

Purpose

ACT 2 CAM is committed to safeguarding and promoting the welfare of all children and young people. This policy ensures that all participants -students, staff, volunteers, contractors, and visitors - operate in a safe, secure, and supportive environment, both on-site and off-site.

Legislation & Guidance

This policy aligns with:

- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children 2023
- Education Act 2002, Section 175
- Health and Safety at Work etc. Act 1974
- NSPCC, One Dance UK, and BECTU guidance for performing arts
- Local safeguarding procedures: North Tyneside Safeguarding Children Partnership (NTSCP)

Scope

Applies to:

- All ACT 2 CAM staff, tutors, facilitators, volunteers, contractors, and visitors
- Students and young people
- Parents, carers, and the wider community engaged in ACT 2 CAM activities

Key Safeguarding Principles

- The welfare of the child is paramount.
- Safeguarding is everyone's responsibility. All adults and volunteers must remain vigilant and report concerns.
- Children should feel safe, supported, and able to speak out without fear.
- Policies and procedures are transparent, accessible, and aligned with multi-agency standards.
- All staff, contractors, and volunteers are trained in safeguarding and child protection procedures.

Categories of Abuse

- **Neglect:** Persistent failure to meet a child's basic needs causing harm.
- **Physical Abuse:** Non-accidental injury or failure to prevent harm.
- **Sexual Abuse:** Exploitation or sexual activity, including homophobic abuse.
- **Emotional Abuse:** Persistent adverse effect on emotional or behavioural development.
- **Extra-Familial Harm:** Harm occurring outside the family environment (e.g., online grooming, exploitation).

Designated Safeguarding Leads (DSLs)

Role	Name	Contact
DSL	Stephen Woods	07973 869477
Deputy DSL	Tanya Card	07525 835655

Local Authority Contacts (North Tyneside)

- **Front Door Service:** 0345 2000 109 (Weekdays 8:30–17:00)
- **Emergency Duty Team:** 0330 333 7475 (Evenings & Weekends)
- **Multi-Agency Safeguarding Hub (MASH):** 0345 2000 109
- **LADO:** 0345 2000 109
- **Police Child Protection Unit:** 101
- **Designated Doctor Safeguarding Children:** 0844 811 8111
- **Immediate Danger:** Call 999

Roles & Responsibilities

Leadership Team

- Implement and monitor safeguarding policies and procedures.
- Ensure multi-agency cooperation and legal compliance.

Staff, Tutors & Volunteers

- Follow safeguarding and child protection procedures.
- Report concerns promptly to DSL/Deputy DSL.
- Maintain safe boundaries in all interactions.

Students & Participants

- Encouraged to report any concerns about safety, abuse, or bullying.

Drama-Specific Safeguarding

- **Psychological Safety:**
 - Students exposed to challenging content must be supported emotionally.
 - Role-play or sensitive exercises must be consented and debriefed.

Online Safety

- Digital systems are secure; incidents must be reported immediately to the DSL.
- Online safety is embedded into the curriculum.
- NSPCC tools and multi-agency guidance support digital safeguarding.

Off-Site & Extra-Familial Risk Management

- Risk assessments are mandatory for all off-site activities (workshops, rehearsals, filming locations, transport).
- Supervision ratios reflect age, ability, and activity risk.
- Staff must report concerns about exploitation or extra-familial harm.
- Emergency procedures and contact information are communicated in advance.

Absconding Procedures

- Staff immediately assess and attempt to locate the child safely.
- Notify DSL and leadership team.
- Contact parents/carers and, if necessary, emergency services.
- Record the incident and review procedures to prevent recurrence.

Training & Safe Recruitment

- All staff and volunteers undergo regular safeguarding training, updated annually or after legislative changes.
- Enhanced DBS checks are required for all adults with unsupervised contact.
- Recruitment and induction emphasise safeguarding responsibilities.

Reporting & Investigation

- Use **RECEIVE, REASSURE, REACT, RECORD, SUPPORT** protocol for disclosures.
- Report concerns immediately to DSL/Deputy DSL.
- Serious allegations against staff are referred to Police/LADO.
- Records are confidential and shared on a need-to-know basis.

Whistleblowing

- Staff can report concerns about:
 - Risks to children
 - Unsafe practices
 - Financial mismanagement
 - Discrimination, harassment, or bullying
 - Cover-ups

Contacts:

- DSL / Deputy DSL / Director
- Protect: 020 3117 2520, protect-advice.org.uk
- Charity Commission: whistleblowing@charitycommission.gov.uk
- North Tyneside LADO: 0345 2000 109

Child Sexual Exploitation (CSE)

- Any suspicion or disclosure of CSE must be reported immediately to DSL.
- Multi-agency guidance (LSCB, NSPCC, One Dance UK) is followed.
- Students' safety and confidentiality are paramount; parents/carers are involved as appropriate.

Safeguarding Adults at Risk

Definition

An adult at risk is anyone aged 18 or over who:

- Has care and support needs, due to physical, sensory, learning, or mental health needs, or disability;
- Is unable to protect themselves from abuse, neglect, or exploitation;
- May be vulnerable to harm due to isolation, dependency, or other factors.

Key Principles

- All adults at risk have the right to safety, dignity, and respect.
- Safeguarding is everyone's responsibility; staff, volunteers, and contractors must remain vigilant.
- Abuse or neglect may be physical, sexual, psychological, financial, discriminatory, or institutional.

Roles & Responsibilities

- **Staff & Tutors:**
 - Recognise signs of harm or abuse.
 - Report concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy.
 - Maintain appropriate boundaries and supervision during workshops, rehearsals, and filming.
- **Leadership Team:**
 - Ensure staff and volunteers receive training on adult safeguarding.
 - Oversee investigations and multi-agency liaison when concerns arise.

Reporting Channels

- **Internal:**
 - Report to DSL (Stephen Woods: 07973 869477) or Deputy DSL (Tanya Card: 07525 835655).
- **External:**
 - **Adult Social Care – North Tyneside:** 0345 2000 101

- **Emergency (immediate danger):** 999
- **Police – non-emergency:** 101
- Concerns can also be reported via whistleblowing channels:
 - Protect: 020 3117 2520, protect-advice.org.uk
 - Charity Commission: whistleblowing@charitycommission.gov.uk

Training Expectations

- All staff, tutors, and volunteers must complete adult safeguarding awareness training during induction.
- Annual refresher training is required to keep up to date with legislation, guidance, and best practice.
- Training covers:
 - Recognising abuse and neglect
 - Reporting procedures
 - Boundaries and safe practice in creative settings
 - Multi-agency cooperation

Multi-Agency Contacts

- **North Tyneside Safeguarding Adults Board (NTSAB)** – Local guidance, procedures, and escalation: <https://my.northtyneside.gov.uk/>
- **Adult Social Care – North Tyneside:** 0345 2000 101
- **Emergency Duty Team (out of hours):** 0330 333 7475
- **Police Adult Safeguarding Unit:** 101

Review

- Reviewed annually or sooner if legislation, guidance, or operational requirements change.
- Externally Audited: January 2026
- Next review: January 2027