

Safeguarding Children Policy

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INTRODUCTION

All organisations working with children¹ must ensure that:

- The welfare of the child is paramount (this is the first duty set out in the Children Act 1989 (Child Protection)).
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, sexual identity and/or other characteristics have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) must be appropriately police-checked, trained, and supervised to work with children.

SAFEGUARDING CHILDREN POLICY AIMS

The aim of Highly Sprung's Safeguarding Children Policy is to promote good practice:

- Providing children with appropriate safety and protection whenever they are in contact with Highly Sprung.
- Allowing all staff/volunteers to make informed and confident responses to specific child protection issues.
- Although this policy deals specifically with children, its principles apply equally to young people over the age of 18 who may be defined as adults at risk.

SAFEGUARDING CHILDREN POLICY STATEMENT

Highly Sprung is strongly committed to promoting the welfare of children. The charity's activities help meet the five key outcomes for children that are set as the framework for all children's services in the Children Act 2004:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The charity's activities are also in accordance with best practice in safeguarding. This policy document focuses on the outcome 'staying safe' with regards to working with children.

Highly Sprung has a duty of care to all the children who take part in its activities. It will do all in its power to protect children from harm. As some of the children it reaches are disabled or vulnerable in other ways, the charity has to be exemplary in its practice and especially vigilant for abuse. To ensure the protection and safety of all children involved with Highly Sprung, all staff (salaried and freelance), contractors and volunteers of Highly Sprung are required to adhere to this Safeguarding Children Policy. Highly Sprung will take any failure to follow this Policy very seriously and, in the case of Highly Sprung's staff, any breaches of it could result in disciplinary sanctions up to and including dismissal. However, this policy is not contractual and Highly Sprung may at its discretion vary or replace it.

- ¹ For this policy, children are defined as any person up to the age of 18. Although, its principles apply equally to young people over the age of 18 who may be defined as adults at risk.

WHAT IS CHILD PROTECTION?

A child is defined as a person under the age of 18 (The Children Act 1989). Every child has at all times and in all situations the right to feel safe and protected from any situation or practice that might lead to physical or psychological harm. This includes abuse from other children, usually known as bullying.

PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Although most child abuse takes place within families, it can also occur in other settings like schools, hospitals, care homes and creative arts projects. Some individuals will actively seek employment or voluntary work with children in order to harm them. An artist, project manager, teacher, youth worker or volunteer will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

GOOD PRACTICE GUIDELINES

All personnel should be required to demonstrate exemplary behaviour in order to protect the children in their care, and this will also help staff protect themselves from false allegations. The following are common sense examples of how to maintain a positive culture and climate. Good practice means:

- Ensuring that there is a teacher/carer/parent supervising the participants who are attending the creative arts session at all times.
- Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children with respect and dignity, regardless of disability, ethnicity, gender, age, religion or belief, health, sexual identity or other characteristics.
- Always putting the welfare of each person first.
- Maintaining a safe and appropriate distance (e.g., it is not appropriate for staff or volunteers to have an intimate relationship with a child).
- Making relationships with children that are based on trust, honesty, and clear boundaries, aiming for a balance that empowers children to be consulted and included in decision-making, at the same time as making clear which decisions have to be made by adults, e.g., for health and safety.
- Making creative arts fun and enjoyable.
- Approaching participants from the front or side of their body when assisting them, instead of from behind.
- Physical contact, such as performative lifting, should only be used:
 - To ensure safety.
 - To instruct individuals on the method of carrying out movement
 - With verbal permission of child
 - In the presence of another adult/ teacher
- Involving teachers/parents/chaperones/carers wherever possible e.g., encouraging them to take responsibility for their children/ in changing rooms/backstage at performances. If groups have to be supervised in changing rooms, always ensure parents, teachers or project managers work in pairs.
- Giving enthusiastic and constructive feedback rather than negative criticism. (Research has shown that children thrive in families and other social environments which have “high emotional warmth where children are rarely criticised”, and that children are more likely to be abused in environments which have “low emotional warmth, where they are frequently criticised”.)
- Recognising the developmental needs and capacity of children– avoiding pushing them against their will.
- Looking out for whether children are being bullied by other children in the group.
- Being excellent role models – this includes not smoking, using abusive or offensive language, or drinking alcohol in their company.

