



Stage2 Youth Theatre Limited
Safeguarding Young People Policy

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Policy Statement

Stage2 Youth Theatre Company is open to all children and young people between the ages of 7 and 21. We provide our members with wide ranging opportunities to participate in all aspects of theatre and theatre production.

At **Stage2** we place the safety and well-being of children and young people at the centre of our work. We are committed to protecting children and young people from all forms of abuse and providing an environment in which they are able to thrive and where their welfare is actively promoted. We believe that this is fundamental in ensuring that our members reach their full social, emotional and artistic potential.

The policy is based upon the legislation, policy and guidance set out in

Legislation

The Children's Act 1989

The Children's Act 2004

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

Children and Families Act 2014

Education Act 2002

Children and Adoption Act 2002

Children and Young Persons Act 2008

Borders, Citizenship and Immigration Act 2009

Apprenticeships, Skills, Children and Learning Act 2009

Education Act 2011

Policy and Guidance Working together to safeguard children 2015 Mandatory Reporting on Female Genital Mutilation

Code of Practice

The following provides an overview of the way in which **Stage2** will ensure that the safety and well-being of children and young people is safeguarded.

1. It is the policy of **Stage2** to provide a safe and secure environment in which children can thrive and develop and where all aspects of their welfare will be protected.
 - a. To help Staff support this, parents & carers are invited to inform **Stage2** of the difficulties/challenges/issues etc. that may impact an individual's well-being (App. I). **Stage2** staff then communicate with parents regularly and frequently remind members, parents & carers to update **Stage2** in the event that circumstances change.
2. **Stage2** will minimise the situations in which the abuse of children might occur.

3. Any child using the services of **Stage2** may disclose to a staff member any abuse they may be suffering elsewhere in their lives and all staff will be vigilant for the signs of abuse. They may also disclose this to Young Leaders, who will pass it onto staff immediately.
4. Any indications that a child may be suffering from abuse will immediately trigger **Stage2's** child protection procedures. These procedures are consistent with the good practice guidelines of the Birmingham Safeguarding Children Board. **Stage2** staff will seek advice from the Children's Advice and Support Service where necessary.
5. **Stage2** recognises that abuse can occur between peers. Any child or parent using the services of **Stage2** may disclose any incidents of this to a staff member. They can also disclose this to Young Leaders, who will pass it onto staff immediately.
6. In recruiting staff **Stage2** will follow a systematic selection process designed to assess the applicant's suitability for the post and to work with children.
7. Checks will be made to ensure that all the information provided by any potential member of staff of **Stage2** is accurate and, within the limits of procedures available, staff will be checked for any offences they may have committed against children. This will be done through the completion of an Enhanced DBS Check.
8. No new member of staff will be appointed to any position in **Stage2** without two suitable references being provided. At least one referee must be a person who can comment on relevant and recent aspects of the applicant's work with children.
9. All staff appointments to **Stage2** will be subject to a probationary period during which they will be closely supervised.
10. All paid staff of **Stage2** will have clear roles detailed for them in their employment contract.
11. All paid staff of **Stage2** and our Young Leaders will have appropriate Safeguarding Training where they will be made familiar with our policy and procedures, with the chance to seek clarification and ask questions. This training includes basic information on recognising and responding to safeguarding issues.
12. All paid staff of **Stage2** and the Level 3 Young Leaders will have the chance to undergo further formal training on child protection issues, and in certain circumstances this training will be compulsory.
13. The supervision of staff will be used as a means of ensuring that the children using the services of **Stage2** receive adequate and appropriate protection.
14. Where staff occupy high risk posts or are working in high-risk settings or situations, **Stage2** will work with host organisations and specialist workers to ensure the appropriate practices are undertaken.
15. **Stage2** will ensure that issues of child protection receive continuous attention and will regularly review the way that the organisation operates to support this principle.

16. **Stage2** will ensure that any serious Safeguarding concerns are relayed to the Chair of the Board (Paul Parker-Duber) and our Designated Safeguarding Supervisor on the Board (Emma-Jo Tucker). In extreme cases, if appropriate, the entire board will be notified.
17. This policy is publicly available via the website or by other means and parents and members are made aware of the **Stage2** statutory responsibilities in accordance with the policy.
18. Any child using the services of **Stage2**, and anyone acting on behalf of such a child, may complain to the management about any aspect of the service they receive. There will be a simple and well publicised process for this and complainants will have a right of appeal to an independent person/agency if they are dissatisfied with the way a complaint is handled.

Definitions:

Stage2 uses the term 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989 in England. However, we take the wellbeing and Safeguarding of all members very seriously, and the majority of the above also applies to members who are over the age of 18. Further details can be found in our Adults At Risk Policy. The term 'staff' is used to denote any person working under a paid permanent, fixed term or freelance contract and who is over the age of 18. The term 'Young Leader' refers to any one of **Stage2's** Young Leaders, who are part of an ongoing work experience programme with **Stage2**.

Safeguarding Children and Young People Procedures

The following section describes the practice and procedures that **Stage2** and its staff will use to protect its members.

Selection, Induction, and Deployment of staff

Stage2 recognises that anyone may have the potential to abuse children in some way and will take reasonable steps to ensure unsuitable people are prevented from working with children. The following applies to all employees of **Stage2**.

Selection

Permanent Staff / Long Term Contracted Staff

Pre-selection checks will include the following:

- Consent should be obtained from an applicant to complete an Enhanced DBS (Disclosure and Barring Service) check. If the applicant is on the DBS update service, they must consent to give **Stage2** their DBS number so that the relevant checks can be made.
- Two confidential references should be requested, including one regarding previous work with children/young people. These references must be completed on the **Stage2** Reference Form (App 7).
- Evidence of identity should be provided (e.g. passport or driving licence with photo).
- A detailed job description will be advertised, with a statement clarifying that the role involves a responsibility for safeguarding.

