

**ZoieLogic Dance Theatre**

**Safeguarding Policy and Procedures**

**Children and Vulnerable Adults**

**Status: Approved**

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## Contents

1. Introduction.....	3
2. Purpose.....	3
3. Sharing the Policy.....	3
4. Definitions.....	3
5. Policy Statement.....	4
6. Promoting good practice.....	4
7. Physical contact in ZLDT activity (Safe Touch).....	6
8. Responding to suspicions and allegations.....	7
9. Recruitment.....	10
10. Training.....	10
11. Support.....	11
12. Online safety/social networks.....	11
13. Images of children, young people and vulnerable adults.....	12
14. Monitoring.....	12
15. Signature.....	12
Appendix 12: Safeguarding reporting flowchart and phone numbers.....	13
Appendix 2: Safeguarding reporting form.....	13
Appendix 3: Guidelines for taking a disclosure.....	16
Appendix 4: Definitions of abuse and neglect.....	18
Appendix 5: Indicators of abuse.....	20

## 1. Introduction

Everyone who works for ZoieLogic Dance Theatre (ZLDT) whether in a paid or voluntary capacity is entitled to do so in an enjoyable and safe environment. ZLDT has a moral and legal obligation to ensure that, when given responsibility for children, young people and vulnerable adults, staff and volunteers provide them with the highest possible standard of care.

ZLDT is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children, young people and vulnerable adults from harm and abuse; this means to follow procedures to protect individuals and report any concerns about their welfare to appropriate authorities.

Statutory guidance we have used to develop our policy as come from a range of sources:

Children's Act 1989

Equality Act 2010

Safeguarding Vulnerable Groups Act 2006

Sexual Offences Act 2003

We have also used the NSPCC as a source of good safeguarding information as well as local authority guidance:

<http://southamptonlscb.co.uk/workersandvolunteers/policies-and-guidance/>

## 2. Purpose

The aim of the policy is to:

- Promote good practice and provide children, young people and vulnerable adults with appropriate safety/protection whilst in the care of ZLDT
- Implement robust systems for reporting concerns as soon as a safeguarding issue is identified or suspected
- Allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

## 3. Sharing the Policy

ZLDT will ensure that the Safeguarding Policy is made available to all employees, volunteers, associates and partners who are involved in the management or delivery of any ZLDT activity involving children, young people and vulnerable adults.

## 4. Definitions

**A child:** a person under the age of 18

**Young person:** not a legal term but usually used for those who might not identify as a child, but still under the age of 18.

**Vulnerable adult:** ‘a person aged 18 years or over who is, or may be, in need of community care services **or** is resident in a continuing care facility by reason of mental or other disability, age, frailty or illness **or** who is, or may be, unable to take care of him or herself **or** unable to protect him or herself against significant harm or exploitation’.

**Employees:** anyone that is directly employed by ZLDT, volunteering for ZLDT (including as a Non-Executive Director/Trustee) or who has been contracted by ZLDT as a freelance individual or organisation to work on projects delivered by ZLDT.

## 5. Policy Statement

ZLDT is committed to the following:

- The welfare of children, young people and vulnerable adults is paramount
- All children, young people and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity should be able to participate in ZLDT projects in a fun and safe environment
- Taking all reasonable steps to protect children, young people and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All ZLDT employees who work with children, young people and vulnerable adults will be recruited with regard to their suitability for that responsibility, following a satisfactory DBS check and will be provided with guidance and/or training in good practice and safeguarding procedures.

## 6. Promoting Good Practice

To provide children, young people and vulnerable adults with the best possible experience and opportunities when working with ZLDT everyone must operate within an accepted eth-

ical framework.

It is not always easy to distinguish poor practice from abuse; it is therefore NOT the responsibility of employees or participants in outreach work to make judgements about whether or not abuse is taking place; it is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of an individual, as explained in section 7.