PRACTICES TO BE AVOIDED

The following should be avoided except in emergencies:

- Spending any time alone with children away from others.
- Transporting a child by car alone.
- Administering first aid or other medical treatment.

If cases arise where these situations are unavoidable, they should be with the full knowledge and consent of Highly Sprung's Executive Director or Safeguarding Officer and with the written permission of the child's teacher/parents/guardian.

You should undertake these actions only if there is an emergency (e.g., a child sustains an injury or needs to go to hospital) and if the child's usual carer is not present or able to help. In these cases, you or a colleague should ensure that the child's parent or carer and Highly Sprung's Chief Executive or Safeguarding Officer are informed beforehand or, if not possible, as soon as possible.

PRACTICES NEVER TO BE SANCTIONED

The following should never be sanctioned. You should never:

- Engage in rough, physical, or sexually provocative activities, including rough/physical play.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Shout at a child, unless absolutely necessary to be heard (e.g., in a group in a large space or outdoors) or to prevent injury to the child (e.g., if a child is about to step into road traffic).
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.
- Follow or befriend a student on Social Media. Please see Social Networking, Social Media, Communications and Marketing Statement for Safeguarding Children. Appendix iv

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These situations are rare for Highly Sprung employees/artists as they should usually be the responsibility of the adult who is supervising the child(ren). These tasks should only be carried out with the full understanding and consent of parents/carers and the person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

For further information regarding Child Abuse see Appendix I and II.

TAKING ACTION ABOUT CONCERNS

In any situation where you are concerned about the welfare of a child, a general rule of thumb is:

- Don't over-react
- Don't under-react

Take the following steps:

(i) observe (ii) report (iii) record (iv) respond

(i) Observe

Observe to be as clear as you can about the cause of your concern. Consider the common signs of abuse set out in Appendix II. What is it about the child's behaviour, appearance, health, emotions, or social interaction that worries you? Or what is it about an adult's behaviour towards a child that you feel may be harmful or abusive? It is not up to you to decide whether abuse has taken place (this is for doctors, social workers, the police and ultimately the Courts to assess) and you should not spend a long-time gathering observations before you report your concerns: you just need to be as clear and specific as you can about what you have seen or heard. The more precise and concrete you can be in giving examples or evidence, the easier it will be for child protection professionals to respond appropriately.

If a child tells you directly that s/he is being abused or bullied:

- Listen carefully. If possible, write down the child's exact words so that you can report them accurately.
- Do not try to probe or lead.
- Assure the child that you have taken seriously what they have said and that you or another appropriate person will respond to them soon.

Child Protection: Do NOT promise the child that you will keep the information secret: you have to tell the appropriate authorities. If you give the child false reassurances of secrecy, the child may lose trust in adults and withdraw allegations that need investigation.

See more about listening to children in Appendix III.

(ii) Report

Child Protection: Report your concerns as quickly and clearly as possible. Child protection is one of the very few grounds on which you can break normal rules of confidentiality – that is, you can and should report concerns about a child without their parents' permission, and/or report information about a colleague or member of staff without their permission. The welfare of the child is paramount: it overrides the rights of others to keep information private. Clearly, though, concerns about child abuse are highly sensitive information, which should be reported on a need-to-know basis, only to the appropriate authorities. It is suggested that whenever possible you consult Highly Sprung's Guarding Officer /Executive Director or Trustee with any issues.

For Highly Sprung's front-line staff and volunteers, this will usually mean speaking to:

- Highly Sprung's Safeguarding Officer /Executive Director. Do this as soon as you can by telephone or in person. The Safeguarding Officer /Executive Director should always be your first points of contact if (a) your concern is about a volunteer or member of staff or (b) you are unsure about whether or not your concern is worth reporting: If in doubt – is this concern serious or not? - always consult Highly Sprung's Safeguarding Officer /Executive Director.
- The host organisation – the school, College or other organisation where the arts activity is being held and which has responsibility for the child on a day-to-day basis. In general, you should speak to colleagues at Highly Sprung before speaking to the host organisation. Highly Sprung's Safe Guarding Officer /Executive Director may then decide to inform the host organisation on your behalf. However, where you feel that a child is at immediate risk, it may be appropriate to inform the host organisation first, so that they can take immediate action (e.g. if you think a child is being physically abused by a parent/carer and should not be allowed home from school).

