

THE OLD VIC

SAFEGUARDING POLICY

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1. Policy Statement

At The Old Vic, we recognise that we have safeguarding obligations in respect of our staff, our beneficiaries and others who come into contact with us through our work. Our obligations to our staff and the artists who work with us are documented in our Cultural Statement and our Staff Handbook. The steps we take to safeguard those who visit our theatre are set out in our ["What You Need to Know"](#) page on our website.

We recognise that we have particular responsibilities in respect of children and vulnerable adults who access our services. All children and vulnerable adults have the right to live free from abuse of any kind and we will strive to ensure that children and vulnerable adults who access our services are kept safe and free from harm. This policy sets out our commitment to safeguarding children and vulnerable adults in our care and the steps we will take to meet our responsibilities.

A child is any young person under the age of 18 and a vulnerable adult is defined by the Care Act 2014 as an adult who has care and support needs and is experiencing (or being at risk of) abuse or neglect and they are unable to protect themselves because of those needs.

2. Our Commitment

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance and applies to those who work for The Old Vic, including trustees, employees, volunteers and consultants and those who work with The Old Vic, including external partners.

We are committed to protecting children and vulnerable adults in all of our activities, whether they are working in our theatre, participating in or observing education, community or other workshops or performances, or performing on stage or at another site under The Old Vic's control.

The Old Vic takes concerns in this area very seriously and is dedicated to ensuring they are acted upon. Failure to follow this policy may lead to disciplinary action, termination of contract or other action to ensure that children and vulnerable adults are protected.

All safeguarding concerns must be reported immediately to the Safeguarding Lead, or in their absence a Safeguarding Deputy. All concerns and allegations of abuse will be taken seriously.

All staff will receive safeguarding training relevant to their role.

If you have questions about any aspect of this policy you should speak to:

- The Safeguarding Lead (Hannah Fosker), Hannah.fosker@oldvictheatre.com
- Safeguarding Deputy (Judy Brown), Judy.brown@oldvictheatre.com
- Safeguarding Deputy (Naomi Mckenna Lawson),
Naomi.mckennalawson@oldvictheatre.com

The safeguarding team can also be contacted on safeguarding@oldvictheatre.com

3. Principles

The guidance given in this policy is based on the following principles:

- We will safeguard and promote the wellbeing and welfare of children and vulnerable adults and protect their rights to live in safety, free from abuse and neglect, maltreatment or impairment of health or development;
- We will value, listen to and respect children and vulnerable adults in considering their needs;
- That all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs;
- We recognise that some children and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- We recognise that working in partnership with children and adults, parents, carers and other agencies is essential in promoting children and vulnerable adults' welfare;
- We recognise that there are particular safeguards that should be implemented when engaging with children or vulnerable adults online;
- We will make this policy available to children, parents, vulnerable adults and carers;
- We will take all concerns and any allegations of abuse seriously and respond appropriately. This may include referring a concern or allegation to children's social care services, safeguarding adults board, the Local Authority Designated Officer or the police;
- We are committed to safer recruitment and selection for all trustees, staff, contractors and volunteers who have direct contact with children accessing our programmes;
- We will ensure that everyone who has direct contact with children accessing our programmes is aware of this policy and has received adequate safeguarding training;
- We will review this policy at least annually.

4. Disclosure and Barring Service (DBS) checks

All of our education facilitators, Education and Community teams and some of our front of house staff, Production team, freelancers and other roles are subject to Standard Disclosure and Barring Service (DBS) checks.

An Enhanced DBS check will be carried out for any position which is eligible.