**Good Practice** All personnel should adhere to the following principles and actions:

- Always work in an open environment (e.g. avoid private or unobserved situations and encourage open transparent communication with no secrets).
- Make the experience of engaging with ZLDT fun and enjoyable: promote fairness, confront and have a zero-tolerance position on bullying.
- Treat people equally and with respect and dignity. Respecting their views in a non-judgemental way.
- Always put the welfare of the child, young person or vulnerable adult first and put them at the centre of decision making.
- Maintain a safe and appropriate distance, enforcing safe boundaries (it is not appropriate for staff or volunteers to have an intimate relationship with a child, young person or vulnerable adult, or to share a room with them).
- Avoid unnecessary physical contact. Where any form of manual/physical support is required it should be provided openly and with the consent of the individual. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the individual's consent has been given.
- Teachers/leaders are responsible in a school environment where young people need to be supervised in changing rooms and ZLDT staff need a copy of their safeguarding policies.
- ZLDT are not permitted to transport any child, young person or vulnerable adult in their car without parental consent.
- Gain written parental/guardian/carer consent for any significant travel arrangements e.g. overnight stays involving children, young people or gain the consent of vulnerable adults where appropriate.
- Be an excellent role model; this includes not smoking or drinking alcohol in the company of children, young people or vulnerable adults.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Keep a written record of any injury that occurs along with details of any treatment given.

**Poor Practice** The following are regarded as poor practice and should be avoided by all employees:

- Unnecessarily spending excessive amounts of time alone with children, young people or vulnerable adults away from others.
- Taking children, young people or vulnerable adults alone in a car on journeys, however short, without parental/carer/guardian consent and driving without appropriate insurance.
- Taking children, young person or vulnerable adults to your home
- Sharing a room with a child, young person or vulnerable adult
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allowing children or young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, young person or vulnerable adult, even in fun
- Emotional abuse as a form of control
- Allow allegations to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature that the child, young person or vulnerable adult can do for themselves
- Being judgemental and not respecting the views of the child, young person or vulnerable adult.

When a case arises where it is impractical/impossible to avoid certain situations e.g. transporting a child, young person or vulnerable adult in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer/guardian and the young person involved and, where possible, with another employee present. If, during your care, you accidentally hurt a child, young person or vulnerable adult; the individual seems distressed in any manner or appears to be sexually aroused by your actions; and/or if the individual misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents/carers/guardians should also be informed of the incident.

## 7. Physical Contact in ZLDT Activity (Safe Touch)

ZLDT employees ***will not touch a young person or vulnerable adult unless there is a good reason to do so.*** Wherever possible, workshop leaders will 'model' good practice (by doing it themselves) rather than physically manipulating someone.

Encouragement and congratulations will be given without physical contact.

If it is considered **essential** to touch a young person or vulnerable adult, for instance, to avoid injury or to improve posture, workshop leaders should:

- ask the individual whether she/he minds the physical contact.
- announce their intention very clearly and involve the other people present so

they can see exactly what is happening e.g. "I want you all to watch how I am moving John's wrist".

- not repeatedly use the same person as an example.
- ask people to work in pairs / groups if possible.
- Maintain safe professional boundaries.

Any physical contact should be limited to and relevant to the exercise being demonstrated.

Touching a young person or vulnerable adult on any part of their body other than required for the purpose of teaching will not be justifiable and may be considered as inappropriate touch leading to grooming.

## 8. Responding to Suspicions and Allegations

It is not the responsibility of ZLDT employees to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns or disclosures through contact with the appropriate authorities. This applies BOTH to allegations/suspicions of abuse occurring and to allegations/suspicions that abuse is taking place elsewhere. Everyone has a part to play in children, young people and vulnerable adult's welfare and keeping them safe from harm, abuse or neglect. If you have concerns that a child, young person or vulnerable adult may be being neglected or abused - **don't keep it to yourself**.

**Recording Information** To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

The **Safeguarding Incident Report Form** (page 14) outlines the information which needs to be collected and gives guidelines for taking a disclosure.

**Reporting the Concern** All suspicions and allegations MUST be reported appropriately - reference Appendix 1 flowchart. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings, but not allow them to interfere with your judgement about any action to take. ZLDT expects its employees to discuss any concerns they may have about the welfare of a child, young person or vulnerable adult immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the Safeguarding Officer is are not available you should take responsibility and seek advice

from the NSPCC helpline: 0808 800 800, the duty officer at your local social services department (for Hampshire County Council this would be 0300 555 1384 for children's services or 0300 555 1386 for adult's services but find the safeguarding team for the area you are in) or the police on 101 for non-emergencies. If there is an immediate risk to life you should dial 999 for emergency services.

