

<b>Policy Title:</b>	Safeguarding Children Policy
<b>Policy Owner:</b>	Creative Programmes and Audiences Director
<b>Approved by:</b>	Chief Executive
<b>Date Reviewed</b>	116/12/2020, 5/2/2022, 21/1/23, 12/04/24 18/02/25
<b>Supporting / Related Documents (where relevant)</b>	Safeguarding Children Procedures Incident Report Form : Safeguarding Children Digital Engagement Safeguarding Policy Recruitment Policy Safeguarding Adults at Risk Policy, and Procedures Whistle Blowing Policy Disciplinary Policy IT Policy Privacy & Data Policy

<b>Scope</b>
<p>This Policy is applicable to Employees, Volunteers, Freelancers, Contractors and Visitors. This policy may be amended from time to time in line with best practice and any changes in legislation or applicable codes of practice. Unless otherwise stated, this policy does not form part of your Employment Agreement (contract of employment) save as required by law.</p>

<b>Policy Statement</b>
<p>Norwich Theatre is committed to safeguarding and promoting the welfare of all children. We strongly believe that all children have the right to be treated fairly, justly and have the right to freedom from abuse and harm.</p>

<b>Contact Details</b>
<p><b>Designated Safeguarding Officer (DSO)</b>  Name: Wendy Ellis, Creative Programmes Director  Phone: 598610    Email: <a href="mailto:safeguarding@norwichtheatre.org">safeguarding@norwichtheatre.org</a></p> <p><b>Deputy DSOs</b>  Teresa Baker, Head of People and Culture, 598516  Sam Dawson, Head of Creative Engagement, 598622  Matthew Dyball, Visitor Services Manager 598586  Elspeth Hunter, Creative Engagement Project Manager 598623  James MacDonald, Head of Visitor Services 598578  Hayley Murrow, Creative Learning Partnerships Manager 598624</p> <p><b>Senior lead for safeguarding</b> Stephen Crocker, CEO and Creative Director</p>

Colleagues working hours are variable, if you are not able to contact a DSO/Deputy on the above numbers, please use the

**Out of Office Hours Contact:** 07554 871058

**Email** [safeguarding@norwichtheatre.org](mailto:safeguarding@norwichtheatre.org)

If the DSO, Deputy DSOs, and the Out of Hours Mobile are unavailable, anyone with an urgent and/or time sensitive safeguarding concern can contact The Children's Advice and Duty Service (CADS)

- Employees and volunteers can call 0344 800 8021
- Members of the public can call 0344 800 8020

**If you feel a child is at risk of immediate harm, call the Police on 999.**

## **Policy**

Child' in the context of this policy refers to any individual under the age of 18, as recognised by the Children Act 1989 and 2004.

### **Purpose and Scope**

The purpose of this policy is:

- To ensure every child who receives services from Norwich Theatre (NT) is safe and protected from harm. Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children.
- To provide parents, employees and volunteers with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Norwich Theatre including senior managers and the board of trustees, paid staff, volunteers, sessional workers and students.

### **Legal Framework and Guidance**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, and has been developed in accordance with the principles established by;

- Children Act 1989 and 2004
- Working Together To Safeguard Children 2023
- The Online Safety Act 2023
- Data Protection Act 2018
- HM Government Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers (2024)
- The Prevent Duty Guidance 2023
- Norfolk Continuum of Needs Guidance 2023

[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC  
\(norfolkiscp.org.uk\)](https://norfolkiscp.org.uk)

- [Norfolk Safeguarding Children Partnership Policies and Procedures  
Policies & Procedures | Norfolk Safeguarding Children Partnership  
\(norfolkiscp.org.uk\)](https://norfolkiscp.org.uk)

### **Related Procedures**

To underpin the ethos of our organisation and our intent to ensure our children are appropriately safeguarded the following safer working procedures are also included under our safeguarding umbrella (in addition to those mentioned in the introduction):

- Anti-Bullying
- Safer Working Practice
- Safeguarding Operational Procedures
- Health and Safety, First aid, Risk Assessments
- Off Site Activity Guidance
- Photography and Image Sharing Procedures

### **Principles**

#### **Creating a safe environment in which to work with children:**

Children have contact with Norwich Theatre in many ways; they may perform with us, be members of our audiences, attend our events and workshops, log on to our website, complete work experience with us. Whenever and however children come into contact with us, we want them to be safe from harm. We are committed to working in a child-centred way, where everyone we work with is safe, valued and respected, and has their views and concerns listened to.

#### **We believe that:**

- Children should never experience abuse or harm of any kind.
- Everyone who uses or visits the theatre, has a right to protection from abuse or harm.
- We have a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them.

#### **We recognise that:**

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.

#### **We will seek to keep children safe by:**

- Valuing, listening to and respecting them.
- Appointing a designated safeguarding officer for children, a deputy and an organisational lead for safeguarding.
- Adopting safeguarding best practice through our policies, procedures and code of conduct for employees and volunteers.
- Recruiting employees and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Ensuring that all employees and volunteers are clear of their responsibilities in respect of safeguarding.
- Recording and storing information professionally and securely.

