



## **Dirliebane Theatre Company – Safeguarding Children & Young People Policy Updated – January 2024**

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## **POLICY STATEMENT:**

**Dirliebane Theatre Company** is fully committed to safeguarding the welfare of all children and young people. It recognises the responsibility to promote safe practice and to protect children and young people from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

This policy applies to everyone working on behalf of or representing Dirliebane Theatre Company, including paid artists, collaborators and trustees.

All artists who work for Dirliebane Theatre Company will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines **Dirliebane Theatre Company's** commitment to protecting children and young people.

## **EQUAL OPPORTUNITIES STATEMENT**

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- ability
- gender reassignment
- culture, race, religion or belief
- gender assignment and sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged, recorded and shared with parents and carers and any relevant agencies when necessary and appropriate. We will:

- ✓ treat all individuals at with respect
- ✓ be mindful of equal opportunities and safeguarding in recruitment and selection off all artists, collaborators and trustees
- ✓ respond to concerns and allegations appropriately

When there are concerns about the welfare of any, child or young person, all responsible adults in our organisation are expected to share those concerns, without delay, with the leads for safeguarding.

Our policy is approved by the Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all artists, collaborators, partners and trustees. This policy will be available on request to any schools, venues or families who wish to access it and will be attached to all artist's letters of engagement and contracts with schools and venues.

Dirliebane Theatre Company 2/1 Marchmont Street, Edinburgh EH9 1EJ T: 07798 531158 [info@dirliebane.org.uk](mailto:info@dirliebane.org.uk) [www.dirliebane.org.uk](http://www.dirliebane.org.uk) Dirliebane Theatre Company is a Scottish Charitable Incorporated Organisation SCIO SC047455

## **LEAD & DEPUTY FOR SAFEGUARDING**

Our Lead for safeguarding is: **Gemma Greig-Kicks, Chair of the Board, gemkicks@gmail.com**

Our Deputy for Safeguarding is: **Rachel Colles, Co-Artistic Director, rachel@dirliebane.org.uk**

Their role is to oversee and ensure that our safeguarding policy, which includes online safety, is fully implemented. Their responsibilities are:

- Ensuring everyone who is contracted to work with Dirliebane Theatre Company with direct contact with children and young people has a valid and up to date PVG from Disclosure Scotland. Copies of these will be held on file for Dirliebane Theatre Company.
- Monitoring and recording concerns
- Making referrals to social care, or police, as relevant, without delay
- Liaison with other agencies
- Arranging training for all staff where necessary

## **DEFINITION OF A CHILD/YOUNG PERSON**

The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

## **DATA PROTECTION**

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

## **CONFIDENTIALITY**

This policy is in line with government guidance about confidentiality. We fully endorse the principal that the welfare of children and young people, over-ride any obligations of confidence we may hold to others. No one working within this organisation can promise absolute confidentiality where a child or young person may be at risk of harm. Individual cases will only be shared or discussed on a “need to know” basis. Under “whistle blowing” anyone in our organisation may refer direct to Social Care Services, the police or the Charity Commission, as relevant, if they are concerned that a child or young person is at risk of harm and this policy is not being adhered to.

## **WHISTLEBLOWING**

Our organisation promotes the sharing of any concerns regarding the safeguarding of children and young people as soon as possible with the Lead or Deputy for Safeguarding. If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or OSCR. [https:// www.oscr.org.uk/about-charities/raise-a-concern/whistleblowing/](https://www.oscr.org.uk/about-charities/raise-a-concern/whistleblowing/)

## **INFORMATION SHARING**

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered or are suffering harm or at significant risk of suffering harm. It is important that they are shared at the appropriate time with appropriate others. Within this organisation the decision to share written information, and with whom they will be shared, will be undertaken by the Lead or Deputy for safeguarding.

## **SAFER RECRUITMENT**

Our organisation is committed to safe recruitment for contracting all our artists and recruiting trustees. We do this by:

- Advertising vacancies with a clear commitment required to safeguarding: "Dirlebane Theatre Company is committed to safeguarding and promoting the welfare of children and young people and expects all our artists and trustees to share this commitment"
- Any appointment, will only be confirmed subject to a satisfactory criminal record (DBS) check at the appropriate level/ Scotland PVG Scheme membership
- Confirmation of the right to work in the UK where relevant
- Signing of a Letter of Engagement between the artist and the company which includes the commitment to read and understand our Safeguarding Policy

## **CONSENT**

When consent is required for any activity or programme we will, unless it is an emergency, obtain consent from the host organisation staff or parent/carer/family of an individual, or from the individual if they are of sufficient age and or understanding.

## **CODE OF CONDUCT**

Dirlebane Theatre Company have established a Code of Conduct to be followed for all our work in schools, venues and online. We expect all artists who work for the company and our trustees to read, understand and adhere to this code.