In general, Highly Sprung's front-line staff and volunteers are not expected to report concerns directly to child protection services - the local authority's Children's Services Department (formerly Social Services) and/or the police. Highly Sprung's Safe Guarding Officer /Executive Director and/or the host organisation will make the initial contact with these child protection professionals. A social worker or police officer will assess the information received and decide whether or not to investigate further. If necessary, they may then contact you to ask you directly about your concerns.

In general, Highly Sprung's front-line staff should NOT report concerns to parents or carers. Highly Sprung's Safe Guarding Officer /Executive Director, the host organisation and/or child protection professionals will decide when and who should speak to the family. Bear in mind that a parent or carer may themselves be the perpetrator of the abuse.

Child protection services can always be contacted through the switchboard of the local council. If you can see that a child or vulnerable adult is in immediate danger, dial 999 and ask for the police.

Police have the power to remove a child to a place of safety if necessary.

If you are worried about sharing your concerns about abuse (e.g. because you believe that someone senior in Highly Sprung or in the host organisation may be implicated), contact Claire Singleton, the Board-appointed Trustee responsible for issues concerning Safeguarding Children. As a final resort, speak directly to child protection services or the police, or ring the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111.

(iii) Record

Record your concerns in writing as soon as you can. If time allows, write notes about your observations before you report them. This will help you to be as precise as possible in making your report. If your concern is based on what a child or someone else has said, write it down immediately so that you can report the exact words, and keep these notes, as (in rare serious cases) they may be needed later as evidence.

Once you have reported your concerns to Highly Sprung's Safe Guarding Officer /Executive Director, you need to write them down in the format set out in Appendix V. Send the completed form to the Highly Sprung office within 24 hours or ask for help from Highly Sprung's Safeguarding Children Officer in how to complete it. Repeat all the information you have already given by phone. Be as factual and precise as you can. If you wish to comment or draw conclusions, distinguish these clearly from the factual information (e.g. by writing "In my opinion,").

- As far as possible, make sure that the record includes: -The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether you are reporting your own concerns or someone else's.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents/carers been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Contact details of anyone else you have informed (e.g. social worker or police officer).

(iv) Respond

In general, the responsibility of Highly Sprung's front-line staff and volunteers ends with reporting and recording. It is the job of the host organisation or child protection professionals to take action to protect the child and the job of

Highly Sprung's Safe Guarding Officer /Executive Director to address any concerns about Highly Sprung staff or volunteers.

If the concerns you have reported turn out to be very serious, you may be required to attend a Strategy Meeting (at which social workers and police will plan how to carry out their investigation – especially where sexual abuse is suspected and it is crucial to make a planned approach to the potential abuser and victim) or a Case Conference (at which the family and professionals assess the available information and make a plan to protect the child). In very rare cases, you may be required to give evidence in court. In any of these circumstances, you will be accompanied and supported by one of Highly Sprung's Safe Guarding Officer /Executive Director.

Most concerns about children's welfare never reach such formal proceedings. Many concerns lead to no further action or to informal support to families by relatives, schools or health professionals. Highly Sprung's role is to report the concerns, not to determine the outcome (except when the investigation is about a Highly Sprung member of staff).

Where sexual abuse, emotional abuse or neglect are likely, child protection services or the police will usually undertake careful planning before intervening in a family or other setting. It is usually only physical abuse that requires immediate or emergency action. If a child is being physically abused, the next abuse may cause more serious injury or even death. So, it is if you observe signs of physical abuse that you need to act most swiftly. E.g. if you find that a worker is physically abusing children, you may need to remove the children from this work immediately. Or, if a child says that they are being physically abused in their family, you may need to tell the school/community partner not to allow the child to return home that evening.

If you can see that a child is in immediate danger, dial 999 and ask for the police. Police have the power to remove a child to a place of safety if necessary.