Where there is a complaint against an employee/volunteer, there may be three types of investigation:

- Criminal: in which case the police are immediately involved
- Child Protection: in which case the social services and the police will be involved
- Disciplinary or Misconduct: in which case ZLDT will be involved

As mentioned previously in this document, ZLDT are not safeguarding experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for safeguarding. Social services have a legal responsibility to investigate all safeguarding referrals by talking to the individual and family (where appropriate), gathering information from other people who know the individual and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern. Any suspicion that an individual has been abused by an employee or a volunteer should be reported to ZLDT who will take appropriate steps to ensure the safety of the individual in question and any others who may be at risk. This will include the following:

- ZLDT will refer the matter to the local social services department
- The parent/carer of the individual will be contacted as soon as possible following advice from the social services department and if appropriate.
- The Lead Safeguarding Officer should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- If the Lead Safeguarding Officer is the subject of the suspicion/allegation the report must be made to the Deputy Safeguarding Officer who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event; where such an allegation is made, you should follow the same procedures and have the matter reported to social services: this is because other children, young people and vulnerable adults may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children, young people and vulnerable adults is automatically excluded from working with children.

Concerns outside the immediate ZLDT Environment (e.g. a parent or carer):

- Report your concerns to the Safeguarding Officer
- If the Safeguarding Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately especially if there is an immediate risk to life.
- Social Services will decide how to inform the parents/carers
- The Safeguarding Officer and Directors should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Gaining confidence and trust is an important part of safeguarding individuals from harm. Everyone has the right to a private life.

It is good practice to gain consent for sharing information either from the individual or from a parent/guardian/carers. **Be open and honest** with the person (and/or their family/carers where appropriate) from the outset about why, what, how and with whom the information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so. Do not delay disclosing information to obtain consent if that might put children or young people at risk of significant harm. If in doubt, always seek advice maintaining confidentiality and privacy.

Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and securely.

You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest, for example, the protection of a vulnerable child or adult. You will need to base your judgement on the facts of the case. If in doubt, always seek advice maintaining confidentiality of the individual.

This list includes the following people who information may be shared with:

- The Safeguarding Officer and Board/Non Executive Directors at ZLDT
- The parents of the individual, if appropriate
- The person making the allegation
- Social Services and/ or police especially if there is an immediate risk to life

All information should be stored in a secure place with limited access to designated people, in line with data protection laws. Data Protection Act is not a barrier to sharing information. It provides a framework to ensure that personal information is shared appropriately and lawfully.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. If you decide not to share, then record why.

### **Internal Inquiries and Suspension**

Suspension will be handled by ZLDT in accordance with the Suspension Policy.

Irrespective of the findings of the social services or police inquiries, ZLDT will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases ZLDT must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child, young person or vulnerable adult should remain of paramount importance throughout.

## **9. Recruitment**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children, young people and vulnerable adults.

All paid staff and volunteers are subject to a series of checks, including, but not limited to:

- Being required to complete an application form, which will elicit information about the applicant's past experience and a self-disclosure about any criminal record or outstanding disciplinary action or legal proceedings.
- Being required to complete a DBS (Disclosure and Barring Service) check
- If you have registered with the DBS update service, you may be asked your permission for ZLDT to access to show proof or any updates you receive.
- Two confidential references should be obtained. These references **MUST** be taken up and confirmed through telephone contact
- Evidence of identity (passport or driving licence with photo).
- All employees will be sent the safeguarding policy and will be required to sign it to show they understand and adhere to this policy before commencing any work.

## **10. Training**

All employees are expected to read and sign to say they have read with understanding and agree to adhere to the terms set out in the Safeguarding Policy. A copy of the policy will be provided with the employment contract for staff and freelancers, and included in an induction pack for volunteers.

