

BOHO ARTS LIMITED
SAFEGUARDING POLICY STATEMENT

THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT

This policy details the organisational procedures and best practice implemented by Boho Arts Ltd (BA) in relation to safeguarding.

The purpose of this policy statement is:

- To protect children, young people and adults at risk (Relevant Individuals) from harm when they participate in activities and events organised by BA.
- To ensure the safety of anyone working on behalf of BA, including but not limited to, all paid staff/employees, the board of trustees, creative practitioners, artists, volunteers and interns (Associated BA Individuals) when undertaking an activity or event organised by BA.
- To provide Associated BA Individuals, as well as Relevant Individuals and their families, with the overarching principles that guided our approach to safeguarding.
- Set out BA's commitment to meeting the needs of Relevant Individuals.
- Allow Associated BA Individuals to take appropriate decisions with regard to the needs of Relevant Individuals.

This policy applies to:

- Relevant Individuals involved in activities led by BA, whether in or outside of school, in community groups or as a member of an audience.
- Associated BA Individual working on behalf of BA, whether they are directly or indirectly in contact with children.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of the following legislation, policy and guidance that seeks to protect Relevant Individuals in England. A summary of key legislation is available from nspcc.org.uk/learning.

SUPPORTING DOCUMENTS

This policy statement should be read alongside our organisational policies, procedures, guidance that follow this statement.

BA believe that:

- Relevant Individuals should never experience abuse of any kind
- We have a responsibility to promote the welfare of all Relevant Individuals, to keep them safe and to practice in a way that protects them.

BA recognise that:

- The welfare of Relevant Individuals is paramount in the work we do and in all the decisions we take all Relevant Individuals, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some Relevant Individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with Relevant Individuals, their parents/carers and other agencies is essential in promoting the Relevant Individuals' welfare.

BA will seek to keep Relevant Individuals safe by:

- Valuing, listening to and respecting them.
- Appointing nominated employee and trustee leads for safeguarding.
- Adopting safeguarding best practice through our policies, procedures and code of conduct for Associated BA Individuals.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all Associated BA Individuals know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting Associated BA Individuals safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- Making sure that Relevant Individuals and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving Relevant Individuals, parents, families and carers appropriately.
- Using our procedures to manage any allegations against Associated BA Individuals 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, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- If children are employed to work on a show, the appropriate licences will be sought from the child's Local Authority at least 21 days before the performance. Proper supervision and travel arrangements will be made, in line with local authority guidelines.

CONTACT DETAILS

Nominated safeguarding and child protection lead:

Bev Fox, Co-Artistic Director | Company Secretary
07766 214 255 / bev@bohoarts.co.uk

Trustee/senior lead for safeguarding and child protection:

Ben Dickenson, Trustee | CEO, Theatre Hullabaloo
07739 485 299 / benji.dickenson@gmail.com

NSPCC Helpline:

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 23rd May 2023.

Signed:



Bev Fox, Co-Artistic Director
Boho Arts Limited

BOHO ARTS LIMITED
SAFEGUARDING POLICIES AND PROCEDURES

1. STAFF ROLES & RESPONSIBILITIES

The responsibilities of BA's trustees are:

- To read, understand and comply with the requirements of this policy.
- To ensure simple and appropriate procedures are in place for managing any concerns that Associated BA Individuals have about Relevant Individuals.
- To take all reasonable steps to promote a safeguarding culture.
- To investigate all disclosures, observations and allegations of abuse.
- To understand, monitor, review and update this Safeguarding Policy.

The responsibilities of BA's employees are:

- To read, understand and comply with the requirements of the Safeguarding Policy.
- To take all reasonable steps to promote a safeguarding culture.
- To refer immediately any safeguarding concerns to the Safeguarding Lead.
- To ensure that at all times, an identified Associated BA Individual is present whilst BA activity involving Relevant Individuals takes place.

The responsibilities of all Associated BA Individuals are:

- To read, understand and comply with the requirements of this policy.
- To undertake training as necessary to enable them to ensure this policy can be implemented.
- To take all reasonable steps to promote a safeguarding culture.
- To refer immediately any safeguarding concerns to the Safeguarding Lead.
- To understand and abide by the Code of Conduct and Best Practice (Appendix 1).

The responsibilities of parents and consenting adults are:

- To be ultimately responsible for the Relevant individual's welfare at all times.