5. Training

All staff, volunteers and contractors who have direct contact with children accessing our programmes will receive training to ensure that they:

- Understand and can recognize the types of harm that children and vulnerable adults may suffer (see Appendix 1) and the importance of preventing criminal exploitation and radicalisation of children (see Appendix 5);
- Are aware of their responsibilities to keep children and vulnerable adults safe and to take all safeguarding concerns seriously;
- Are aware of situations which may present risks to children and vulnerable adults and ensure risk assessments have been carried out as required;
- Are aware of the particular risks relating to online engagement and will comply with our Ways of Working Online guidance (Appendix 6);
- Assess, plan and organise their work so as to minimise these risks;
- Understand the importance of being visible to others when working with children and vulnerable adults;
- Understand the importance of appropriate language and behaviour when engaging with children and vulnerable adults;
- Are aware of and understand this policy, and in particular how they should report any concerns;
- Are aware of their body language and presentation and consider how children and vulnerable adults may perceive it;
- Do not divulge personal information (especially phone numbers or social media accounts) to children or vulnerable adults.

6. Images of children and vulnerable adults

Personal Use

Often people take photographs and video, and have others take images of them as a record of their experiences. However, photographs can be misused. There should be no circumstances in which it is appropriate for an Old Vic staff member, volunteer or contractor to take images of

children or vulnerable adults on their personal devices and any the taking of such images will be a disciplinary offence.

Organisational Use

We may wish to photograph or film participants in activities around the building at events or performances for promotional use, to create an archive, or engage supporters and for publication in print or online.

Before taking photographs or filming, we will inform the children and vulnerable adults and their parents/carers. Photographs will only be taken with parents'/carers' written consent. Any professional contractors used in photographing/filming will wear appropriate identification at all times and will not have unsupervised access to children or vulnerable adults.

Photographs of children and vulnerable adults will only be used in accordance with approval from parents/carers and children and vulnerable adults will never be identified by name in such photographs.

7. Engaging with children

All engagement between Old Vic staff, volunteers and contractors and children or vulnerable adults by email, mobile phone or on social media is subject to our *Engaging with children: Dos and Don'ts*, set out at Appendix 3. Breach of these guidelines may be treated as a disciplinary offence.

8. Communications beyond The Old Vic

Staff, volunteers and contractors may not communicate with children or vulnerable adults outside The Old Vic. In particular, staff, volunteers and contractors should not share their personal telephone numbers with children or vulnerable adults and in no circumstances should a staff member, volunteer or contractor invite a child or vulnerable adult to their home.

9. Public performances/events at The Old Vic

Public performances and events at The Old Vic are usually open to adults and young people of all ages but please note:

- Children under the age of 16 will not be admitted to performances unless accompanied by an adult. The adult is responsible for the child throughout the performance;
- Children attending public performances and events as part of a school group are the responsibility of their accompanying school-appointed adult at all times. Our guidance on School Group Visits is available here:

<https://cdn.oldvictheatre.com/uploads/2019/10/School-Visits-policy-.pdf>.

- Some performances may contain material that is inappropriate or upsetting for children or young people. Age recommendations are included in booking information. Further information, including trigger warnings, will be provided in our front of house spaces. It is the responsibility of the parent, carer or school (as appropriate) to determine whether it is appropriate for a child or young person to view our performances.

10. Schools activities

Risk assessments for schools activities are carried out for each project.

All schools activities are run in collaboration with teachers or other school-appointed adults. Children participating in schools activities are the responsibility of their accompanying school-appointed adult at all times.

Children participating in schools activities will be supervised by a school-appointed adult at all times. Old Vic staff, volunteers and contractors will not have unsupervised access to children participating in schools activities.

We will endeavour to hold all schools activities on sites with easy access to toilets and running water. Old Vic staff, volunteers and contractors are not permitted to accompany children into the toilet.

Any concerns that a child is suffering harm outside of the activities provided by The Old Vic should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Concerns will be treated in accordance with the process at 14 below.

Any concerns about the behaviour of Old Vic staff, volunteers or contractors should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Concerns will be treated in accordance with the process at 14 below.

Any safeguarding disclosures made by a child to a member of Old Vic staff, volunteer or contractor should be reported to the Safeguarding Lead on safeguarding@oldvictheatre.com. Disclosures will be treated in accordance with the process at 14 below. Guidance on how to respond to a disclosure is set out at Appendix 4.

