have anyone else in the family in shot. If this space is a bedroom, parents will be required to ensure that this is the most appropriate space in advance of the session.
- Young people are asked to ensure they have enough space with no obstructions
- Young People advised to report any concerns immediately – they will be made aware of CEOP for reporting online abuse <https://www.ceop.police.uk/safety-centre/>
- Young people to be reminded that sensible and appropriate clothing and footwear (where working physically) to be worn
- Participants have been advised on the nature of some of the activity they must be aware of their own physical limits
- Young people advised to maintain their own safety when using headphones

More information N:\PROJECTS & PARTICIPATION\Safeguarding\Online safeguarding docs



## APPENDIX G

### Preventing Extremism and Radicalisation

Exeter Northcott Theatre is committed to providing a secure environment for learners, where they feel safe and are kept safe and where equality and inclusion are actively promoted.

At the same time, our workshops must be a safe place where learners can explore controversial issues safely and where our facilitators encourage and facilitate this. We will protect this freedom alongside protecting our learners and staff from extremism.

**What is radicalisation / extremism?** Safer Devon summarises:

"Radicalisation is the process through which people come to support violent extremism.

Violent extremism involves supporting or using violence to achieve a cause. This can, in rare cases, lead people and groups to commit terrorist acts.

Radicalisation can take place when someone is groomed into supporting violent extremism.

They may be encouraged to support extremist ideas, such as those linked to politics, religion or other causes. They may be encouraged to feel anger and intolerance towards other people, groups or communities and may come to believe that violence is needed to pursue their ideas.

Radicalisation can happen over anything from a few days to several years.

Currently, concerns are greatest about radicalisation to causes associated with international terrorist activity and right wing extremism. The internet, social media and online gaming sites have become key places for promoting extremism and targeting people for radicalisation."

<https://saferdevon.co.uk/radicalisation/>

**Devon County Council's Learn Devon website states:**

"Terrorism can be motivated by a range of ideologies or other factors, including religious or political beliefs and racial prejudice. In Devon, extreme right-wing groups, and single-issue groups such as radical animal rights campaigners can pose a significant threat."

<https://bit.ly/learndevonprevent>

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice. Education is a powerful weapon against this by giving people the knowledge, skills and critical thinking to challenge and debate in an informed way.

## APPENDIX G CONT

### Staff responsibilities

Staff should look out for learners talking about their exposure to the extremist actions, views or materials of others. This might include from other learners, relatives or local community groups, especially where learners have not actively sought these out. Owing to the combination of isolation and increased exposure to the internet stemming from lockdowns during the Covid-19 pandemic, radicalisation is becoming more prevalent.

- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Learners accessing extremist material online, including through social networking sites.
- Learners voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.
- Intolerance of difference. This could include secular or religious intolerance or offensive views based on gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Extreme anti-western or anti-British views.

If staff observe or become aware of these behaviours, they should contact the Safeguarding team.

Further information can be found at:

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

[www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)

[www.preventforfeandtraining.org.uk](http://www.preventforfeandtraining.org.uk)

### Criminal Exploitation (County Lines)

Criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks groom and exploit vulnerable people (including children and young people) to sell drugs. Often these people are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. We have a duty to be vigilant and look for the signs of criminal exploitation in order to protect our learners. Any concerns about possible signs of criminal exploitation should be reported to the Safeguarding team.

Useful videos to support your understanding of County Lines can be found at :

<https://www.safeguardingschools.co.uk/county-lines/>

<https://www.youtube.com/watch?v=3lLaguFXHr4&t=103s>





*“We all have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people.”*



---

This safeguarding policy has been approved by the Exeter Northcott Theatre's Board of Trustees and is to be reviewed each year, or when updates occur to the latest Safeguarding best practice.