2. RECOGNISING AND RESPONDING TO ABUSE, OR CONCERNS ABOUT A RELEVANT INDIVIDUAL'S WELFARE

2.1. Identifying concerns

Relevant Individuals may disclose abuse in a variety of ways, including:

- Directly – making a specific disclose in a verbal statement about what is happening to them.
- Indirectly – making ambiguous verbal statement which suggest something is wrong.
- Behaviourally – displaying behaviour that signals something is wrong (this can be deliberately, but not always)
- Non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

You should not wait until a Relevant Individual tells you directly that they are being abused before taking after. Instead, ask the Relevant Individual if everything is okay or discuss your concerns with

the Safeguarding Lead. Not all concerns or disclosures will lead to a formal report of abuse, but all concerns and disclosures should be taken seriously and reported to the Safeguarding Lead.

If an Associated BA Individual has a concern (where no disclosure has taken place), BA requests the following procedure is followed:

- Discuss the matter with BA's Safeguarding Lead.
- Complete a Safeguarding Concerns Notification Form (see appendix)

2.2. Definitions and Signs of Abuse

In order to effectively protect Relevant Individuals against harms, all Associated BA Individuals should be familiar with the various types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Child sexual exploitation (including County Lines exploitation)
- Harmful sexual behaviour
- Emotional abuse
- Domestic abuse
- Bullying and cyberbullying
- Child trafficking
- Female genital mutilation

Please refer to Appendix 2 for detailed definitions of the types of abuse listed above.

2.3. Responding to Disclosures

A disclosure is when a Relevant Individual makes it known that they have been, or are currently being abused or neglected, that they are at risk of harm from others or from themselves, or that they may cause harm to another person.

A disclosure can be direct, indirect (verbal, written or graphic hints that appear to be about abuse) or third party (a Relevant Individual tells another person they are being abused).

If a Relevant Individual discloses to you, BA requests the following procedure is followed:

Receive

- Listen and accept what is being said. Take what is being said seriously.
- Give your full attention and keep body language open and encouraging.
- Do not express verbally or non-verbally how it makes you feel, that is a separate issue for you to deal with later.
- Respect pauses and don't interrupt.
- Make notes.

Reassure

- Reassure the Relevant Individual as much as you can.
- It is important to let them know you take them seriously.
- Be compassionate, understanding and reassure them that their feelings are important. Phrases such as 'you've shown courage today' can help.
- Reassure the Relevant Individual that they have done the right thing in telling you.

- Do not make false promises, such as ‘I won’t say anything’.
- Show you understand and reflect back to check your understanding – use their language to show it’s their experience.

React

- React to the conversation only so far as is necessary for you to know whether a referral to Social Services is required.
- Ask open-ended questions.
- Do not ask ‘leading’ questions.
- Make it clear that it is your responsibility to pass on information.
- Make it clear what you have to do next and who you have to talk to.
- Don’t criticise the perpetrator who may be a family member or close to the child.
- Do not ask the Relevant Individual to repeat anything to other staff.

Record

- Write up notes on the Safeguarding Concerns Notification Form (see appendix). Write these notes in as full a way as possible, without throwing away any original notes.
- Use the Relevant Individual’s words rather than your words for any body parts or activities described.
- Include the child’s details (name, age, address) date, time, place, and any non-verbal behaviour the Relevant Individual displays whilst talking to you, for example moments of distress and when they occurred in the conversation.
- If there is any bruising or marks noticed, draw a diagram to show where they are.

Talk

- Report the disclosure to BA’s Safeguarding Lead (Bev Fox) as soon as possible.

Please also be aware that:

- It is not your responsibility to investigate suspected cases of abuse.
- You should not take any action beyond that identified above.
- You cannot promise a young person complete confidentiality – you must explain that you may need to pass information on.

Information Sharing and Consent

Children should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn’t have the capacity to make their own decisions, ask their parent or carer (unless doing so would put the child at risk of harm). You should always seek consent to share information about an adult.

Tips for getting consent:

- be open and honest
- make sure the person you’re asking for consent understands what information will be shared and why
- explain who will see the information and what it will be used for
- make sure the person you’re asking for consent understands the consequences of their information not being shared
- get the consent in writing, in case there are any disputes in the future. If it’s only given verbally, make a written record of this
- make sure the person knows they can withdraw consent at any time.

2.4. Sharing information without consent

If consent is refused or if you're unable to seek consent, you can still share information with relevant professionals if this is in the public interest.

This includes protecting children from significant harm and promoting the welfare of children. When deciding whether to share information without consent, you should consider each case individually.

- Decide if the need to share information is in the public interest and whether it outweighs the need to maintain confidentiality.
- Consider all the implications of sharing the information, for example if you are sharing sensitive details about a person's life.

If you're sharing information without consent keep a written record explaining:

- what steps you took to get consent
- the person's reasons for not giving consent (if known)
- why you felt it was necessary to share information without consent.