INCIDENTS WHEN YOU COULD BE ACCUSED

If any of the following occur, you should report this immediately to another colleague and record the incident. You should also ensure the supervising adult/parents of the child/adult are informed:

- If you accidentally hurt a child.
- If s/he seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done as abusive.

RESPONDING TO ALLEGATIONS OR SUSPICIONS ABOUT HIGHLY SPRUNG STAFF AND VOLUNTEERS

It is not the responsibility of anyone working at Highly Sprung in a paid or unpaid capacity to decide whether or not child abuse has taken place. There is a responsibility, however, to act on any concerns through contact with the appropriate authorities.

Highly Sprung will assure all staff/volunteers that it will fully support and protect anyone who reports a genuine concern that a colleague or artist is, or may be, abusing a child.

Where there is a complaint against a member of staff/artist there may be three types of investigation:

- A Criminal investigation
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

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ACTION IF THERE ARE CONCERNS

1. Concerns about poor practice:

- If, following investigation, the allegation is clearly about poor practice, Highly Sprung's Safeguarding Officer will deal with it as a training need or a misconduct issue.
- If the allegation is about poor practice by Highly Sprung's Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to Highly Sprung's Executive Director who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Highly Sprung's Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Highly Sprung's Safeguarding Officer will refer the allegation to the social services department who may involve the police or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- Highly Sprung's Safe Guarding Officer should also notify Highly Sprung's Executive Director who will deal with any media enquiries.
- If Highly Sprung's Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Executive Director or, in her absence, the Board- appointed Trustee for Safeguarding Children, Claire Singleton, who will refer the allegation to Social Services.

CONFIDENTIALITY IN INVESTIGATIONS ABOUT HIGHLY SPRUNG STAFF AND VOLUNTEERS

Highly Sprung will make every effort to ensure that confidentiality is maintained for all concerned.

As soon as an allegation is made, Highly Sprung's Safeguarding Officer will inform the host organisation (e.g. school) and co-operate with them in informing the Children's Services Department and/or the police. It is likely that these child protection agencies will decide when and how to inform the child, parents and carers, potential perpetrator and any other relevant people (e.g. doctor). Highly Sprung will provide any information required to ensure the protection of the child and will co-operate fully with any police or social work investigation of the perpetrator.

Within Highly Sprung, the Safeguarding Officer will keep the Executive Director informed of all developments, who will keep the Board-appointed Trustee informed.

Information about the incident will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

INTERNAL ENQUIRIES AND SUSPENSION

- Highly Sprung's Executive Director will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and local authority inquiries.
- Irrespective of the findings of the local authority or police inquiries, Highly Sprung's Disciplinary Committee 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, particularly where there is insufficient

evidence to uphold any action by the police. In such cases, Highly Sprung's Disciplinary Committee must reach a decision based upon the available information to decide whether the allegation is true. The welfare of the child will remain of paramount importance throughout.

SUPPORT TO DEAL WITH THE AFTERMATH OF ABUSE

- Consideration will be given to the kind of support that children, parents, carers and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling and Psychotherapy, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB Tel: 01455 883300, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Highly Sprung will follow the procedures as detailed above and report the matter to the Children's Services Department or the police. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse of a child is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1989 and the Police Act of 1997.

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT

There is evidence that some people have used leisure activities as an opportunity to take inappropriate photographs or film footage of children, disabled people, and adults in vulnerable positions. All staff should be vigilant, and any concerns should be reported to Highly Sprung's Safeguarding Officer.

Videoing as part of a creative arts activity: there is no intention to prevent artists and project managers using video equipment as part of a creative arts activity. Children and their supervising adult/parents/carers should, however, be made aware that this is part of the artistic programme and parental /carer consent should be secured in writing.

See Appendix IV for further guidelines and Appendix VI for a photo release form.

Mobile phone and camera technology has evolved and will continue to evolve to allow photos and recordings to be taken and communicated faster, wider and with greater ease. This is both an opportunity and a risk particularly for the children and young people with whom Highly Sprung works on a day-to-day basis. All staff should adhere to the mobile phone and camera policy and any issues should be reported to Highly Sprung's Safeguarding Officer.