Employees will be required to re-read the Safeguarding Policy annually as part of their appraisal process. It is suggested that before any engagement projects that staff re-familiarise themselves with the policy before undertaking the work.

Any freelance facilitator will be required to undergo a ZLDT training day before commencing working alone with children, young people or vulnerable adults. The company will not allow freelancers to represent them without prior training or experience.

ZLDT will endeavour to help employees maintain their awareness and knowledge of safeguarding through updates at meetings, away days etc.

Where a post requires in-depth safeguarding training, this will be arranged and attendance will be mandatory. Refresher training will be provided to maintain accreditation and/or in response to legislative changes.

## **11. Support**

ZLDT recognises that involvement in a safeguarding issue can be stressful for employees. Support should be provided by the Artistic Director/senior staff, including considering providing counselling support.

ZLDT's Non Executive Directors should also provide support for the Artistic Director/senior st

## **12. Online Safety/Social Networks**

ZLDT engages audiences and participants in a range of social media and other digital platforms. Every child, young person and vulnerable adult should be able to participate in an enjoyable, safe environment and be protected from abuse and these same principles apply in the online environment. ZLDT recognises that there are potential risks to children, young people and vulnerable adults in using online platforms.

## **Online Contact**

Everyone who works with children, young people and vulnerable adults whether in a voluntary or paid capacity, must always have their professional role in mind whenever they are operating in the digital world. Employees of ZLDT are not permitted to be linked to anyone under the age of 18 who you have met through ZLDT work and would not know were it not for working with ZLDT. Employees of ZLDT are not permitted to privately message any person under the age of 18 that they have met through working for ZLDT and would not know were it not for ZLDT. If contact with a child or young person is required employees should use their work emails and gain the consent of parents/guardians/carers.

If you are not sure whether you are allowed to link to a specific young person you should ask the Safeguarding Officers for advice before linking to them.

## **Raising Concerns**

When there are concerns about the welfare of a child, young person or vulnerable adult which have occurred online then you should use the usual safeguarding procedures and good practice outlined in this document to respond to these. In this sense the context of the abuse / harm occurring online is no different to other situations where there is a concern about a child or person's welfare.

To assist in any subsequent investigations, where possible, staff who are made aware of online abuse or inappropriate activity should try to preserve copies or records of offending material and obtain any relevant passwords to accounts or websites, where possible.

## **13. Images of Children, Young People and Vulnerable Adults**

Formal permissions must be in place for all images (photographs, video and film) which are obtained as part of a ZLDT project or event involving children, young people or vulnerable adults. This includes images intended for use on the internet.

Before images are taken, schools/settings will be asked on behalf of parents/guardians of children, young people or vulnerable adults to give their permission for images to be taken. As well as parental/guardian consent we will also seek permission from the child, young person or vulnerable person before photographing them.