Freelance Workers / Short Term Contracted Staff

If applicable and necessary to their role, the following will be done:

- Consent may be obtained from an applicant to complete an Enhanced DBS (Disclosure and Barring Service) check. If the applicant is on the DBS update service, they must consent to give **Stage2** their DBS number so that the relevant checks can be made.
- Two confidential references may be requested, including one regarding previous work with children/young people. These references must be completed on the **Stage2** Reference Form (app 2).
- Evidence of identity may need to be provided (e.g. passport or driving licence with photo).
- A detailed job description will be advertised, with a statement clarifying if role involves an awareness for safeguarding as necessary.

Young Leaders

Young Leaders are members of the company completing ongoing work experience in their roles as facilitators and leaders. All Young Leaders over the age of 16 will be given the opportunity to obtain an Enhanced DBS check, explained to them at the time of application, and their information will be kept safe alongside the other members' in monitored/encrypted files.

Interviews

Permanent Staff / Long Term Contracted Staff

All permanent staff will be required to undergo an interview carried out to acceptable protocol and in line with the Company's Equality Policy.

The interview will include the following:

- Discussion with the applicant about the details of the job/task that they have applied for – what is to be done, where and when.
- Identification of the applicant's relevant experience, how long ago this was and what were the circumstances, including the circumstances in which they left any relevant employment.

- Information will be sought about what the applicant has been doing for the last two years
- An explanation of any gaps in the applicant's employment history will be sought
- Information about the level of contact between the applicant and their referees will be sought. If the referees are not suitable, it may be appropriate to invite them to nominate different referees.
- At least one scenario-based question that alludes to a safeguarding issue to ascertain their current understanding of safeguarding practise.

Freelance Workers / Short Term Contracted Staff

Freelance workers working for **Stage2** for the first time will be invited to an informal interview to determine their suitability to the required role. This will include the following:

- Information about their previous relevant experience in their field, and with young people if applicable.
- A discussion about their understanding of safeguarding procedures and policies.
- Identification of any additional support or training they will need to complete their role.
- Sign to show that they have read, understood and agreed to follow **Stage2** Code of Conduct and Safeguarding procedures, as included in their contract.

Young Leaders

All Young Leader applicants will be invited to an interview that will include the following:

- Chances to share any other experience they have outside of **Stage2**.
- At least one scenario-based question that alludes to a safeguarding issue to ascertain their current understanding of safeguarding issues.
- Identification of any additional support or training they would like to receive in their role.

Induction following appointment

All employees and freelance workers will be appointed subject to the Disclosure and Barring Service clearance as detailed above.

All Staff and Young Leaders will receive a formal or informal induction, during which:

- The Safeguarding policy and procedures will be explained, and training needs identified
- Staff will receive a contract, included in which is a clearly defined expectation of them in their role. This will include clear information about the member of staff's responsibilities for the safeguarding of children. This contract will be signed by both the employee and a member of Stage2 senior staff, with both parties obtaining a copy.
- There will be ample opportunity to clarify responsibilities and ask questions to ensure total security in their roles.
- Supervision and line management arrangements will be made clear.
- The details of the Designated Safeguarding Lead (Rosie Nisbet) will be shared.

All job descriptions will be reviewed regularly and revisited where work changes significantly.

Development throughout roles

Stage2 is committed to ensuring that all staff are supported to develop both personally and professionally.

- All staff will serve a probationary period in which the person's performance is closely monitored, both in their specific knowledge/delivery and their ability to act in accordance with the **Stage2** Code of Conduct and ethos.

- All staff will receive regular supervision through observation and discussion of their work. Any long-term/permanent staff will receive an annual appraisal with at least one line manager (with relevant follow up).
- Basic child protection training will be provided and refreshed regularly. As part of this training all staff will:
 - Be aware that abuse can be found in any community.
 - Know about the four basic types of child abuse - physical abuse, neglect, sexual abuse and emotional abuse (App. IV + V).
 - Know about safe childcare practices.
 - Know how to respond if they find evidence that a child may have been abused.
 - Understand their right to Whistleblowing should they feel this is a necessary action.
 - Have a clear understanding of the lines and levels of communication.

Behaviour of staff

Good practice guidelines

All people working for **Stage2** are encouraged to demonstrate exemplary behaviour to both ensure that children and young people are protected and in order to protect themselves from false allegations.

The following are common sense examples of how **Stage2** employees can demonstrate the company's values and create a positive culture and climate. The guidelines apply to anyone who works for **Stage2** on a permanent, temporary or freelance contract. Young Leaders are also encouraged to apply the guidelines as relevant to their roles and clarified at their Induction.

- Treat all children and young people equally and with respect, including good inclusive practise such as checking pronouns.
- Be excellent role models for dealings with other people.
- Give enthusiastic and constructive feedback to young people that both celebrates their accomplishments and helps them to take steps forward in the relevant area.
- Immediately challenge bullying, intolerant, cruel or humiliating actions of members toward one another and proactively encourage positive relationships between members.
- Put the welfare of each member first and actively plan for this when organising **Stage2** activities.
- On Sunday sessions, ensure that, unless during breaks and under the supervision of Young Leaders, at least one member of staff remains in the room throughout activities. In the event that a staff member needs to leave the room, the door must be kept open so that another staff member can monitor the session.
- Where possible, at additional sessions, at least two members of **Stage2** staff or board must be present. In the event that this isn't possible, an over 18-year-old Young Leader with a DBS check will be appropriate.
- LAMDA lessons and/or Extra Rehearsals are permitted ONLY at 12 Valentine Road, B14 7AN (Registered Office) and 49 Redwood Croft, B14 7PS (Artistic Director's address), and with Liz Light and Rosie Nisbet. There will always be at least two members present for every Tutor; especially when the members concerned are under the age of 16. In extreme circumstances where this is not possible e.g. a last minute illness, the parent will be notified and invited to be in attendance. Both Rosie Nisbet and Liz Light have suitable DBS checks that allow for them to work with children from their homes.
- Respect a young person's right to personal privacy, within the parameters of keeping them safe.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like in a way that promotes restorative conversation, rather than 'cancel culture'.
- Remember that someone else might misinterpret their actions no matter how well intentioned.
- Be aware that physical contact with a child or young person may be misinterpreted. Ask permission of the young person in front of others if you would like to use them to demonstrate anything that would involve physical contact.
- Recognise that special caution is required when discussing sensitive issues with children or young people and especially those individuals with specific educational needs. Ask other staff members for advice or assistance if needed to do this.
- Be aware of Stage2's Child Safeguarding Guidance and Procedures and operate within those procedures.

