

# Safeguarding Children at Risk Policy

**THE GRAND**  
THEATRE | BLACKPOOL

## Document Information

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## 1. Policy

The Blackpool Grand Theatre welcomes everyone. We want everyone to be safe, and able to be their best self.

- 1.1. The Blackpool Grand Theatre acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse, neglect or exploitation through safeguarding the welfare of all children and young people. Blackpool Grand Theatre has a duty of care to safeguard all children and young people involved in activities hosted or run by the theatre. The Safeguarding Children and Child Protection guidelines adopted by the Blackpool Grand Theatre provide clear direction to staff and volunteers about codes of behaviour, the development of good practice and sound procedures. This ensures that child safeguarding concerns will be handled sensitively, professionally and focussed on the needs of the individual.
- 1.2. All staff who work with children and young people must read the Safeguarding Children at Risk Policy and implement its procedures. This protects the rights of all involved. It applies to any staff who work with young people on work experience, tours, group visits, performances or workshops.
- 1.3. Any issues or concerns relating to the safeguarding of children should be reported to the Designated Safeguarding Officer (DSO).

## 2. Aims

- 2.1. The purpose of the Blackpool Grand Theatre Safeguarding Children at Risk Policy is to promote good practice by:
  - Creating a positive atmosphere for children and young people to work within whilst attending Blackpool Grand Theatre.
  - Providing children and young people with appropriate safety and protection whilst in the care of Blackpool Grand Theatre.
  - Allowing all Blackpool Grand Theatre staff and volunteers to make informed and confident responses to specific child protection issues.
- 2.2 The Blackpool Grand Theatre has a duty to act to ensure that policies and procedures promote safe working practices and a clear understanding of what to do if abuse is suspected or disclosed. In addition, there is a responsibility to ensure all staff or volunteers who work with **children and young people are not placed in a situation where abuse might be alleged.**

## 3. Terminology

**A child** - is defined as a person under the age of 18 (The Children Act 1989).

**To disclose** - in the context of Child Protection, the term means to reveal or divulge information about having suffered from abuse or neglect.

**A young person** - is in the upper age ranges of the official definition of a child. The term has no legal status but acknowledges that people aged 16 or 17 may not think of themselves as 'children'.

#### 4. Good Practice Guidelines

**All staff are encouraged to demonstrate exemplary behaviour in order to promote children and young people's welfare and reduce the likelihood of allegations being made.**

Good practice in planning a project for work involving children and young people means:

- Create a project risk assessment and facilitate dynamic risk assessment throughout the project.
- Identify the people with designated safeguarding responsibility.
- Appropriate vetting of staff and volunteers.
- Have access to local authority social services contact.
- Systems in place to create and manage good relationships with parents and other stakeholders.
- Awareness of how the content of the work may impact on children and young people.

Good practice in a physical environment where there is contact with children and young people:

- Ensure that an adult from the school/college, youth organisation or care setting is present to meet their responsibility for ensuring the safety of those in their care.
- Monitor risk throughout the project.

Good practice in physical contact means:

- Maintaining a safe and appropriate distance from participants.
- Only touching participants when it is absolutely necessary in relation to the particular activity.
- Seeking agreement of participants prior to any physical contact.
- Making sure disabled participants are informed of and comfortable with any necessary physical contact.

Good practice in interpersonal dealings means:

- Treating all children and young people equally and with respect and dignity.
- Always putting the welfare of each participant first before achieving goals.
- Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process.
- Giving enthusiastic and constructive feedback.
- Making the arts fun, enjoyable and promoting equality.
- Being an excellent role model for dealings with other people.
- Recognising that children or young people with disabilities may be more vulnerable to abuse than other children or young people.
- No inappropriate or sexual relationships between artists/facilitators and young people.

Good practice in managing sensitive information means:

- A policy and procedures for taking, using and storing photographs of children and young people.
- Careful monitoring and use of web-based materials and activities.
- Agreed procedures for reporting any suspicions or allegations of abuse.
- Ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process. (Data Protection Act 1998/2018 GDPR)

Good practice in professional development means:

- Keeping up to date with health and safety in artistic practice.
- Being informed about legislation and policies for protection of children and young people.
- Undertaking relevant development and training.

## 5. DBS (Disclosure and Barring Service) and Staff Training

- All relevant Blackpool Grand Theatre staff have Enhanced DBS certificates.
- Freelance and Associate artists are required to have a current DBS certificate before undertaking work with the Blackpool Grand Theatre.
- All other internal theatre staff are required to have completed mandatory safeguarding training in their induction period and to renew this every 12 months.

## 6. Risk Assessment and Risk Management

Risk assessment should be a part of planning any project and take into account all aspects of the project, relating to protection of children and young people. Risk management should be an on-going part of every project.

The principle of risk assessment is to consider:

- 6.1. Practical details of a project.
- 6.2. Things that can go wrong in the project.
- 6.3. Likelihood of these things going wrong.
- 6.4. Impact of these things going wrong.

Once this is done:

- 6.5. Identify measures to reduce the risk.
- 6.6. Decide what to do if things do go wrong.
- 6.7. Allocate roles to monitor and manage safeguarding.

Make sure you set aside enough time to undertake risk assessment and risk management. To ensure that all risks are considered, involve as wide a range of project stakeholders as possible in risk assessment.