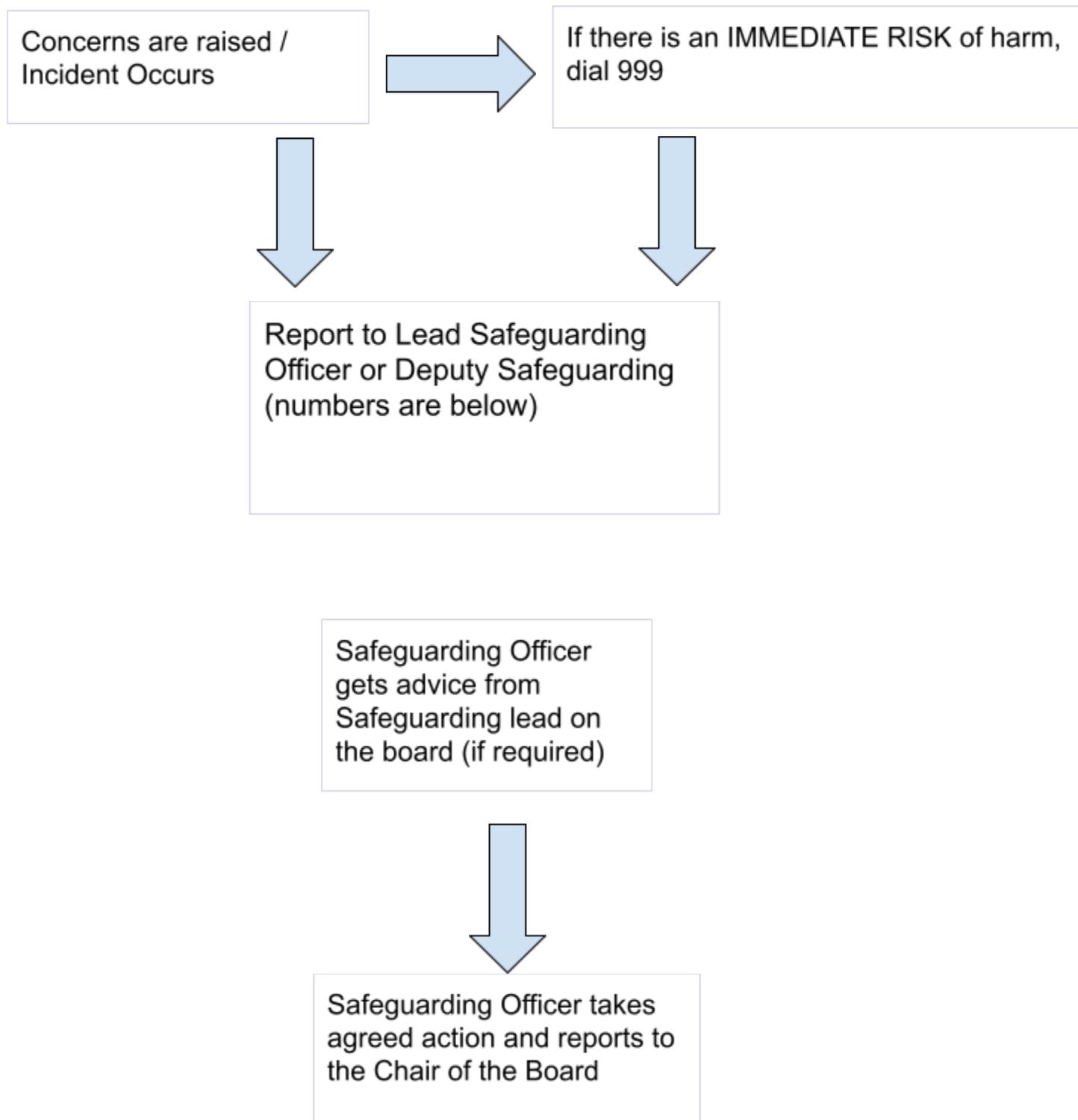
All photographers and filmmakers contracted by ZLDT must adhere to the above. Participants' names will not accompany images unless they have the express permission of that particular parent/guardian/carer or school/setting.

It is possible that people could use ZLDT events as an opportunity to take inappropriate photographs or film footage of individuals. All employees should be vigilant and any concerns should be reported to the Safeguarding Officer.

#### **14. Monitoring and reviewing the policy and procedures**

The implementation of procedures should be regularly monitored and reviewed. The Safeguarding Officer should regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the Non Executive Directors. The policy should be reviewed every 6 months or whenever there is a major change in the organisation or in relevant legislation.

## Appendix 1: ZLDT Safeguarding reporting flowchart



## **ZLDT's Safeguarding Officers**

Vicky Thornton (Lead): 07884 036244    Zoie Golding (Deputy) 07739098191

### **Reporting Numbers**

*Police:* For immediate risk: 999 To report concerns: 101

*Local social services departments:* google {area} safeguarding social services [eg  
Hampshire County Council 0300 555 1384 (children) 0300 555 1386 (adults)  
Southampton 023 8083 3336 (children) or 023 8083 2995 (adults)]

*NSPCC helpline:* 0808 800 800

## Appendix 2: Incident Report Form

Date:
Name of person raising the concern:
Name of child, young person or vulnerable adult concern relates to:
Age/Date of Birth of child, young person or vulnerable adult concern relates to:
Home address and primary contact number for child, young person or vulnerable adult concern relates to (if known and appropriate):
Description of the concern using the child's, young person or vulnerable adult's own words where possible:
Action taken:

Steps involved in deciding to take action:	
Details of other agencies involved (including names, dates, contact details and reference numbers):	
Next steps/ follow up actions:	
Your role at ZLDT:	
Your signature:	Date:
Please pass this form to Vicky Thornton or Zoie Golding as soon as possible. <b>All information is strictly confidential.</b>	

### Appendix 3: Guidelines for taking a Disclosure

\*Give a clear description of disclosure, including date, time, location and how the disclosure came about (eg. how did the child, young person or vulnerable adult come to you to disclose?)