11. Holiday courses

Risk assessments for holiday courses are carried out annually.

All holiday courses will be led by a suitably qualified, experienced and DBS checked person who has received appropriate training in accordance with this policy and our other relevant policies.

All parents/carers will be required to register essential contact details with our Education team before the activity commences. Registration forms will also ask for emergency contact details and nutritional and medical advice, and outline the specifics of the course so that full planning for the wellbeing and engagement of the participants can be ensured.

All participants must be collected at the end of the session by a pre-designated adult unless written permission for other appropriate arrangements has been provided by a parent or carer.

Any concerns that a child is suffering harm outside of the activities provided by The Old Vic should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Concerns will be treated in accordance with the process at 14 below.

Any complaints or concerns about the behaviour of Old Vic staff, volunteers or contractors should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Complaints will be treated in accordance with the process at 14 below.

Any safeguarding disclosures made by a child to a member of Old Vic staff, volunteer or contractor should be reported to the Safeguarding Lead on safeguarding@oldvictheatre.com. Disclosures will be treated in accordance with the process at 14 below. Guidance on how to respond to a disclosure is set out at Appendix 5.

12. Activities for young people aged 16+

Risk assessments for Front Line, Summer School and Work Experience/Internship programmes are carried out annually.

All activities for young people will be led by a suitably qualified, experienced and DBS checked person who has received appropriate training in accordance with this policy and our other relevant policies.

The pastoral care and general wellbeing of young people will be covered either by a member of our Education team or by a responsible adult associated with the visiting young people, such as the school teacher or youth worker.

Activities for young people will be planned so that all participants register essential contact details and parental/guardian consent with our Education team before the activity commences. Registration forms will also ask for emergency contact details and nutritional and medical advice and outline the specifics of the project so that full planning for the wellbeing and engagement of the participants can be ensured.

Young people participating in our activities will be given guidance on the standards of behaviour they can expect from Old Vic staff, volunteers and contractors and information on who they should raise concerns with if they experience behaviour that makes them feel uncomfortable.

Old Vic staff or volunteers who are supervising work experience students or interns will receive specific safeguarding training in line with this policy.

Any concerns that a child is suffering harm outside of the activities provided by the Old Vic should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Concerns will be treated in accordance with the process at 14 below.

Any complaints or concerns about the behaviour of Old Vic staff, volunteers or contractors should be made to the Safeguarding Lead on safeguarding@oldvictheatre.com. Complaints will be treated in accordance with the process at 14 below.

Any safeguarding disclosures made by a child to a member of Old Vic staff, volunteer or contractor should be reported to the Safeguarding Lead on safeguarding@oldvictheatre.com. Disclosures will be treated in accordance with the process at 14 below. Guidance on how to respond to a disclosure is set out at Appendix 4.

13. Working with child or vulnerable adult actors:

Where children are rehearsing or performing in professional productions on the premises, The Old Vic complies with The Children (Performances and Activities) (England) Regulations 2014. In accordance with its terms children are licensed to perform by the relevant Council, which places limits on hours in attendance at the rehearsal or performance venue. We will ensure that these limits are adhered to.

Child and vulnerable adult actors will at all times be in the care of a licensed chaperone. A specific toilet will be designated for the use of children under 16 alone and this will be clearly communicated to all staff.

Working with a child or vulnerable adult during any creative arts project may mean having some bodily contact, particularly during a demonstration of an exercise or during a rehearsal. Adults should only have bodily contact with children or vulnerable adults where the child or vulnerable adult has been consulted and has consented, and where the contact is in full view of the chaperone. The child or vulnerable adult should have their wishes respected if they refuse.