- Sharing information about safeguarding and good practice with children, their families, employees and volunteers via leaflets, posters, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families and carers appropriately.
- Taking seriously any allegation or suspicion of abuse towards a child with whom we are in contact with, and dealing with any matters arising appropriately following a clear set of procedures.
- Not making promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.
- Addressing poor practice swiftly and appropriately through clear procedures.
- Using our procedures to manage any allegations against employees and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, employees and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

### **Roles & Responsibilities**

The Responsibility for managing this policy lies with Norwich Theatre's Designated Safeguarding Officer and supported by the Organisation Lead for Safeguarding and Deputy Designated Safeguarding Officer.

### **All Staff, Volunteers and Freelance Practitioners**

We all have a responsibility to safeguard children from harm, including:

- Treat children with respect, listen to and take account of children's views, and take concern about children's welfare seriously.
- Uphold the principle that the welfare of children is paramount and that all children, whatever their age, culture, ethnicity, disability, gender, language, religious belief or sexual identity, have the right to protection from abuse.
- Be aware that the word 'child' or 'children' is used to refer to anyone under the age of 18, as defined by the Children Act 1989. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change their status or entitlements to services or protection.
- Being vigilant of the signs that may indicate a child is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or a Deputy.
- Ensuring that the relationships they form with children at Norwich Theatre are appropriate.

### **Designated Safeguarding Officer (DSO)**

The DSO leads upon *policy development and reporting*, including:

- Reviewing and updating Norwich Theatre's safeguarding policy on an annual basis or when necessary.
- Leading upon contact with Children's Services and other agencies where necessary, in the event that a child is at risk of harm.

- Make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer when required
- In cases where there is an allegation or suspicion of child abuse, take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.
- Manage complaints about poor practice and allegations against staff/volunteers.
- Manage allegations or concerns about abuse against any Norwich Theatre colleagues
- Referring relevant issues of safeguarding to the Organisational Lead for consideration.
- Collecting monitoring data on all safeguarding activities across the organisation.
- Ensure Safeguarding reports are stored appropriately
- Ensure safer recruitment procedure and promoting safeguarding across the organisation.
- Ensure that where appropriate, staff, volunteers and freelance practitioners have received appropriate safeguarding training.
- Support and advise the designated safeguarding officers
- Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP)

#### **Deputy Designated Safeguarding Officers (DDSO)**

The DDSOs will:

- Act as the first or second point of contact for staff or volunteers concerned about the safety and welfare of a child
- Be responsible for contacting children's social care/police in cases where a child is at risk of harm in the absence of the DSO
- Be familiar with Norwich Theatre's Safeguarding Children policy and procedures
- Advise and provide guidance to staff concerned about a safeguarding issue
- Support staff/volunteers after they have shared their concerns about a child
- Share information with Heads of Department/Directors as needed
- Keep accurate records of concerns about children and actions taken
- Contribute to the review and update of the safe guarding policy and procedures and ensure parents, carers and children are aware of Norwich Theatre's safeguarding policy and procedures

#### **Organisational Lead for Safeguarding**

Organisational Lead for Safeguarding leads upon *policy and procedure oversight*, including:

- Contributing to the review and update of the safeguarding policy and procedures.
- Providing guidance to the DSO regarding concerns serious safeguarding incidents.
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary. Reporting to Trustees upon relevant observations and/or findings concerning safeguarding.

#### **Department Managers**

Department Managers will

- Be familiar with Norwich Theatre's safeguarding policy and procedures
- Act as the first point of contact for staff or volunteers concerned about the safety and welfare of a child

- Ensure freelance or contracted staff are informed about the person to contact if they have a concern about the safety and welfare of a child
- Ensure that all staff/volunteers know where they can find the safeguarding policy and procedures
- Communicate to staff/volunteers any changes in policy and procedures
- Ensure that new staff/volunteers understand the safeguarding policy and procedures during their induction period
- (where employees and volunteers are working directly with children) Use good, supportive and observant supervision as a means of protecting children.

Where urgent issues of child protection are involved, Department Managers have the authority to suspend employees and volunteers with approval from HR, or the Safeguarding Lead if HR is unavailable. The suspending Manager will inform the CEO and the Designated Safeguarding Officer immediately.

### **Policy Promotion**

We ensure that our safeguarding policies and procedures are distributed through a variety of means;

- Included in HR software, with confirmation from employee that the policy and procedures have been read and understood.
- Copy on employee noticeboards and employee meetings
- Induction Pack
- Available on Global Drive
- Included in Safeguarding Training
- Updates sent to all volunteers and staff on distribution list
- Information packs sent to parents/carers

### **Policy Review**

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Partnership guidance on <https://norfolklscp.org.uk/>

This will have an annual formal review by end April 2026