- Report all allegations/suspicions of abuse to the Designated Safeguarding Lead (Rosie Nisbet) or the Deputy Safeguarding Lead (Liz Light) if the former is unavailable. If any allegations are in relation to either of these employees, you can report to the Designated Safeguarding Supervisor on the Board (Emma-Jo Tucker).
- Follow and ensure that young people, parents/carers and visitors follow relevant health, safety and security rules for the setting in which you are working.
- Give all members' views and questions time and respect.
- Maintain a positive 'Mentoring Culture', using the help of Young Leaders to ensure that no one is ever left out.
- Encourage friendships and groups to mix around so that young people get to broaden their social circles.
- Actively mix up groups in sessions and events to help encourage new friendships.
- Ensure that they do not engage externally with members or past members under the age of 21, including through social networking sites etc.

Membership Admissions

Stage2 will ensure that:

- A record of names, addresses, next of kin and emergency contact telephone numbers will be kept for each member. This will be kept in line with Data Protection requirements. There will be at least two contact telephone numbers on file for parents/guardians, or three telephone numbers if one of them is the number of the member.
- Parents/carers and members will be made aware of the Policies Section on the **Stage2** website including **Stage2's** Child Safeguarding Policy and information about what would happen in the case of a member being injured or becoming ill whilst in the care of **Stage2**.
- A signed agreement from the parent/carer of a member is received giving consent for necessary medical treatment to be given in the case of an emergency. It should be noted that in an emergency medical help will be sought regardless of whether parental consent has been received.
- Parents have the opportunity to ask that all emails to their child will be sent to them as well.
- A signed agreement from the parent/carer consenting to the member being photographed or filmed will be sought for all members under the age of 18 years old.
- The above is included in the new Registration Form (App. I)

Responding to Child Protection Issues

The following procedure explains how **Stage2** and its staff will respond where there is concern that a child or young person may be suffering, or at risk of suffering, significant harm through abuse or neglect. **Stage2** staff are aware that safeguarding issues can manifest themselves via peer-on-peer abuse, as well as domestically or from other trusted adults (including **Stage2** staff). The management of allegations made against **Stage2** staff or members is detailed on page 15. However, generally speaking, the practise and chain or report is the same, with minor adjustments being made as to who should be contacted and how.

It is not the responsibility of anyone working for **Stage2** to decide whether or not child abuse has taken place or to investigate an allegation of abuse. However, there is a responsibility to act on any concerns through contact with the appropriate authorities, and keep full and detailed notes to facilitate this.

Details on what constitutes abuse and neglect and how to spot their signs can be found in App. IV and V. Guidelines on how staff should behave when a child 'discloses' to them can be found in App. VI .

1. Raising a concern

- Where a member of staff has concerns that a child or young person is being or is at risk of being abused or neglected they should inform the Designated Safeguarding Lead* (Rosie Nisbet) or the Designated Safeguarding Supervisor on the Board** (Emma-Jo Tucker) at the earliest opportunity. Should neither of these people be available (or the concern is regarding them), they can also contact the Deputy Safeguarding Lead*** (Liz Light) or the Chair of the Board (Paul Parker-Duber). Staff can also contact the Children's Advice and Support Services (CASS) or Multi Agency Safeguarding Hub (MASH) directly.
- Should any of the above members of personnel be the concern of a safeguarding issue, both Board representatives should be contacted. If necessary, the whole board can be alerted at board@stage2.org. Allegations within the company against staff will be dealt with in accordance to our guidance on page 15.
- The reasons for concern should be recorded in writing as soon as possible. This should include details of any disclosures, evidence of any abuse, when the incident/conversation happened, who was involved and where it took place. The writing of this form should be written factually, without emotive language, opinions or assumptions.
- The person raising the concern and the Designated Safeguarding Lead will discuss the concern and will reach a clear and explicit agreement about: whether any action will be taken and if so, by whom and when. If appropriate, the Deputy Safeguarding Lead will also be consulted. This will then be adhered to and any changes discussed and agreed in advance with the original personnel.

- Any concerns about the child's welfare that were discussed and the agreement about any actions will be recorded in writing and monitored accordingly. This will include context to the child(ren) involved, a written report, a timeline of all events (including communications) and appendices of any reports or emails regarding the incident. This report will be an encrypted document.

NB

* The Designated Safeguarding Lead is trained up to Safeguarding Level 5.

** The Board Member fulfilling this role will be trained up to Safeguarding Level 5 and the same training will be given to the future Board Member who fills in the role, too.

*** The Deputy Safeguarding Lead is trained up to Safeguarding Level 3.

It should also be noted that all members of staff (including volunteers) are encouraged to obtain a chaperoning license through Birmingham City Council.