14. The reporting process

If you have a safeguarding concern about a child or vulnerable adult, or a child or vulnerable adult makes a disclosure of possible abuse to you – **follow Flowchart 1** (see page 7)

If you have a safeguarding concern (or allegations) about a member of staff, or equivalent, abusing a child or vulnerable adult – **follow Flowchart 2** (see page 8)

Flowchart 1

Staff member has a safeguarding concern about a child/vulnerable adult, or a child or vulnerable adult makes a disclosure of possible abuse by someone outside The Old Vic.



Complete the form set out at Appendix 2 and inform the safeguarding team on safeguarding@oldvictheatre.com. In the case of a disclosure, if it concerns a child, make it clear you cannot keep the information confidential.



If concern relates to a child participating in schools activities, safeguarding team will refer concern to the Designated Safeguarding Lead at the child's school.

If concern relates to a child participating in holiday courses or young person's activities, safeguarding team will record the concern and decide on appropriate next steps. If necessary safeguarding team makes contact with local children's social care for advice.



Safeguarding team records concern and action taken in appropriately secure system.

Flowchart 2

Concern/allegation about a member of staff or someone working on The Old Vic's behalf abusing a child or vulnerable adult



Complete the form set out at Appendix 2 and immediately inform safeguarding lead or deputy safeguarding lead, unless the allegation is about this person, in which case inform most senior manager not implicated



Appropriate person will make contact with Local Authority Designated Officer (LADO) for advice and guidance (if the concern is in respect of the staff member's behaviour with a child), or Local Safeguarding Adults Board (if the concern is in respect of the staff member's behaviour with an adult)



Appropriate members of Senior Management Team informed. If appropriate, Board of Trustees informed.



Appropriate action taken and external agencies (including Charity Commission) informed if necessary.



Safeguarding team records concern and action taken in appropriately secure system.



Appropriate members of Senior Management Team and Board of Trustees updated.

15. Escalating Concerns

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a duty to ensure your concern is addressed to your satisfaction. Therefore, if you feel that your concern has not been addressed (and that the child or vulnerable adult has not been protected) you should escalate the matter to the Executive Director or General Counsel, and then, if necessary, to the Board of Trustees.

16. Information Sharing & Confidentiality

You can never guarantee confidentiality to a child, or vulnerable adult. Information should always be shared if you think a child or vulnerable adult is suffering, or likely to suffer, abuse.

The protection of children and adults takes precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see Lambeth Safeguarding Children Board Information Sharing Protocol (or your local equivalent) www.lambethscb.org.uk/professionals/policy-procedures and the statutory guidance on information sharing www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

It is a requirement of the Care Act 2014, which is the legislation that covers vulnerable adults, that there are local arrangements in place for information sharing about vulnerable adults. For further information see www.londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf

17. Consequences of breaching policy

If you become aware of someone breaching this policy, you should inform the General Counsel immediately.

Any allegation of abuse or inappropriate behaviour against a child or vulnerable person will be treated with the utmost seriousness and may result in the police being involved.

Breaches of this policy by employees will be treated as a disciplinary matter in accordance with our disciplinary policy.

Breaches of this policy by volunteers or contractors are likely to result in immediate termination of contract.

Any breach of this policy will be considered against our Serious Incident Reporting Policy.

18. Further information

For further information on local procedures refer to Lambeth Safeguarding Children Partnership website <https://www.lambethsaferchildren.org.uk/> or Lambeth Safeguarding Adults Board website <https://www.lambethsab.org.uk>

19. Finally

Our approach to safeguarding children and vulnerable adults will be considered as part of our risk framework.

This safeguarding policy will be reviewed by the Board of Trustees at least annually.

Appendix 1: Definitions

'Safeguarding' and 'Child Protection'

In terms of adults The Care Act 2014 defines adult safeguarding as 'protecting a person's right to live safely, free from abuse and neglect'. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in 'Working Together to Safeguard Children 2015 - A guide to inter-agency working to safeguard and promote the welfare of children'. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2018 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Separate to safeguarding children is 'child protection'. Child protection is defined in the Children Act 1989 as where there is 'reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm'. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term 'young people' but there is no legal definition for the age of a "young person". 16 and 17-year olds are children, in legal terms.