Pass a copy of this record on to the agency/agencies you're sharing the information with.

Confidentiality

Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

2.5. Reporting allegations, suspicions or concerns

Record any safeguarding concerns immediately using the Safeguarding Concerns Notification Form in the Appendix 3.

BA recognises it is not the role of any Associated BA Individual to decide whether a Relevant Individual has been subjected to abuse or neglect. However Associated BA Individuals have an obligation to report any justified concerns regarding Relevant Individuals they are working with, especially when a disclosure has been made.

Making a referral to Social Services

Once the Safeguarding Lead has been made aware of a disclosure, concern or observation it is their responsibility to determine whether to formally report this concern to Social Services. BA will make all referrals within 24 hours and fully comply with Social Services.

If a concern is allayed and the decision is taken not to make a referral to Social Services, details of the concern and details as why a referral was not made will be retained.

2.6. Whistleblowing and Complaints

If an Associated BA Individual feels that a safeguarding concern isn't being acted upon, dealt with properly, may be being covered up, or you are worried that you might experience repercussions, you are encouraged to contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or help@nspcc.org.uk.

Further guidance on Whistleblowing and Complaints is outlined in BA's Dignity at Work Policy.

3. PREVENTING AND RESPONDING TO BULLYING

Bullying will not be tolerated in any environment, event or activity organised by BA. BA Associated Individuals are asked to be aware of the various behaviours and actions associated with bullying:

- Verbal abuse (i.e. name calling)
- Physical abuse (i.e. hitting/pushing a Relevant Individual)
- Emotional abuse (i.e. making threats, excluding Relevant Individuals from groups/activities)
- Cyberbullying/online bullying (i.e. sending threatening, upsetting or abusive messages, 'trolling', creating up fake accounts, etc.)

3.1. Recognising, Responding and Preventing Bullying

Any Relevant Individual can be bullied, particularly those seen by others as 'different' in some way. This might include physical appearance, race, faith/culture, gender identity, sexuality or disability. Bullying can also occur when the Relevant Individual appears anxious or has low self-esteem, lacks assertiveness or is shy/introverted.

All Associated BA Individuals should be familiar with the following indicators in Relevant Individuals to support in recognising bullying:

- Being distressed or anxious
- Losing confidence or becoming withdrawn
- Having problems eating/sleeping
- Having unexplained injuries
- Changes in appearance
- Changes in performances/engagement with BA events and activities.

If an Associated BA Individual has concerns about bullying, please contact the Safeguarding Lead (Bev Fox) to discuss.

BA will create environments and cultures where it is clear that bullying will not be tolerated and that any Relevant Individual knows they can speak to someone if they have a problem.

A fuller approach to anti-bullying is outlined in our Dignity at Work Policy.

4. ALLEGATIONS OF MISCONDUCT OR ABUSE BY AN ASSOCIATED BA INDIVIDUAL

If a Relevant Individual has a concern about an Associated BA Individual, they should discuss the matter with BA's Safeguarding Lead (Bev Fox) immediately. If the allegation concerns the Artistic Director, they should contact the Trustee responsible for safeguarding (Ben Dickenson).

Follow the procedure for Responding to Disclosures (2.3). In addition:

- Keep the Relevant Individual making the allegation and the alleged perpetrator separate
- Keep all information confidential from other members of staff and other participants
- Refer to BA's Whistle-blowing Procedure (within the Dignity at Work Policy) if relevant

5. ALLEGATIONS OF MISCONDUCT OR ABUSE BY CHILD OR YOUNG PERSON

If a Relevant Individual has a concern or makes an allegation about another Relevant Individual, then the Associated BA Individual should discuss the matter with BA's Safeguarding Lead (Bev Fox) immediately.

Follow the procedure for Responding to Disclosures (2.3). In addition:

- Keep the Relevant Individual making the allegation and the Relevant Individual the allegation involves separate
- Keep all information confidential from other members of staff and other participants

6. DATA AND INFORMATION SHARING

5.1 Sharing information about safeguarding and good practice

BA is committed to ensuring a safeguarding culture within the organisation. In order to do this, BA has in place the following procedures.

- BA will publish the name of the Safeguarding Lead and the Safeguarding Policy and how to make a complaint on the BA main website.
- BA will include on any consent forms how parents/guardians can access BA's Safeguarding Policy.
- BA will include on any consent forms how Relevant Individuals' data will be stored.