See Appendix VII for Mobile Phone / Camera Policy

RECRUITMENT OF STAFF

Highly Sprung recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. Pre-selection checks include the following:

Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service (DBS).

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Two confidential references, including one regarding previous work with children.
Evidence of identity (passport or photo driving licence).

INTERVIEW AND INDUCTION

All employees will be required to undergo an interview and will receive formal or informal induction, during which:

- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures should be explained, and training needs identified.

TRAINING

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff to:

- Analyse their own practice against established good practice and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

Highly Sprung requires:

- Relevant personnel to receive advisory information outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a child.
- Relevant personnel to undertake first aid training (where necessary).
- Relevant personnel to attend update training when necessary.

VOLUNTEERS

Highly Sprung requires that all volunteers are supervised by a member of Highly Sprung's team at all times, themselves and are never placed in a position where they are carrying out unsupervised activities with young people under 18.

Where a volunteer is involved in regular or intensive contact* with young people under 18, in line with legal requirements Highly Sprung will request the volunteer to obtain an enhanced DBS check.

* 'Regular' is defined as once a week or more frequently; 'intensive' is on four or more days in a month. These terms were defined in amendments to The Safeguarding Vulnerable Groups (SVG) Act 2006 by The Protection of Freedoms Act 2012.

Highly Sprung Performance Co. Contacts

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APPENDIX I

DEFINING CHILD ABUSE

Child abuse 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 a child regardless of their age, gender, race or ability.

There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, or they may be someone the child encounters in residential care or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming that child.

- **Physical abuse:** where children are physically hurt or injured, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after, as in Munchausen's syndrome by proxy.
- **Sexual abuse:** when adults (male or female) use children to meet their own sexual needs. This could include: full sexual intercourse; masturbation; oral sex; anal intercourse; fondling. Showing children pornography (books, videos, pictures) or talking to them in a sexually explicit manner are also forms of sexual abuse.
- **Emotional abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.
- **Neglect** is when adults fail to meet a child'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 a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give children love, affection and attention can also be a form of neglect.

ABUSE OF DISABLED CHILDREN AND YOUNG PEOPLE

Some disabled children and young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

- Have limited life experiences and so have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.
- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.
- May not be able to report abuse either because there is no-one, they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able physically to remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
 - Have low self-esteem and a poor self-image.

In addition to the four main types of abuse shown above, children in residential homes or other institutions might experience:

Institutional abuse - when staff in a home or other institution sacrifice the needs, wishes and lifestyle of a child in favour of the institution's regime. For example, by showing lack of respect for a child's dignity or privacy or denying them opportunity to make day-to-day choices or decisions about their life.

Financial abuse - deliberate misuse and exploitation of a child's money or possessions. E.g., if the child is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

BULLYING

Bullying, racism and other types of discrimination are forms of child abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Creative arts organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

WHAT IS BULLYING?

Bullying can be psychological, verbal, or physical in nature. It involves an imbalance of power in which the powerful attack the powerless and occurs over time rather than being a single act. Examples of bullying behaviour by children include:

- Being called names, insulted or verbally abused.
- Being deliberately embarrassed and humiliated by other children.
- Being made to feel different or like an outsider.
- Being lied about.
- Being physically assaulted or threatened with violence.
- Being ignored.

In the NSPCC study, Child Maltreatment in the UK, boys were most likely to experience physical bullying or threats, or have property stolen or damaged. Girls were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience but one in ten young people reported this. Their most common experiences of adult bullying were:

- Being deliberately embarrassed or humiliated.
- Being unfairly treated or verbally abused.
- Being ignored or not spoken to.