Vulnerable Adult

An adult at risk is defined by the Care Act 2014 as a person 18 and over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children (2018) and is governed by the local authorities' duties under section 11 of the Children Act 2004.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- There may be up to three strands in the consideration of an allegation:
 - A police investigation of a possible criminal offence;
 - Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
 - Consideration by an employer of disciplinary action in respect of the individual.

Regulated Activity

The new definition of regulated activity in relation to children comprises, in summary:

- Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on wellbeing, or drive a vehicle only for children;
- Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises;
- Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly¹

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

Types of harm

The following definitions are from Working Together to Safeguard Children (2018)

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces an illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caretakers);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2: Safeguarding Concern Record

To be completed by member of staff

Person with the concern:
Date of incident:
Time of incident:
Staff present:
All others present:
Location:
SAFEGUARDING INCIDENT / CONCERN
To whom reported:
Date reported:
Time reported:

Appendix 3: Engaging with children: Dos and Don'ts

DO:

- Ensure that you only use work phones and email addresses to communicate with children;
- Ensure that any communication with children is limited to factual communication;
- Use The Old Vic's official social media channels to publicise our activities to children;
- Ensure that another member of staff is copied on any email you send to a child;
- Be mindful of the language you use when communicating with children;
- Contact the safeguarding lead if you have any concerns about the way in which a child is attempting to communicate with you;
- Contact the safeguarding lead if you have any questions about appropriate communication.

DON'T:

- Store children's mobile phone numbers or email addresses. If these need to be stored by The Old Vic, speak to the safeguarding lead about how these can be stored appropriately;
- In any circumstances use personal phones or emails to communicate with children;
- Engage in conversations with children over text or social media;
- Communicate with children from personal social media accounts or via private messenger;
- Friend or follow children from personal accounts on social media;
- Communicate with parents or carers via social media – use a more formal method of communication such as email (from your work email address);
- Communicate with children outside of normal office hours;
- Use language or symbols that could be misinterpreted, such as emojis or "kisses" (x).

Appendix 4: How to respond to a disclosure made to you by a child or vulnerable adult

(Guidelines taken from the NSPCC website, November 2019)

- Listen carefully to the child;
- **Avoid expressing your own views on the matter.** A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking;
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret;
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this;
- **Say you will take them seriously.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them;
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child;
- **Explain what you'll do next.** If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help;
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly;
- If a child is in immediate danger, call the police on 999.

Appendix 5: Preventing Extremism and radicalisation

The Old Vic is committed to providing a secure environment for learners, where they feel safe and are kept safe and where equality and inclusion are actively promoted.

At the same time, our workshops must be a safe place where learners can explore controversial issues safely and where our facilitators encourage and facilitate this. We will protect this freedom alongside protecting our learners and staff from extremism.

What is extremism?

Lambeth Adult Learning uses the following definition of extremism:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of any person, whether in this country or overseas'.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice. Education is a powerful weapon against this by giving people the knowledge, skills and critical thinking to challenge and debate in an informed way.

Staff responsibilities

Staff should look out for learners talking about their exposure to the extremist actions, views or materials of others. This might include from other learners, relatives or local community groups, especially where learners have not actively sought these out.

- Graffiti symbols, writing or artwork promoting extremist messages or images.
- Learners accessing extremist material online, including through social networking sites.
- Learners voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.
- Intolerance of difference. This could include secular or religious intolerance or offensive views based on gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Extreme anti-western or anti-British views.

If staff observe or become aware of these behaviours, they should contact the Safeguarding team.

Further information can be found at:

www.gov.uk/government/publications/prevent-duty-guidance

www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

www.preventforfeandtraining.org.uk

Criminal Exploitation (County Lines)

Criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks groom and exploit vulnerable people (including children and young people) to sell drugs. Often these people are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs.