2. Following Up

- Unless deemed to be dangerous[^], before making a referral to the MASH, **Stage2** will discuss any concerns with the parent(s)/carer(s) of the child(ren) or young person(s) involved. This will be done at the earliest available and appropriate opportunity, away from other members and parents.
- In the event that the incident is between peers, **Stage2** will follow up with all families separately to begin with, ensuring records are kept of all communications with consistency of treatment and approach between all parties involved.
- If appropriate, **Stage2** members may be given a reminder about appropriate behaviour in relationships, either as a smaller group or as a wider company.
- If necessary, **Stage2** reserves the right to temporarily suspend any members involved in peer-on-peer abuse whilst following up on the incident and making a referral. This could escalate to expulsion from the company depending on the results and advice.
- **Stage2** staff may use the Monitoring Form (App. VIII) to record behaviours and ensure any instructions are being followed. This is kept in the 'Day File' and under the care of a member of Staff at all times.
- Any and all action taken to follow up will be recorded in detail and added to the overall report.
- **Stage2** may also seek advice from CASS using the evidence and information collated before submitting a formal referral.

[^]It would be deemed dangerous if: it would place a child at an increased risk of harm; it would place an adult at significant risk of harm, or there is reason to suspect sexual abuse from that parent/carer specifically. If there is suspected sexual abuse between peers or from any staff, a parent/carer will be notified. If the member of staff and Designated/Deputy Safeguarding Leads are unsure as to the risk of discussing the concern with parents/carers then CASS should be contacted.

3. Making a referral

- To begin with, staff will always seek clarification from CASS to confirm that all the action taken up to that point has been appropriate and to agree on any next steps. This will be done the same day where possible, or the following day (depending on the severity of the incident).

- If the threat is significant and immediate and it is out of office hours, then the Emergency Duty Team will be contacted.
- Where concern remains that the child or young person is suffering, or at risk of suffering, significant harm through abuse or neglect then a referral to the Multi Agency Safeguarding Hub will be made as a matter of urgency.
- If the concern relates to an alleged or suspected criminal offence then the Police will be contacted.
- The initial referral will be followed up in writing within 48 hours. All correspondence from MASH will be added to the overall encrypted report.

- The following information will be provided to social services:
 - What you are concerned about
 - Whether concerns relate to the maltreatment of a child(ren)
 - How and why concerns have arisen
 - The action taken so far by staff
 - Any relevant information held relating to the child(ren) and any families involved
 - Whether it is felt that urgent action is required to protect the child from harm

Roles and Responsibilities

The following describes the roles and responsibilities of the different members of staff in regards to Safeguarding.

Designated Safeguarding Lead – Rosie Nisbet

- Receive information from staff, Young Leaders, members and any other person or parents who have child protection concerns and record it.
- Assess the information promptly and carefully, clarifying and seeking more information about the matter as appropriate.
- Where appropriate consult initially with statutory child protection agencies such as CASS, the local social services department or health board, or the NSPCC.
- Where appropriate make a formal referral to a child protection agency or the police without delay.
- Be aware of the local statutory child protection network.
- Be aware of relevant contact numbers and addresses.
- Have up to date training on child protection awareness.

The ultimate responsibility for Safeguarding falls to the Board, however the Designated Safeguarding Lead may fulfil these duties if and when appropriate.

Deputy Safeguarding Lead – Liz Light

- Receive information from staff, Young Leaders, members and any other person or parents who have child protection concerns and record it. This information must always be then passed on to the Designated Safeguarding Lead.
- If appropriate work with the Designated Safeguarding Lead to assess the information promptly and carefully, and decide on further action.
- If necessary, assist the Designated Safeguarding Lead with further action, including the writing and gathering of the report.
- Have up to date training on child protection awareness.

Other Staff Members and Freelance Workers

- Follow good practice guidelines.
- Take seriously any concern about the safety of a child or young person and pass those concerns on to the Designated/Deputy Safeguarding Lead.
- Record the detail of any conversation with a child or young person which might give cause for concern and pass this onto the Designated/Deputy Safeguarding Lead.
- If the concern is regarding either the Designated or Deputy Safeguarding Lead, the concern should be passed on to the other.
- If the Designated/Deputy Safeguarding Lead are not available, or the concern is regarding both of them, you must contact the Board of Trustees – board@stage2.org

Different Types of Allegations within Stage2

Allegations against Staff Members

Stage2 will support and protect all staff and artists who in good faith report their concerns that a colleague is, or may be, abusing a child.

Appropriate support will be also given to any employee who is the subject of an allegation. Where there is a complaint against a member of staff there may be three types of investigation:

- a disciplinary or misconduct investigation
- a child protection investigation
- a criminal investigation

The results of any criminal or child protection investigation may well influence the disciplinary investigation, but not necessarily.

Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the **Stage2** Designated Safeguarding Lead will deal with it as such.
- If the matter has been handled inadequately or concerns remain, **Stage2** Board in consultation with the Safeguarding Lead will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the allegation is about poor practice by the **Stage2** Designated Safeguarding Lead, it should be reported to **Stage2** Board who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Internal enquiries and suspension

The **Stage2** Board in consultation with the Designated Safeguarding Lead, will make a prompt decision about whether any individual accused of abuse should be removed from working with children or temporarily suspended from all **Stage2** employment (in line with **Stage2** disciplinary procedure) pending further police, social services and internal enquiries. However, in situations where there is an immediate and serious danger to the child and the **Stage2** Board is not available, the Designated Safeguarding Lead carries responsibility for deciding whether or not to remove immediately the individual from working with children.

Irrespective of the findings of any social services or police enquiry, the **Stage2** Board in consultation with the Designated Safeguarding Lead will assess all individual cases and recommend whether the member of staff or freelance artist should or should not be reinstated and how this can be sensitively handled. The ultimate responsibility for deciding on reinstatement rests with the Board. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police, and the decision must be based upon the available information. The welfare of the child should remain of paramount importance throughout.

Allegations against other Stage2 Members

Stage2 will support and protect all members and staff who in good faith report their concerns that a member is, or may be, abusing another member.