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- Treat all children and young people with respect and dignity

- Ensure that their welfare and safety is paramount at all times
- Maintain professional boundaries both face to face and when using technology
- Always listen to individuals and take account of their wishes and feeling
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- Liaise openly with host organisation staff, parents and carers
- Avoid being alone with children and young people whenever possible
- Listen to, and act upon, any disclosures allegations, or concerns of abuse
- Follow our safeguarding policy at all times
- Ensure our activities, performances, workshops and resources are fun, engaging and are relevant for the age group and situation.

The following guidelines are designed to give an overview of how we expect the artists to conduct themselves within schools, venues and during online participation.

- Be professional in your conduct at all times – you are a representative of Dirlebane Theatre Company.
- Be on time
- Be prepared to be flexible, things can change
- Listen to and respect the opinions of the staff and teachers and follow their lead regarding pupils when working in schools
- If there is a serious issue follow this policy. All other matters should be brought to the attention of the Lead or Deputy for Safeguarding
- When delivering online participation, follow our Online Safeguarding Code of Conduct at all times
- Always maintain professional boundaries both face to face and when using technology

## **HANDLING DISCLOSURES**

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay and always
- Seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- They have concerns about someone else
- they are themselves abusing or likely to abuse someone else

## **RESPONDING TO CONCERNS**

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding.

Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

### **STEP ONE**

If you are worried a child or young person has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing

**CONSULT, MONITOR AND RECORD Sign/Date/ Time Include name .**

### **STEP TWO**

When working in host organisations that are schools or venues, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Dirliebane Theatre Company Lead or Deputy that you have referred a concern. If the host organisation is neither of the above, talk to Dirliebane Theatre Company Lead or Deputy for Safeguarding without delay.

**CONSULT, MONITOR AND RECORD Sign/Date/ Time Include name .**

### **STEP THREE**

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours. Under "whistle blowing", anyone can refer directly to the police or social care services and OSCR, when they are concerned the organisation is not managing safeguarding concerns appropriately

**CONSULT, MONITOR AND RECORD Sign/Date/ Time Include name .**

## **RECORD KEEPING**

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- of sufficient detail to identify the individual who is subject of concern and any significant others for either the host organisation or Dirlebane Theatre Company, whoever is entitled to know
- accurate and based on fact, as a true record of what has been monitored/observed
  - ✓ what has been said and by whom
  - ✓ what has given cause for concern
  - ✓ what action has and/or will be taken including the reason for those actions
  - ✓ the reason stated for no action being taken and by whom
- non-judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy for safeguarding
- shared as appropriate by the Lead or Deputy for safeguarding
- stored safely and securely by the by the Lead or Deputy for safeguarding

## **HANDLING ALLEGATIONS/DEALING WITH COMPLAINTS/DISCIPLINARY & GRIEVANCE PROCEDURES**

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice in a school or venue, the Lead or Deputy will inform the host organisation. In cases out with these settings, the Lead or Deputy will discuss the situation with the social care services and / or the police before making an open decision about the best way forward. In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead.

Additional Senior Lead: (Fiona Ferrier, Co-Artistic Director, [fiona@dirlebane.org.uk](mailto:fiona@dirlebane.org.uk))

If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistle blow” (see that section). With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police. Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant criminal records service, regulatory authority or professional body.

## **BULLYING & HARRASSMENT**

Bullying and harassment can take many forms and includes:

- Physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact

- Indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites. and
- It is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, staff, parent or carers, bullying and harassment, physical and/or emotional, will not be tolerated and will be treated as a safeguarding concern when aimed at children and young people. We will:

- Provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- Report all incidents of bullying or harassment observed or disclosed involving children, young people or adults at risk, to the safeguarding leads
- Take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- Record all incidents with observations and witness statements, and action taken, signed, timed and dated

### **ONLINE SAFEGUARDING**

Dirlebane Theatre Company is looking to include more digital work and participation in its programme and we are serious in our responsibilities to ensure online safeguarding procedures are in place.

### **ONLINE CODE OF CONDUCT**

We expect everyone in our organisation to read and agree to our Online code of conduct:

- use the internet and other forms of communication in a sensible and polite way
- only access websites, send messages or access and use other resources that will not hurt or upset anybody
- only take images of children, young people who would be identifiable from the image, with written parental consent on the Dirlebane Theatre Consent Form
- report any concerns to the Lead Safeguarding Officer
- be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child, young person or adult at risk

### **WHAT TO DO IF I AM CONCERNED**

If you have any concerns, speak to the Lead or Deputy for Safeguarding. Remember: do not delay.

- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told



## **MINIMISING RISKS FOR ONLINE ENGAGEMENT & PARTICIPATION**

When working online for Dirliebane Theatre Company:

- Identification: Dirliebane Theatre Company artists will have been introduced to and discussed the session with the appropriate adult at the host school who will be present at all times during the session. No artist will attend the session who has not already been identified in this way.
- Suitable attire: Dirliebane Theatre Company artists are required to be dressed appropriately for an online engagement session. Attire which would ordinarily be worn during a performance or workshop visit is essential; clothing, worn by a participant or a artists, which does not meet this expectation is not acceptable and sessions should be stopped immediately and reported to the Dirliebane Theatre Company Safeguarding Lead or Deputy
- Suitable environment: both participants and Dirliebane Theatre Company artists must be physically located in safe working spaces, appropriate for online sessions
- Participants: should be in a room with or near an adult or host organisation staff member so that the adult/staff member can hear and see the session taking place. It is the responsibility of the host organisation to ensure this is happening. Dirliebane Theatre Company artists must always confirm at the start of each lesson that an adult/staff member is in close proximity to the participant. If this is not the case, the session will not go ahead.
- Dirliebane Theatre Company artists: should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people
- Communication: must be undertaken by the host organisation staff and not participants and on host organisation or parental/carer devices through Dirliebane Theatre Company work emails (e.g. @dirliebane.org.uk) and the organisation's chosen online platform
- Personal contacts: under no circumstances should participants or artists' personal contacts be shared and the use of social media or any way of communicating other than the abovementioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between participants & artists are unacceptable
- Zoom (or appropriate alternative) is Dirliebane Theatre Company preferred online platform. It must only be used during scheduled sessions. Neither participant nor artist should use this as a means of contacting the other party outside of scheduled sessions.
- Content and language: of messages must at all times be professional by all parties concerned
- Recording: sessions will be recorded and stored securely on a cloud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to review in case of any issues that may arise
- Online sessions: must be regarded as an extension of physical Dirliebane Theatre Company sessions and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language

## **PHOTOGRAPHY AND FILMING GUIDANCE**

The use of photography is really important to record the successes and achievements of children and young people in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet. It is therefore important to be clear about:

- The purpose of photos e.g. host organisation, parent's and carer's own record, media and publicity etc. and the content required when using a professional photographer
- Informing host organisations, parents and carers and seeking their consent for any publication or media use
- Publishing only limited details alongside individuals' photos in newspapers etc
- Taking photographs openly and away from changing areas
- The suitability of clothing e.g. swimsuits
- Any group photos being taken only during the activity or on the premises
- All those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form.

## **POLICY DATE AND RENEWAL**

This policy was reviewed and agreed 9<sup>th</sup> January 2024 and will be reviewed annually or when there are substantial organisational changes.

Policy Review Date: 1<sup>st</sup> February 2025

Lead for safeguarding: Gemma Greig-Kicks

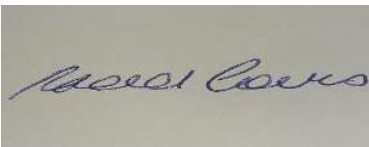


Signed:

Name: Gemma Greig-Kicks

Date: 09/01/2024

Deputy for safeguarding: Rachel Colles



Signed:

Name: Rachel Colles

Date: 09/01/2024

## Addendum: Table of relevant Safeguarding Legislation and Guidance for Scotland

Description	Legislation
Job applicants to disclose “spent” convictions for eligible positions such as direct work with children	Rehabilitation of Offenders Act 1974 Exclusions and Exemptions (Scotland) 2003
Duty to undertake safe recruitment practice	Protection of Vulnerable Groups (Scotland) Act 200
Overarching children legislation bringing together earlier acts including; duty to investigate, cooperation between agencies and the need for a plan to safeguard a child. The welfare of children is paramount.	The Children (Scotland) Act 1995 Children and Young People (Scotland) Act 2014
The setting up of boards/ committees to ensure agencies work together to safeguarding of children, with up to date, relevant policies and procedures and training	Protecting children and young people: Child Protection Committee and Chief Officer responsibilities
Sexual exploitation and sexual offences	Serious Crime Act 2015 Part 5 (some) Sexual Offences Act 2003 The Prohibition of Female Genital Mutilation (Scotland) Act 2005
Education	Education Act 2015

Description	Guidance
How Agencies act and cooperate to safeguard children	National Guidance for Child Protection in Scotland 2010 (refreshed in 2014)
Duty to refer child abuse concerns and cooperate	Keeping children safe What we all need to know to protect our children 2011
School safeguarding guidance. Each school to assign a designated and deputy designated safeguarding officer	National Guidance for Child Protection in Scotland 2010 (refreshed 2014)
School inspections regulator	Education Scotland