We have a duty to be vigilant and look for the signs of criminal exploitation in order to protect our learners. Any concerns about possible signs of criminal exploitation should be reported to the Safeguarding team.

Useful videos to support your understanding of County Lines can be found at:

<https://www.youtube.com/watch?v=3ILaguFXHr4&t=103s>

<https://www.safeguardingschools.co.uk/county-lines/>

Visiting External Speakers and Events

From time to time we will have visits from external agencies and speakers to enrich the experiences of our learners. However, it is important that we do not use agencies that do not support The Old Vic's values and ethos.

Learning providers are responsible for vetting any visitors to make sure the safety, security and welfare of learners and staff are prioritised.

How to book external visitors to ensure safety

1. Complete a Risk Assessment for any visitors before inviting any external speaker into any class.
2. Talk to the speaker about the content of their presentation before the event.
3. Ask the visiting speaker to bring identification and arrive in good time to sign in.

4. Supervise your visitors at all times and do not leave them alone with learners, unless a DBS certificate has been presented.
5. Bring to an end any presentation where the content proves unsuitable or offensive.
6. Complete an evaluation. This should make a note any contentious subject area or comments and state whether the speaker could be booked again in the future. Once a person has already visited, future checks should be proportionate.

For any visiting speakers that are speaking to a Lambeth-funded programme, please ensure they read and agree to abide by the Lambeth Adult Learning Visiting Speakers Code of Conduct (a copy of which can be obtained from safeguarding@oldvictheatre.com).

If any member of staff has any concern regarding a venue or event they should contact the Safeguarding Lead.

Appendix 6: Ways of Working Online

Workshops:

- All workshops will take place via zoom and facilitators will have no contact with participants other than via the weekly zoom sessions and emails from a dedicated Old Vic account
- Participants will be asked to sign an online learning agreement before they can take part in sessions
- Parents and carers will be asked to complete an online learning consent form for any participants under the age of 18 before they can participate
- All workshops will be conducted by a minimum of two facilitators and/or Old Vic members of staff
- All sessions will be run via The Old Vic Education and Community Account
- Any participant information collected will be done so in line with our privacy policy and will be deleted after sessions have been completed
- All workshops will be filmed and kept for 6 months
- Staff and participants must use appropriate user display names
- Zoom rooms should be password protected and locked once all participants are gathered
- Sessions should not be screen shot and facilitators should not download pictures of participants
- Participants will be asked to mute microphones where appropriate and facilitators will be able to mute and turn off videos for participants
- Facilitators must not share any personal information about themselves e.g. personal telephone number, email accounts, Facebook and other social media links
- Facilitators and participants must always present themselves professionally in dress and manner as they would if giving face-to-face lesson
- Facilitators should only communicate with participants via an Old Vic email address
- All sessions should take place in a space that is appropriate and where possible against a neutral background
- Facilitators should not agree to or take part in any additional sessions with participants outside of required and agreed Old Vic engagement
- Language used must always be professional and appropriate
- Old Vic staff will be able to observe sessions for the purposes of quality assurance and safeguarding
- Expectations of sessions will be set with participants at the beginning of a course including appropriate communication and conduct during sessions

- Facilitators will be expected to keep a record of all sessions including, date, time, a register of who attended and content included

Sessions will be terminated if facilitators feel any aspect of this policy has been breached and should contact the Education and Community Director with any issues

Online Sharing

- Any productions and workshops shared online will have an age guidance attached
- Any participants work shared online will be done so with permission by participants and will not include any personal information or contact details
- Any work that is created to be published will not include participants full names, give away any information about where they live, go to school or work or share any personal information about participants
- Reporting disclosures guidance should be followed as referenced in the Old Vic Safeguarding policy and any safeguarding concerns should be reported immediately to the Old Vic's safeguarding lead safeguarding@oldvictheatre.com

All other Old Vic policies including our privacy policy and safeguarding policy will still apply.