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate). Peer on peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.

Children's experiences of abuse and violence are rarely isolated events, and they can often be linked to other things that are happening in their lives and spaces in which they spend their time (for all parties). Any response to peer-on-peer abuse therefore needs to consider the range of possible types of peer-on-peer abuse set out above and capture the full context of children's experiences. Therefore, appropriate support will be also given to any member who is the subject of an allegation.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Being more prone to peer group isolation than other children.
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.
- Challenges with understanding appropriate behaviour in relationships in the case of some needs and disabilities.

Where there is a complaint against a member of **Stage2**, the parents of all parties involved will be notified at the earliest opportunity. This should be dealt with sensitively and with careful choices of language so as not to attach blame to any particular parties. If necessary, **Stage2** reserve the right to temporarily suspend the members involved whilst all of the information is gathered through conversations with all relevant families. **Stage2**, if appropriate, will seek advice from CASS on any action needed. Should any of these conversations with the members or parents allude to other incidents of abuse or neglect in an external setting, CASS will be contacted and, more than likely, a referral will be made to MASH as the situation has become a complex safeguarding issue*.

*A complex safeguarding issue refers to an issue made up of multiple concerns involving that manifest in different settings.

Stage2 will follow the advice of CASS and MASH promptly and professionally, but also with support, kindness and discretion for all involved. This includes support in cooperation with any necessary criminal investigations or referrals to other agencies (such as the Harmful Sexualised Behaviour department) that need to take place.

The Designated Safeguarding Lead will alert the Board representatives to the situation. If the issue needs to be escalated to the rest of the Board, a decision will be made by the Designated Safeguarding Lead and the Supervising Safeguarding Lead as to whether to include the names of the children involved.

The final decision regarding the suspension of any members will be, ultimately, down to the Board. However, in situations where there is an immediate and serious danger to the child and the

Stage2 Board is not available, the Designated Safeguarding Lead carries responsibility for deciding whether or not to immediately remove the individual from working with children.

Irrespective of the findings of any social services or police enquiry, the **Stage2** Board in consultation with the Designated Safeguarding Lead will assess all individual cases and recommend whether and how the member should be reinstated and how this can be sensitively handled to meet the needs of all parties. The ultimate responsibility for deciding on reinstatement rests with the Board. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police, and the decision must be based upon the available information. The welfare of the child should remain of paramount importance throughout.



REGISTRATION FORM

This document must be returned prior to their first session.
 Please save (as the completed document) and send to Rosie Nisbet via
rosie.nisbet@stage2.org
 If you have more than one child please fill out a separate form for each child.

Section One : Member Specific Information

Child's Full Name:	<i>Please fill in your child's name here</i>				
Child's D.O.B:	dd/mm/yyyy	Child's Age:	00	Sex: (at birth)	Choose an item.
If your child does not identify with the assigned gender of their biological sex, please tell us their preferred gender and specified pronouns: <i>Male/Female/Non-Binary</i>					Choose an item.
Preferred pronouns:	<i>he/him/his – she/her/hers – they/them/theirs</i>			Click or tap here to enter text.	
Child's Ethnicity:	Choose an item.				
Child's Primary Address:	Click or tap here to enter text.				
Home Phone Number:	Click or tap here to enter text.				
Child's Mobile (if applicable)	Click or tap here to enter text.				
Child's Email (if applicable)	Click or tap here to enter text.				
<i>Do you want to be cc'd into emails to your child?</i>					Yes/No
School/Education/Occupation :	Click or tap here to enter text.				

Section Two: Parent/Guardian(s) Details (Emergency Contacts)

Parent/Guardian 1's Full Name	Click or tap here to enter text.				
Mobile:	Click or tap here to enter text.	Email:	Click or tap here to enter text.		
Parent/Guardian 2's Full Name	Click or tap here to enter text.				
Mobile:	Click or tap here to enter text.	Email:	Click or tap here to enter text.		
If we cannot reach either guardian, is there an adult who would be appropriate to contact instead? <i>(Optional)</i>					
Third contact Full Name	Click or tap here to enter text.				
Mobile:	Click or tap here to enter text.	Email:	Click or tap here to enter text.		

Section Three: Doctor's Surgery Information

Doctor's Name:	Click or tap here to enter text.	Doctor's Phone:	Click or tap here to enter text.		
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Surgery Address:	Click or tap here to enter text.
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Section Four: Medical Information

Does your child suffer from any, or has previously suffered from any, long standing illness of any kind?
(E.g. epilepsy, allergies, heart conditions, diabetes, back problems, hearing/sight impairments)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have answered Yes please give as full details as possible including names of any medical conditions:
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Click or tap here to enter text.

Section Five: Social & Educational Information

Is there anything else we need to know to help us work with your child?

Sometimes individual young people have other issues or character traits, which may affect how they respond to group dynamics or specific tasks. There may be a particular need which you would like us to take into consideration while your child is a member of our company.

Additionally, at **Stage2**, we understand that the pandemic was particularly hard on young people and has meant that they may have developed some additional emotional needs and are here to provide additional support for members should they need it.

Please write details below, and where appropriate, we will talk to you to decide how to accommodate the specific needs of your child discreetly and in confidence.

--
Click or tap here to enter text.