APPENDIX II

COMMON SIGNS OF CHILD ABUSE

Every child is unique, so behavioural signs of abuse will vary from person to person. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears distrustful of a particular adult, or a parent or a teacher with whom you would expect there to be a close relationship.
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- He or she has an injury which is not explained satisfactorily or properly treated such as ulcers, bed sores or being left in wet clothing.
- Deterioration in his or her physical appearance or a rapid weight gain or loss.
- Drowsiness due to too much medication or lack of medication causing recurring crises/hospital admissions.
- Disclosure or partial disclosure (use of phrases such as 'It's a secret').
- Pains, itching, bruising, or bleeding in or near the genital area.
- A change in the child's general behaviour. E.g. they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- Poor physical condition e.g., unkempt, unwashed, inappropriately dressed, poor personal hygiene.
- He or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- He or she shows inappropriate sexual awareness or behaviour for their age.
- Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed. It is therefore important to observe these children for signs other than 'telling'.

Remember that the above signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors. Even visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example, some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment. Some ageing processes can cause changes that are hard to distinguish from some aspects of physical assault (for example, skin bruising can easily occur due to blood vessels becoming fragile). However, if you are concerned about a child you have a responsibility to observe, report and record those concerns.

A child or young person may also try to tell you directly about abuse. It is very important to listen carefully and respond sensitively.

TAKING ACTION

Highly Sprung has clear guidelines about how child and vulnerable adult protection concerns should be dealt with. You should make yourself aware of these guidelines and follow them. Failing to respond to concerns or responding in contravention to Highly Sprung's guidelines could have serious implications for the future handling of a case.

APPENDIX III

LISTENING TO CHILDREN

Artists are in a position of trust and influence with children and young people. You are ideally placed to recognise if a child is being abused, whether during creative arts activities, at home, or in the community.

But remember it is not your responsibility to decide if a child is being abused. Your role is to observe, report and record any concerns you may have.

If a child tries to talk to you about something that is worrying them, it is important to listen carefully and respond sensitively:

- If the child tells you about abuse, they are experiencing, listen carefully to what they tell you.
- Don't ask direct questions. Avoid 'Who?', 'What?', 'When?', 'Where?'.
- Encourage them to talk - 'Do you want to tell me about this?' - but do not pressurise them.
- Keep calm and even if you find what they are saying difficult or painful, keep listening.
- Be honest with them about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need.
- When they have finished make a detailed note of what they have said, using an incident record form if possible.
- As soon as possible, pass the information to Highly Sprung's Safe Guarding Officer.
- Do not contact or confront the alleged abuser.
- Find someone you trust to talk to about the situation or to support you but remember not to name or identify those involved in the allegations. You can call the NSPCC Child Protection Helpline on 0800 800 5000.
- If you have serious concerns about the immediate safety of the child contact the Police or Children's Services Department. Record the name of the person you spoke to and tell Highly Sprung's Safe Guarding Officer what you have done.

APPENDIX IV

USE OF IMAGES OF CHILDREN

KEY CONCERNS

The key concerns regarding the use of images of children relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.

RECORDING IMAGES OF CHILDREN/VULNERABLE ADULTS

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

GUIDELINES FOR RECORDING IMAGES

- All children featured in recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e.: a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible images of children should be recorded in small groups (the group may comprise any combination of adults and children).
- You should ensure that images of those under a court order are not recorded or published.
- Any instances of use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- There is no intention to prevent artists and project managers using video equipment or photographs as part of a creative arts activity. However, performers and their parents/carers should be made aware that this is part of the artistic programme and parental consent should be secured in writing.

GUIDELINES FOR PUBLISHING IMAGES

- If the child is named, avoid using the photograph.
- If a photograph is used, avoid naming the child or use their first name only. Personal details of children such as an email address, home address or telephone number should never be revealed on digital media or in print.
- Make children aware that pictures will be taken and how they will be used through a short discussion.
- Ask for parental/carer permission to use an image of a child. This ensures that parents/carers are aware of the way the image of their child is representing Highly Sprung. A Child Permission Form is the best way of achieving this and can be done at the beginning of the project/event.
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure. Apply an increased level of consideration for the images of young people used in digital media.
- Try to take photographs that represent the broad range of children participating in the creative arts activity. This might include:
 - Male and female participants
 - Different ethnic communities
 - A range of clothing
 - Girls with covered hair e.g.: hat or scarf
 - Disabled people
 - Glasses

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT EVENTS

There is evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young, disabled and vulnerable people. While this might be rare, you still have a duty of care to ensure that this risk is as small as possible. By taking some simple steps you will be reducing that risk.