5.2 Holding information

- All data will be stored in line with BA's Privacy Policy.
- All Safeguarding Concerns Notifications, including records of actions taken, will be reviewed quarterly as part of the BA Board Meetings to ensure ongoing good practice and learning from experiences.
- All child protection records will be kept confidential and stored securely. Electronic files will be password protected.
- Information about child protection concerns will be kept separate from a child's general record, but a note will be added to the general record to indicate that there is a separate child protection file.

7. CONTACTING RELEVANT INDIVIDUALS AND USE OF SOCIAL MEDIA

- When contacting a Relevant Individual, Associated BA Individuals should not use a personal phone number or personal email address. Instead a BA account should be used.
- On occasion, it might be appropriate to use social media to administer a project and facilitate communications between Relevant Individuals and Associated BA Individuals. Most commonly this will involve setting up a 'group' on Facebook. When using Facebook in this manner, the relevant BA Associated Individual should do the following:
 - Setup a dedicated project 'group'. This group should include at least two Associated BA Individuals as admins of the 'group'.
 - The 'group' should be setup so that participants are required to 'request to join'.
 - Associated BA Individuals should only communicate with Relevant Individuals via the 'group' and not engage in direct personal social media contact.
 - If a Relevant Individual does need to be contact privately on social media, this should be done via an official BA social media account.
 - Associated BA Individuals should not accept Relevant Individuals as "friends" on social media platforms.

8. USE OF WORK AND IMAGES

- Do not use images of Relevant Individuals without written consent from parents/guardians.

- Any social media posts sharing work and images of Relevant Individuals should be from an official BA account.
- Work produced by Relevant Individuals will only be used with the informed consent of its producer. Associated BA Individuals will consider whether the Relevant Individual is capable of giving the necessary consent based on that individual's maturity, understanding, nature of consent required and content of the work and will obtain written consent from their parent/guardian where they consider the individual is not so capable.

9. SAFE EVENTS AND ACTIVITIES

BA understands its duty to ensure our events and activities keep Relevant Individuals safe. The Associated BA Individual will consider and action the following when organising an BA event or activity:

- Ensuring anyone working or volunteering on the event/activity is suitable to do so.
- All BA Associated Individuals are aware of this Safeguarding Policy and Procedures.
- Consent from parents/carers is sought for the involvement of children in BA events/activities.
- Create a list of emergency contact numbers for children involved in BA events/activities.
- Utilise good record keeping to ensure information is handled appropriately and in accordance with BA's Privacy Policy.
- Ensure all necessary health and safety measures are in place, including, but not limited to first aid cover, risk assessments and fire safety.

10.SUPERVISION: ADULT TO CHILD RATIOS

BA will ensure appropriate supervision levels for any BA events/activities. This will take into consideration:

- the nature and duration of the event/activity
- the competence and experience of the Associated BA Individuals
- The location of the event/activity
- Any additional needs of the Relevant Individuals
- Any specialist equipment required

The following ratios, as recommended by the NSPCC, will be adhered to by BA when organising events/activities:

- Under 2 years – one adult to three children
- 2-3 years – one adult to four children
- 4-8 years – one adult to six children
- 9-12 years – one adult to eight children
- 13-18 years – one adult to ten children

When delivering an event/activity in a school setting, BA will adhere to the relevant ratios outlined in the school's risk assessment.

BA will ensure that all relevant licences and chaperones are in place for any performing arts activities that involve children.

11.ONLINE SAFETY

BA understand that there are many benefits to engaging with Relevant Individuals via social media and other online platforms, but recognises the risks associated to using these tools also. BA is committed to creating safe online environments as outlined in BA's Online Safety Policy Statement.

12.SAFER RECRUITMENT

BA follows a range of procedures to ensure that all BA Associated Individuals are recruited safely and fairly. This includes:

- Defining the role – providing a job description and person specification, highlighting the importance of understanding safeguarding issues.
- Asking applicants to provide at least two referees and checking references as part of vetting checks.
- Shortlisting processes and interviews include at least two people.
- Candidates identity will be checked during the recruitment process.
- Any offers of work are made subject to satisfactory completion of vetting checks.
- Induction – Associated BA Individuals will cover Safeguarding Policies and Procedures and BA's commitment to creating a strong safeguarding culture.
- Regular and ongoing training is provided to Associated BA Individuals in relation to safeguarding.

Disclosure and Barring Service – Criminal Record Checks

- BA requests DBS checks for positions that bring Associated BA Individuals into contact with Relevant Individuals.
- If it is not practical to wait for a DBS check to come through, or pay for one, an Associated BA Individual with another organisation's DBS will be accompanied by one who has been DBS checked by BA
- BA's DBS applications are verified by a BA programme manager, processed confidentially by Independent Theatre Council (ITC) and the information is tracked and securely stored by BA's Safeguarding Lead.