Child Protection Contacts
Rosie Nisbet – Designated Safeguarding Lead – 07951122932 – rosie.nisbet@stage2.org
Elizabeth Light – Company Founder of Stage2 – 07939 681709 – liz.light@stage2.org
The Board of Trustees – Overall Responsibility for Safeguarding Concerns – board@stage2.org

Section Six: Data Protection

Do you give consent for your email contact information to be used (To, CC'd or BCC'd as appropriate) when sending group emails (relevant to specific activities) to the body of other Stage2 members?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you give consent for Stage2 to contact you in-regards-to general promotions, monthly updates and newsletters?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Section Seven: Media Consent

1. Do you give consent for photos and film (without specific name/age additions) including your child partaking in Stage2 activities to appear on our website, on promotional leaflets and social media?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2. Do you give consent for your child and their name and age to appear in publicity and press photos which promote Stage2 activities, productions and achievements?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3. Is there any reason why your child should not have their photo taken and/or posted on our marketing channels (such as adopted child under protection etc.)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

If Yes to 3. please tell us more or phone us directly for a chat:
Click or tap here to enter text.

Section Eight: How you found out about Stage2

Please indicate below how you found out about Stage2:

Click or tap here to enter text.

Declaration of Parent/Carer/Guardian

I declare that, to the best of my knowledge, the information on this form is true and accurate:

Initial:	Click or tap here to enter text.	Date:	dd/mm/yyyy
Signed:	Click or tap here to enter text.	Relationship to child:	Click or tap here to enter text.

*Stage2 Youth Theatre is a Limited Company with Charity Status registered in England & Wales
Company Reg. No: 5317309 Reg. Charity No.: 1108213
Registered Office (as of 08/09/2020): 12 Valentine Road, Kings Heath, Birmingham, B14 7AN*

Information for members

At **Stage2** we want every member of our company to have fun, make new friends, learn new things and treat each other with respect. We promote a 'mentoring culture' where we expect everyone to:

- Respect other people's backgrounds, cultures and opinions
- Make sure no-one is left out at any time (unless they choose!)
- Be positive and have a good attitude to activities
- Do things when and how you are asked
- Take personal responsibility for your work
- Ask if you are ever unclear
- Have respect for all staff, members and visitors as well as the spaces and equipment you are working with
- Let us know in advance if you will be missing (or late for) a session, so we can rework as appropriate
- Give us written or verbal feedback on all areas of **Stage2**
- Feel part of a safe and secure Company

You have a right to expect things of us too, and this explains what you can expect while you are a member of **Stage2**

- You will be treated with respect by everyone working with **Stage2**, including other members
- You will be safeguarded from harm
- If you have any worries you will be listened to and taken seriously

What should you do if you have any worries or concerns?

Make sure you talk to someone about them. This is especially important if you are being bullied or treated in a way you don't like.

Who should you speak to?

You can speak to a Young Leader or to any member of **Stage2** staff. They may not be able to keep the matter confidential if they are worried for your safety or wellbeing.

Information for Parents and Carers

At **Stage2** we place the safety and well-being of children and young people at the centre of our work. To help us do this we have a Child Safeguarding Policy which outlines the principles we work to.

Written Good Practice Guidance is also given to all **Stage2** staff to make sure that children are protected while they are at **Stage2**.

The Policy and Guidance are for our staff, but are available to any parents and carers who would like to see them.

In all our work with children we adhere to the following principles:

- The well-being and safety of each child is our primary concern
- We respect the rights of every child we work with.
- Children are treated equitably and sensitively in line with **Stage2's** Equality and Diversity Policy.
- Relationships between **Stage2** staff and artists and the children they work with are based on mutual trust and respect.
- The feelings and concerns of any child or their parent/carer are listened to and acted upon.
- All **Stage2** staff have a responsibility to prevent the neglect or physical, sexual or emotional abuse of any child with whom they come into contact.
- Any suspicions of abuse are taken seriously and responded to swiftly and appropriately.

Training and recruitment of staff

- Training in child protection/safeguarding is offered to **Stage2** staff and in some cases is compulsory.
- Staff recruitment and selection processes includes the Disclosure and Barring Service checks and the taking up of appropriate references.

Other information:

- **Stage2** uses the term 'child' to refer to anyone under the age of 18, as defined by the Children Act 1989
- The principles above apply equally to our work with vulnerable adults, for example adults with learning difficulties

If you have a concern:

If you have a concern about a child or young person who is a member of Stage2 you should contact the following:

Designated Safeguarding Lead: Rosie Nisbet (rosie.nisbet@stage2.org / 07951122932)

Or

Deputy Safeguarding Lead: Liz Light (liz.light@stage2.org / 07939681709)

Or

Supervising Safeguarding Lead (Board): Emma-Jo Tucker (board@stage2.org)

V 1.7 (Updated : 21/10/22)

Abuse and Neglect

What is abuse?

The government guidance, *Working Together to Safeguard Children*, categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These categories are expanded upon in the definitions below, which are largely taken from the NSPCC document, *firstcheck*, pp 33-34. Remember that in all forms of abuse there are elements of emotional abuse and that it is possible to be subjected to abuse in more than one way at a time. These four categorisations and the definitions below do not minimise other forms of maltreatment.

The NSPCC notes that there are other sources of stress for children and families such as, domestic violence, the mental illness of a parent or carer, or drug or alcohol misuse. All these may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that a child's wellbeing is being damaged by any of these areas, the same procedures as for abuse should be followed.

Vulnerable adults may also be subject to other types of abuse as well as to the four types of abuse listed above. They may be manipulated financially or discriminated against because of a disability or other factors that make them vulnerable. Further information is in the Department of Health and Home Office guidance on protecting vulnerable adults *No Secrets*.

What is physical abuse?

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

What is emotional abuse?

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless or unloved, inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

What is sexual abuse?

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking

at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse of vulnerable adults can be rape and sexual assault or sexual acts to which the person does not consent or cannot consent or is pressured into consenting.

Sexual abuse may be same-sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

What is neglect?

Neglect is the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child, young person or vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

Appendix V

Recognising abuse

What might be physical signs of abuse?