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure that they are clear about Highly Sprung's expectations of them in relation to child and vulnerable adult protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Inform participants and parents/carers that a photographer will be in attendance at an event and ensure that they consent in writing both to the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one-to-one photography sessions at events.
- Do not approve/allow photography sessions outside the event or at a child's home.
Parents/carer and other attendees might also wish to take photographs or record their children participating at the activity/event:
- If parents/carers or other attendees are intending to photograph or video at an event they should also be made aware of Highly Sprung's expectations.
- Parents/carers should be required to register/book for an event if they wish to use photographic equipment. In addition:
- Parents/carers should be informed that if they have concerns about inappropriate or intrusive photography these should be reported to Highly Sprung's Safe Guarding Officer/ Executive Director and recorded in the same manner as any other child protection concern.
- Project managers should approach and challenge any person taking photographs who has not registered. The Safe Guarding officer/ Executive Director might need to refer to the local police force if this person continues to record images.

APPENDIX V

SAFEGUARDING CHILDREN - REPORT OF CONCERN

Your name:	Your position:
Name of Highly Sprung project at which concern was observed:	
Brief description of the project and venue:	
Child's name:	Child's/ Adult's date of birth (if known):
Child's address (if known, or contact details of host organisation for the project – e.g. school or hospital):	
Parents'/carers' names and address (if known):	
Date and time when concerns were raised, or incident occurred:	
Your observations:	
Exactly what the child/vulnerable adult said and what you said: (Remember: do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far (include time and date first reported to Highly Sprung):	

<p>External agencies contacted (date & time):</p> <p>Police: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes Name and details of contact and advice received:</p>	<p>Local authority Children's Services Department Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes Name and details of contact and advice received:</p>
<p>Other (e.g. NSPCC) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes Name and details of contact and advice received:</p>	<p>Other: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes Name and details of contact and advice received:</p>
<p>Signature:</p>	
<p>Print name:</p>	
<p>Date</p>	

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

This form should be discussed with Highly Sprung's Safeguarding Officer, Executive Director or Board Appointed Trustee before being sent to any other party.

Highly Sprung Photograph & Film Consent

Highly Sprung recognise:

- Sharing photos & films of our activities can help us celebrate the successes and achievements of our children & young people, provide a record of our activities, and raise awareness of our organisation.
- The welfare of the children and young people taking part in our activities is paramount.
- Young people, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Consent to take images of young people is only meaningful when young people, their parents/carers understand how the images will be used & stored, & are fully aware of the potential risks associated with the use & distribution of these images.
- There are potential risks associated with sharing images of young people online.

Photograph & Film Policy:

- We will take all steps to ensure images of young people are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Mark Worth (safeguarding@highlysprungperformance.co.uk) immediately.
- We will not take or share photographs, film or other images of children & young people without the consent of the young people involved & their parents/carers
- If you wish to withdraw consent, please contact Mark Worth. Please be aware, it may not be possible to remove images that have already been published or distributed.
- Highly Sprung Performance will take photographs and film for its own use. These may be used in: our printed publications, the media, on video, on our website and social media sites.
- We will not include details or names (which means first name and surname) of any young person or adult in an image on video, on our website, or in printed publications.
- We will never include personal e-mail or postal addresses, or telephone numbers on film or on our website or in printed publications.
- If we use images of individual students, we will not use the name of that young person in the accompanying text or photo caption.
- We may use group or class images with very general labels, such as “a drama workshop” or “performance rehearsal”.
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately

Highly Sprung Performance is a CIO registered in England & Wales. Registered charity number: 1178239
Registered Office: Daimler Powerhouse, Sandy Lane Business Park Coventry CV1 4DQ
M: 07810263355 E: team@highlysprungperformance.co.uk www.highlysprungperformance.co.uk

Highly Sprung Performance, Unit 4, Sandy Lane Business Park Coventry CV1 4DQ

Highly Sprung Performance is a registered charity number 1178239

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Photo Release Form.