13.CONTACT DETAILS

BA's main contacts for the purposes of safeguarding are:

Nominated safeguarding and child protection lead

Bev Fox, Artistic Director 07766 214 255 / bev@bohoarts.co.uk

Trustee/senior lead for safeguarding and child protection:

Ben Dickenson, Chair of Trustees 07739 485 299 / benji.dickenson@gmail.com

NSPCC Helpline: 0808 800 5000

NSPCC Whistleblowing Line: 0800 028 0285

If a child/Relevant Individual is in immediate danger, call the Police on 999.

Newcastle City Council:

Children's Social Care

0191 277 2500 (weekdays 8.45am to 5pm)

[Professional Online Referral Form](#) (weekdays 8.45am to 5pm)

0191 278 7878 (out of office hours)

Care and Support for Adults

0191 278 8377 (8am to 5pm Helpline)

07968 474 891 (mobile)

0191 278 7878 (Emergency Duty Team Helpline)

0191 278 8156 (Emergency Duty Team report abuse of neglect)

Appendix 1: Code of Conduct for Associated BA Individuals

Appendix 2: Definitions & Signs of Abuse

Appendix 3: Safeguarding Concerns Notification Form

This Policy and associated procedure was last reviewed and updated on 23rd May 2022.

Subject to review, monitoring and revision by:	Bev Fox	Every:	12	months or sooner if work activity changes
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CODE OF CONDUCT AND BEST PRACTICE FOR ASSOCIATED BA INDIVIDUALS

Children, young people and adults at risk (“Relevant Individuals”).

Employees, trustees, creative practitioners, artists, volunteers, interns, and any other individual working on behalf of, or associated with Unfolding Theatre (“Associated BA Individuals”).

BA requires all Associated BA Individuals to be aware of BA’s Safeguarding Policy and Procedures.

All Associated BA Individuals must comply with the following Code of Conduct in order to ensure best practice:

- Do not have inappropriate physical contact with any Relevant Individual.
- Do not use alcohol, drugs or any substance that may alter personality or impede judgement when working.
- Do not tolerate bullying in any shape or form, including but not limited to verbal, physical, social and cyber bullying.
- Treat all Relevant Individuals with respect.
- Do not give gifts or money to any Relevant Individual. If gifts are offered from a Relevant Individual to an Associated BA Individual this must be declared immediately to the Safeguarding Lead.
- Do not meet up with any Relevant Individual outside of designated sessions, unless agreed in advance with the Safeguarding Lead who will confirm appropriate conditions.
- Avoid unobserved situations of one-to-one contact with a Relevant Individual. If it is unavoidable, keep a door open and ensure you are within hearing of other adults.
- If it is necessary to do things of a personal nature for a Relevant Individual (i.e. help with toileting if very young or disabled) ensure this is carried out with the knowledge and approval of the parent/carers and your line manager.
- Never invite a Relevant Individual to your home. Never provide them with your address or information that identifies your home.
- Never offer to take a Relevant Individual alone in your vehicle. In the case of emergency, book a taxi and accompany the Relevant Individual in the taxi.
- Don’t approach a Relevant Individual on social networking websites or online. Use BA’s website and social network pages, not personal accounts, to make arrangements or share information.
- Only restrain a Relevant Individual who is at risk of inflicting harm to themselves or to others.
- Never enter a room where a Relevant Individual may be changing their clothes or not be fully dressed. Clearly getting their consent to enter when they are ready.
- Support the development of a culture in which members of staff feel comfortable to point out inappropriate attitudes and behaviours to each other.
- Never let a Relevant Individual’s allegations go unreported, including any made against you.
- Familiarise yourself with the process to follow should a Relevant Individual make a disclosure to you; Receive, Reassure, React, Record and Talk (outlined in more detail in section 3.2 in the Safeguarding Procedures).
- Seek advice from the Safeguarding Leads if you don’t understand any of the information in the Safeguarding Policy or have any questions.

SAFEGUARDING CONCERNS NOTIFICATION FORM

Note: Please do not interpret what is seen or heard, simply record the facts. After completing the form please pass on immediately to the Safeguarding Lead.

Name of Relevant Individual	
Name of person completing the form	
Date of disclosure	
Place of disclosure	
Please record the nature of incident, details of disclosure, safeguarding concerns and any relevant background information. Please record the Individual's words verbatim where possible. (Continue on another sheet if necessary.)	
Action taken	
Signed:	Date:
Name of BA Safeguarding Lead	
Action taken by Safeguarding Lead	

Reason for this action
Outcome of action
Follow up and outcome