NSPCC notes that there are often bruises and small cuts on children or young people – typically on elbows, knees, shins – areas where accidents often occur. Bruises and cuts on areas such as cheeks or thighs may be cause for concern, as would bruises that are caused by hand marks or fingertips as the possible result of slapping or pinching. Other signs to be concerned about are cigarette burns, bite marks, broken bones and scalds.

A child, young person or vulnerable adult who is being sexually abused may show physical signs such as stomach pains, discomfort in the genital or anal area as well as medical conditions that would probably be hard to spot in comparatively casual contact.

A child, young person or vulnerable adult suffering neglect might show signs of constant hunger, always being unclean, loss of weight or constant underweight, inappropriate dress for the weather.

Signs of emotional abuse might be a failure to thrive or grow, sudden speech disorders, or developmental delay either physically or emotionally.

If a child or young person is being abused, will they behave differently?

NSPCC notes the following changes in behaviour that can indicate physical abuse: fear of parents being asked for an explanation of an injury or behaviour; aggressive behaviour/temper tantrums; flinching when being approached or touched; reluctance to get changed or wearing long sleeves in hot weather; depression; being withdrawn; and running away from home.

Sexual abuse is most often 'spotted' as a result of the individual's behaviour as opposed to physical symptoms. Behaviour which may indicate sexual abuse includes sudden or unexplained changes in behaviour (such as becoming aggressive or withdrawn), fear of being left with a specific person or group, nightmares, running away from home, sexual knowledge inappropriate to age or development level, sexual drawings or language, bedwetting, eating disorders, self-harm, talking of 'secrets', substance or drug abuse, having sudden and unexplained sources of money, not being allowed to have friends (particularly in adolescence), acting in a sexually explicit way towards adults.

Emotional abuse might show in neurotic behaviour (for instance hair-twisting or rocking), inability to play, being frightened of making mistakes, self-harm or fear of the parent or carer being approached about their behaviour.

Behavioural signs of neglect may include complaining of being tired all the time, not requesting or making use of medical assistance, having few friends, mentioning that they have been left alone or unsupervised.

Appendix VI

What to do when a child or young person discloses to you

If someone discloses to you;

- stay calm
- listen carefully to what is said
- find an appropriate early moment to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets. Make it clear that you will only share the information with people who need to know and should be able to help
- allow the child to continue at her/his own pace
- ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- reassure the child that they have done the right thing in telling you
- tell them what you will do next and with whom the information will be shared
- record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.
- Speak immediately to the Designated Safeguarding Lead (Rosie Nisbet). It is that person's responsibility to liaise with relevant authorities, usually the Multi Agency Safeguarding Hub. If that person is the source of the problem then you should make your concerns known to Liz Light, Emma-Jo Tucker or Paul Parker-Duber.



Applicant Reference Form

Applicant name:	
Referee name:	
Company:	
Dates of employment/study:	
Relationship to applicant:	
Applicants job title:	
Nature of work (specific duties/ responsibilities):	
Reason for leaving employment:	
Comments on the applicant (and their work with young people if relevant):	
Signed:	
Date:	

Appendix VIII
Monitoring Form

Date	Members	Reason	Observations	Action	Signed

1



Safeguarding Young People Young Leader & Freelance Staff Training Statement

Policy Statement:

Stage2 Youth Theatre Company is open to all children and young people between the ages of 7 and 21. We provide our members with wide-ranging opportunities to participate in all aspects of theatre and theatre production and related areas.

At **Stage2** we place the safety and wellbeing of our members at the centre of our work. We are committed to protecting children and young people from all forms of abuse and providing an environment in which they are able to thrive and where their welfare is actively promoted. We believe that this is fundamental in ensuring that our members reach their full social, emotional and artistic potential.

Key Points:

- The four main concerns in Child Protection are: Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect. These terms will be defined in a training session, with additional details on any signs to be alert to. Often the largest indicator is a significant change in behaviour over a period of time.
- Any child using the services of **Stage2** may talk to a Staff member about anything that is concerning them (either in or outside of **Stage2**). **Stage2** will follow the company Safeguarding Young People Procedures in reporting and alerting other authorities if required – the child (and parents as necessary) will be fully aware and updated of the situation as it happens.
- **Stage2** is well-versed in managing such situations and all Core Staff have high-level training and experience that allows them to act in a Senior Safeguarding Capacity.
- The current Designated Safeguarding Lead is the Artistic Director, Rosie Nisbet, with Company Administrator Liz Light as the Deputy. Both of these staff members also report to the Board on serious Safeguarding Concerns, with Emma-Jo Tucker being the Board's Safeguarding Representative.
- Staff (including Freelance) will be vigilant at all times when in care of members of **Stage2** and will report any issues and concerns to the Designated Safeguarding Lead.
- No member of staff will be appointed to any position in **Stage2** without two suitable references being provided and, if over 18, obtaining an enhanced DBS check.
- Staff at all levels will be offered the chance to gain a Certificated Qualification in Safeguarding, as well as the opportunity to complete additional training in Child Protection. Core Staff also subscribe to regular Nationally Standardised updates on good practise and review this regularly.
- Any child using the services of **Stage2** and any parent/guardian of such a child, may report to the management (info@stage2.org) or the **Stage2** Board (board@stage2.org) about any aspect of the service they receive.

What you need to do:

- Communicate clearly and openly with staff at all times about any observations or disclosures.