Consent:

The Data Protection Act gives young people rights over their own data and therefore it up to the participant to decide if they consent to be photographed. We ask the participant to complete the photograph/film consent, although the parent/carer can express a preference if they wish. We will always act in the young people's best interests, and take parental preference into account, as far as we legally can.

Photograph & Film Consent

Student Name _____

School _____

I consent to my image being used, in line with Highly Sprung's Photograph & Film Policy

I do NOT consent to my image being used [you may be given a wristband to ensure you are not photographed/filmed]

Signature of Young Person _____

Parental Preference

I am happy with my child's decision regarding their consent for

photographs/video to be taken and used in accordance with Highly Sprung's Photograph & Film Policy

I would prefer that photographs/video of my child are NOT taken and used, in accordance with Highly Sprung's Photograph & Film Policy

Name of Parent/Carer _____

Signature _____

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APPENDIX VII

Mobile phone/Camera policy

1. Introduction

- 1.1. Mobile phone and camera technology has evolved and will continue to evolve to allow photos and recordings to be taken and communicated faster, wider and with greater ease. This is both an opportunity and a risk particularly for the children and young people with whom Highly Sprung works on a day-to-day basis.
- 1.2. At Highly Sprung we aim to work in a climate of openness and mutual respect for individuals and their privacy. The use of mobile phones and cameras by anyone involved in our organisation (including staff, associate artists, volunteers, children, and young people) must be in line with these principles as outlined in this policy.

2. General Principles

- 2.1. Photos must only be taken, and recordings made with the consent of the individuals being photographed or recorded.
- 2.2. Staff members, associate staff and volunteers must not take photos or make recordings of the children and young people we work with on their private mobile phone or camera.
- 2.3. In the case of photographs or recordings being made on Highly Sprung equipment or as commissioned by Highly Sprung, of children below the age of [12] consent must be obtained from a parent, carer, or guardian [as well as from the child]. For young people aged between 12 and 17, consent from a parent, carer or guardian will be required if the photo or recording is made with a view to publication or if the young person is not able to give informed consent. For young people aged 18 or over, consent from the young person must be obtained.
- 2.4. Photos taken and recordings made by or on behalf of Highly Sprung will only be used for legitimate and lawful purposes as identified in our Data Protection Policy.

3. Working in schools

- 3.1. When working in schools, Highly Sprung staff or associate artists must not photograph or record students.
- 3.2. Should there be a need to take photographs or to make recordings for educational or training purposes, members of staff at the school should be asked to take such photographs or to make such recordings and to secure all necessary permissions for staff or associate artists of Highly Sprung to view and use such photographs or recordings in line with the school's Data Protection Policy.

3.3. Staff or associate artists working in schools need to familiarise themselves with any mobile phone or camera policy in the school and endeavour to adhere to it throughout the time spent in the school.

4. Sprung Youth workshops and performances

- 4.1. Photos or recordings may be taken during workshops on Highly Sprung mobile phones or cameras for use as reference or for publication on the sprung Space Facebook page or other dedicated social media platform where access can be controlled.
- 4.2. Photos or recordings will only be published where Highly Sprung holds the relevant consent on file.
- 4.3. Recordings or photographs made for use as reference will be deleted when no longer required for the purpose for which they were made.
- 4.4. Children and young people taking part in Sprung Youth workshops will be encouraged to leave any personal mobile phone or camera with their personal effects during sessions and to limit any use before, during breaks and at the end of a session to essential communications.
- 4.5. During performances, children and young people participating in the performance will be asked to hand any mobile phone or camera to the chaperone who is looking after them for the duration of the performance.
- 4.6. The use of mobile phones in dressing rooms will be prohibited.

5. Rehearsals with a professional cast

- 5.1. Any filming or photographing during rehearsals must be done with the consent of all those involved.
- 5.2. Save for any photographing or recording commissioned by Highly Sprung, artists and others present will be asked not to share any photographs or recordings.
- 5.3. Any photography or recording of work during rehearsal that is shared with the permission of Highly Sprung should only be shared acknowledging Highly Sprung with the relevant tags and hashtags.

Policy approved by the board on: 11 December 2022

Reviewed: October 2023

Next review due on: October 2024