\*Write in the child's, young person's or vulnerable adult's words where possible. Don't worry if you can't remember something, write down as much as you remember.

\*Don't include your opinions. You can state his or her behaviour; e.g. if s/he was upset, how s/he showed this (how could you tell?)

The following good practice guidelines and procedures should be followed to ensure that the person making the disclosure and the person taking the disclosure can remain safe, and that accurate information is collected and passed on quickly and confidentially. It is not your responsibility to carry out an investigation or to 'solve' the problem. The information gathered in a Disclosure can form part of the legal process so it is important that you follow these procedures.

1. **Remain calm and in control** – don't panic.
2. **Listen carefully to what is being said** – you need to remember as much as you can.
3. **Don't give you own view or opinions** – remain silent during the disclosure if possible, it is often helpful to nod or make sounds to show you understand what is being said.
4. **Only ask questions if you don't understand what is being said** – perhaps they said something very quietly, perhaps you didn't understand a word they used (people quite often use a range of words you may not be familiar with to describe sexual acts of parts of their body).
5. **Don't promise to keep a secret** –You cannot keep this a secret, so let them know that you can't and you will have to pass it on to the lead child protection person (give the name of that person if appropriate). The welfare of the child is paramount and takes precedence over confidentiality.
6. **It is common that the child or young person will start to disclose to you whilst you are on your own.** It is not appropriate to call another worker over – but equally you may be putting yourself at risk of a later allegation if you are locked away in a private place with a child or young person. Ideally try to make sure the door of the room you are in is not shut. It is usually easy to have a private conversation with other people still able to see you.

7. Try to **reassure them that they have done the right thing**. You could say something like, "I'm glad you have told me this."
8. Even if what they are saying is shocking to you try not to show this. This may discourage them not to carry on with their disclosure.
9. **Do not talk to the alleged abuser.**
10. **Make notes straight after your meeting with the child, young person or vulnerable adult** - Try to use their words. Write it up as clearly as possible including their name, address and date of birth. Sign and date the disclosure and **pass this information on to the Safeguarding Officer as soon as possible.**
11. **Remember that it is not your job to prove if this information is true or not** – nor is it up to you to notify the police or social services. However, if you feel that the child or vulnerable adult is in **immediate danger**, then call the police on 999. (Points 1-11 provided by NSPCC)

## Appendix 4: Definitions of abuse and neglect

Abuse of a child, young person or vulnerable adult is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to an individual regardless of their age, gender, race or ability. The abuser may be a family member, someone the person encounters in residential care or in the community, including sports and leisure activities.

**Physical Abuse:** causing physical hurt or injury to an individual e.g. by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning.

**Sexual Abuse** occurs when adults (male and female) use children, young people and vulnerable adults to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse. Child sexual exploitation (CSE) is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them. Female genital mutilation (FGM) is another type of sexual abuse. It is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM, however, it is dangerous and a criminal offence.

**Grooming** is when someone builds a relationship, trust and emotional connection with a child, young person or vulnerable adult so they can manipulate, exploit and abuse them. People who are groomed are at risk of being sexually abused, exploited or trafficked. Anybody can be a groomer, no matter what their age, gender or race. Grooming can take place over a short or long period of time - from two weeks to years. Groomers may also develop a relationship with the family or friends of those being abused to appear trustworthy or authoritative. Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilt and shame or introduce the idea of 'secrets' to control, frighten and intimidate. It's important to remember that children, young people and vulnerable adults may not understand they've been groomed. They may have complicated feelings, like loyalty, admiration, love, as well as fear, distress and confusion.