- Remember that the Designated Safeguarding Lead (Rosie) is responsible for the overall Safeguarding. After you report an incident, you follow the instructions of the DSL and then they will take it over from there. Think about it in the same way as dealing with a First Aid incident – you pass on the ‘symptoms’ and action taken so far to the more qualified person, and they use their experience and training to sort it!
- Follow staff instructions as to the recording of any incident in a timely and professional manner, using factual and non-inflammatory language.
- Uphold strict confidentiality. Any potential incidents or even observations must be kept strictly confidential with **Stage2** Core Staff. It must not be discussed with other staff or Young Leaders.
- Minimise any conversations with other members that draw attention to issues, reminding them it isn’t appropriate and that they can speak to **Stage2** staff should they wish. You should also report to staff inappropriate conversations that you come across. Situations can escalate quickly without intervention.
- If a member starts a conversation with you about anything that sounds sensitive then stop the conversation and state “I will not be allowed to keep this confidential, I will have to report it to **Stage2** Core Staff as they will be able to help, support and advise”. Do not use leading questions or try to pry additional information from them. If they then decide not to continue the conversation you should still report what happened to **Stage2** Core Staff to alert them of any possible situation.

The main thing to remember is that Young Leaders and Freelance Staff are not required to take any major action with regards to Stage2’s Safeguarding Young People Policy, all you need to do is calmly report anything to Stage2 Core Staff and help us to minimise situations. You are all members of the Company and we wouldn’t expect you to take on the responsibility – we offer this training as a part of your overall career development and to further aid staff in making Stage2 a safe space for all.

Stage2 will often refer any issues or concerns that are reported using internal reporting systems, seeking the assistance of the Children’s Advice and Support Service where needed.

Monitoring Forms are kept in the Day File to keep an eye on how different kids are getting on for a variety of reasons – we are told lots of information about members which are not Safeguarding issues, but they may still need a bit of extra help/attention.

Appendix X

Contact information

People to contact at Stage2

If you are concerned about a member's welfare speak immediately to:

Artistic Director/Designated Safeguarding Lead: Rosie Nisbet
Telephone: 07951 122932

If the person making the referral prefers to contact an alternative person then the following staff / board have been identified as other designated people for safeguarding.

Company Administrator/Deputy Safeguarding Lead: Liz Light (liz.light@stage2.org)
Board Member/Supervising Safeguarding Lead: Emma-Jo Tucker (board@stage2.org)
Stage2 Board Chair: Paul Parker-Duber (board@stage2.org)

Local Safeguarding Children's Board

Where it is necessary to report a concern contact the office that covers the area in which the child lives. If the child lives outside the areas specified below contact one of the below offices to ascertain which office to contact.

The main point of call needs to be <http://www.lscbbirmingham.org.uk/>. They operate the Multi Agency Safeguarding Hub to deal with any concerns about the welfare of a child.

0121 303 1888

MASH@birmingham.gov.uk

Emergency Duty Team

Where it is necessary to make a referral outside office hours the Emergency Duty Team should be contacted on: 0121 675 4806

Continued...

More information

More information and contact details can be found on the Birmingham Safeguarding Children Board website at <http://www.lscbbirmingham.org.uk/safeguarding-children/risk-of-abuse-orneglect.aspx>

Appendix XI

Stage2 Complaints Procedure for Members & Parents

Stage2 actively invites the feedback of Parents & Members and provides several methods of receiving & acting upon advice, concerns, queries or complaints. There are four key ways in which to provide feedback:

1. Query/Question/Concern: A straightforward verbal query, question or concern related to your child(ren)'s development within **Stage2**, can (in almost every instance) be dealt with promptly by your child's Tutor and/or Rosie Nisbet/Liz Light. Correspondence will be dealt with in the medium it is received i.e. verbal - in person or over the phone, via email or in writing.
2. Further Discussion: If either party (Core Staff/Member & Parent) feel your area of concern needs more discussion and a more detailed response; a meeting will be arranged as soon as possible - ideally the same day, but within a week at the latest. A witness/additional staff may be present as appropriate. All complaints will be taken seriously, and the complainant given the opportunity to express their grievance to their satisfaction. Appropriate staff will liaise over each response and take advice from the Board where necessary.
3. Confidential/Concerns Related to Staff: If you are not satisfied with the Core Team's response or if you wish to make a complaint regarding the Core Team, you may choose to bypass the above action points and have your comments/feedback considered by **Stage2's** Board. Our Board is made up of professional individuals in specific fields who have a duty to Safeguard the Young People in **Stage2** in the instance that the Core Team are unable to do so. You can contact the board by emailing board@stage2.org.
 - a. The Board will reply within a maximum of three weeks. The Board will initially send a written receipt of correspondence and it is at their discretion whether they offer a further face to face meeting.

Your feedback is important to **Stage2** and any question, query, feedback or complaint will be treated with respect of privacy & dignity in order for a satisfactory conclusion to be reached.

Stage2 is an open-access company that holds the safeguarding of Young People's welfare at its core principle of engagement ethics. Where necessary, **Stage2** Core Staff will refer Members & Parents to relevant Signpost Organisations where a young person's specific needs cannot be met within **Stage2**.

Additional Notes

When giving feedback or expressing concern please be advised that **Stage2** Staff (In this instance including subsidiary parties; Young Leaders & other company Members) have the right to work in an environment free from physical and verbal aggression (as stated in the Health & Safety at Work Act of 1974). Your feedback is important to us however in the instance of a situation becoming un-safe or inappropriate (i.e. that a situation potentially escalates to the point of physical & emotional harm) for any individual, the correspondence/interaction will cease and in severe cases the relevant authorities will be contacted.

For further information on Stage2's Safeguarding & Welfare policies please see the Policies Page on our website via www.stage2.org/policies.

For methods of communication, please use:

info@Stage2.org (This is a direct email to the Core Team – Rosie Nisbet/Liz Light)

07951 122932 (This is a direct line to the Artistic Director, please allow 24 hours response time)

board@Stage2.org (This is a direct email to the entirety of our Board)

This policy was last updated by Rosie Nisbet (Artistic Director) 21/10/2022

Stage2 Ltd. is a Limited Company with Charity Status registered in England & Wales

Company Reg. No: 03045994

Reg. Charity No.: 1108213

Registered Offices: 12 Valentine Road, Kings Heath, Birmingham, B14 7AN