**Emotional Abuse:** the persistent emotional ill-treatment of a child, young person or vulnerable adult likely to cause severe and lasting adverse effects on the individual's emotional development. It may involve telling the individual that they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may involve inappropriate expectations, particularly of children and young people that are not appropriate to their age or development. It may cause an individual to be frightened or in danger by being constantly shouted at, threatened or taunted which may make them frightened or withdrawn. Ill-treatment of children, young people and vulnerable adults, whatever form it takes, will always feature a degree of emotional abuse. Emotional abuse may occur when the individual person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name-calling and bullying. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying: physical (e.g. hitting, kicking, slapping); verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages); emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group) and sexual (e.g. unwanted physical contact or abusive comments). Radicalisation is defined as "the process by which a person comes to support extremist ideologies associated with terrorist groups" (Prevent Duty Guidance; HM Government 2015). Individuals who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

**Neglect** is a persistent failure to meet the child's, young person's or vulnerable adult's basic physical and/or psychological needs to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect. Neglect could occur when an employee fails to keep an individual safe, or exposes them to undue cold/heat or unnecessary risk of injury.

**Domestic abuse** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended

- both men and women can be abused or abusers.

Domestic abuse can be emotional, physical, sexual, financial or psychological, such as:

- kicking, hitting, punching or cutting
- rape (including in a relationship)
- controlling someone's finances by withholding money or stopping someone earning
- controlling behaviour, like telling someone where they can go and what they can wear
- not letting someone leave the house
- reading emails, text messages or letters
- threatening to kill someone or harm them
- threatening to another family member or pet.

For more information regarding Child Abuse, visit <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

## Appendix 5: Indicators of Abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that an individual is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child, young person or vulnerable adult describes what appears to be an abusive act involving them
- Someone else expresses concern about the welfare of an individual
- Unexplained changes in a person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including over-eating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to join in activities
- An unexplained drop in performance
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- A shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

**ZoieLogic Dance Theatre**

**Digital Safeguarding Policy**

**Children and Young People**

**Approved: 20 March 2021**

**Next Update: Nov 2021**

## **Introduction**

Everyone who works for ZoieLogic Dance Theatre (ZLDT) whether in a paid or voluntary capacity is entitled to do so in an enjoyable and safe environment. ZLDT has a moral and legal obligation to ensure that, when given responsibility for children, young people and vulnerable adults, staff and volunteers provide them with the highest possible standard of care.

ZLDT is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children, young people and vulnerable adults from harm and abuse; this means to follow procedures to protect individuals and report any concerns about their welfare to appropriate authorities.

In response to the Coronavirus pandemic, ZLDT have moved activities such as teaching and meetings online and therefore this digital safeguarding policy is now necessary.

This document accompanies and does not replace the existing ZLDT Safeguarding Policy and must be read in conjunction.

## **Question to ask yourself before planning online content:**

- Will this online activity put unnecessary emotional strain on the children and young people (CYP)?
- Do the CYP have access to the internet and a device or might they be excluded from taking part?
- Can the CYP be involved in the planning of the content? Can we still make space for youth influence and youth empowerment?
- Does this activity have to be done online?
- Can you effectively safeguard CYP during the activity?
- How will you keep CYP safe online?
- How will you evaluate the activity?

## **Steps to organising safe online activity**

### **Planning**

- Consent to participate in the online activity must be sought from the parent/carer in advance by the project leader (see Appendix 1 - consent form)
- Only background or pastoral information relevant to the digital online activity can be shared with guest practitioners in advance.
- Staff must only use official email accounts when communicating with parents/carers and young people via digital platforms
- Reference the ZLDT Safeguarding Policy section 12 on managing online relationships between Staff and CYP online

### **Delivery**

- Platforms used for hosting planned activity must be tested and protected from hacking and interference
- Links and log-in details to online activity must be sent to the participant and/or parent/carer and not posted publicly online
- All meetings are to be password protected with waiting room enabled so the host can approve attendees by cross checking the guest list/register
- Two members of staff must be present in online live digital classes at all times and both must be DBS checked with the exception of 1-1 sessions which will take place following written permission from the participant's parent/guardian and will take place with a DBS checked member of the ZLDT team.
- CYP will be advised that they should be the only person present from their household to be in view online during the activity, for their safety and the safety of

others. This is to ensure that other members of the household, adult or child, do not unnecessarily appear or enter in the protected learning environment.

- Delivery will be closely monitored, refined and evaluated to ensure that CYP are safe at all times and any concerns are addressed immediately and the learning informs any future projects.
- Only CYP involved in the activity and known to the project leader may participate in the organised activity.
- Children and young people will be advised to wear activity appropriate clothing at all times.
- Start and end time of digital content will be published in advance.
- CYP, parents and carers must be briefed in how to keep themselves safe during their experience – have they cleared any trip hazards, is their camera angle appropriate, do they have access to drinking water etc.
- Online digital activity leaders will ensure that their teaching or activity environment is suitable for working with children and presents a professional working environment where possible. No identifiable personal information or location details will be shared.
- Online digital activity must not be recorded, unless with the express permission of parents/carers in advance and the purpose for this recording is made clear. Any recordings will only be held on the ZLDT Google Drive.
- A register must be taken of participating CYP and saved on the ZLDT Google Drive.
- CYP will be asked to share their onscreen names but no other personal information.
- Any concerns raised during online digital activities will be addressed immediately and passed to the designated safeguarding officer.
- Members of staff reserve the right to end an activity immediately if they have any concerns about the health, welfare or safeguarding of a child or young person during an activity.

### **Evaluation**

Evaluation for the project must assess the effectiveness of the online activity with quantitative and qualitative data.

- This will be captured in the weekly pre-meeting before youth delivery
- Is the platform the correct platform for that activity?
- How did the participants feel taking part in the online activity?
- Is it sustainable? Is it safe?

## Identifying and reporting any concerns

### In the event of an online disclosure

Follow the ZLDT Safeguarding policy – section 8 - and remember to stay calm, remind them that you have a duty to pass the information on, record it and report it.

### Identifying any concerns

If you identify any reason for concern, please report these to your line manager in line with the ZLDT safeguarding policy.

## ZLDT Contacts

### ZLDT Safeguarding Officer:

Vicky Thornton, Executive Director, [vicky@zoielogic.co.uk](mailto:vicky@zoielogic.co.uk) 07884 036 244

### Deputy Safeguarding Officer:

Zoie Golding, Artistic Director, [zoie@zoielogic.co.uk](mailto:zoie@zoielogic.co.uk) 07739 098191

### Relevant Staff with up to date Safeguarding Training:

Zoie Golding, Artistic Director - [zoie@zoielogic.co.uk](mailto:zoie@zoielogic.co.uk)

Vicky Thornton, Executive Director [vicky@zoielogic.co.uk](mailto:vicky@zoielogic.co.uk)

Lizanne Smith Head, Head of Engagement - [lizanne@zoielogic.co.uk](mailto:lizanne@zoielogic.co.uk)

Alex Evens, Youth coordinator - [alex@zoielogic.co.uk](mailto:alex@zoielogic.co.uk)

Fee Francis, Project Coordinator - [fee@zoielogic.co.uk](mailto:fee@zoielogic.co.uk)

## Reporting numbers

### Police

For immediate risk: 999

To report concerns: 101

### Local social services departments

Google [area] safeguarding social services

Hampshire County Council 0300 555 1384 (Children) 0300 555 1386 (Adults)

Southampton 023 8083 3336 (Children) or 023 8083 2995 (adults)

NSPCC helpline: 0808 800 800

Appendix 1 - consent form

Name of Youth participant -

DOB -

Email address of Youth Participant (if applicable) -

Name of parent/guardian -

Email address of parent/guardian -

Phone number of parent/guardian -

By signing this consent form, you are agreeing to the below for your child:

- For them to take part in online ZLDT sessions via Zoom
- For these sessions to be recorded where appropriate for internal use
- For screenshots of these sessions to be taken for internal use and social media
- For sessions to take place on a 1-1 basis where required with a member of the ZoieLogic team and your child

Signed :

Name :

Date :