Risk assessment and risk management should be done for every project. Once completed, this can be adapted for future projects.

### Risk Management Plan

Project name:

Project leader:

Date produced:

Participants:

Step 1: Prioritise risks,

Identify risks and place them on the grid according to the levels of probability and impact of each risk.

Step 2: Define actions to be taken.

List each risk and identify actions to reduce probability and/or impact.

	Risks	Probability H/L	Impact M/S	Actions to reduce probability and/or impact	Due date	Owner
1						
2						
3						
4						

## 7. Responding to Possible Abuse and to Disclosure

It is the responsibility of everyone to act on any safeguarding concerns by reporting these to the appropriate DSO. It is not the responsibility of anyone working in the Blackpool Grand Theatre in a paid or unpaid capacity to decide whether or not child abuse has taken place.

Prior to working with children and young people, the Blackpool Grand Theatre will collate individual children's details and a contact person with responsibility for the child or young person in case of emergency. The Blackpool Grand Theatre will not assume sole responsibility for a child or young person.

## 8. Defining Abuse

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

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

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

**Sexual abuse** may be same sex or opposite sex by other children, young people or adults. Anyone may be sexual abuser.

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

### Digital risks

In order to digitally safeguard children and young people, we need to understand the risks they are most likely to be exposed to.

The top risks children and young people face online are:

1. Cyber-bullying
2. Online Grooming
3. Gaming addiction
4. Sexual harassment

### Cyber-bullying

Cyber-bullying takes place over digital channels like social media platforms and on mobile phones. It can involve all kinds of victimisation including online trolling, the sharing of private photos, the sending of abusive messages, impersonation, cyber-stalking and more.

Cyber-bullying can affect children in many ways, depending on how long it goes on for and who it is by, it can lead to visible behavioural changes.

### Online grooming

Online grooming typically involves an older person attempting to get close to a child with the intention of sexually abusing them. Although grooming can occur in real life, the internet provides a platform and anonymity, and perpetrators can easily pretend to be someone else.

Children and young people don't always understand the risks of speaking to strangers online. In an age where the number of followers on social media equates to 'success', children and young people don't vet out who is actually following them. In addition to this, they often post content with tagged locations making it easier to track them.

### **Gaming addiction**

Gaming addiction is a relatively new term which describes the action of compulsively playing games online or on mobile phones. The World Health Organization has classified gaming disorder as a mental health condition for the first time.

Gaming addiction can lead to depression and other mental health conditions, it can also be hard to spot.

### **Online sexual harassment**

Sexual harassment can be defined as unwanted sexual conduct. Sexual harassment has taken on new platforms and can be perpetuated online, specifically on social media sites.

The rise of sexting, revenge porn and unsolicited private images have catapulted online sexual harassment to the forefront over the last few years.

Sexual harassment can lead to harm for children and young people, affecting them mentally, physically and emotionally.

### **Indications of abuse**

Direct allegation may be made by:

- a) the child or young person
- b) another child or young person
- c) an adult
- d) someone anonymously

Direct observation of:

- a) physical injury
- b) poor physical condition (indicating lack of care, nourishment or hygiene)
- c) an adult's behaviour towards the child
- d) a child's behaviour towards the child

Observed changes in a child or young person's attitude or behaviour including:

- a) attitudes to work/activities
- b) standards of attainment
- c) concentration
- d) use of language (swearing or sexually explicit words)
- e) attention seeking behaviour with adults or children
- f) social behaviour (becoming aggressive or withdrawn)
- g) inappropriate sexual behaviour

If there is evidence or suspected abuse of a child or young person, the matter should be reported to the DSO.

### **Action to take in cases of disclosure**



It is possible that a child or young person who is suffering or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child, young person, or vulnerable adult:

## 9. Guidelines if you Suspect or are Told of Abuse

Adults looking after children and young people should be aware of the risks of abuse and take steps to reduce those risks.

Adults in charge of children and young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening.

The following key points give guidance on what to do and not to do:-

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
- Write brief notes of what they are telling you while they are speaking. These may help you later to remember exactly what was said. Keep your original notes, however rough (it's what you wrote at the time that is important – not a tidier/improved version you wrote up afterwards). If you are not able to write anything down at the time, make your notes as soon as possible afterwards.
- Do not promise that you will keep any information confidential or secret. You have a responsibility to tell the appropriate people about disclosures of abuse. Explain that you will need to tell the people who can sort it out, but you will only tell those who absolutely have to know.
- Don't ask leading questions. For example, do not ask "did they do X to you?" – just ask "what do you want to tell me?" or "is there anything else you want to say?"
- If the child or young person is visiting the theatre with an organised group, any disclosure or concerns must be reported to the lead adult/teacher immediately.
- If the child or young person is part of Grand Young Company, the information must be reported to the Grand DSO immediately.
- Do not tell any other adults or young people about the disclosure.
- Discuss with the DSO whether any steps need to be taken to protect the child/young person who has disclosed the abuse. Include the child if needed.
- Never attempt to carry out an investigation of suspected/alleged abuse by interviewing anyone else. Social Services and Police are trained to do this – you could cause more damage and compromise possible criminal proceedings.
- The DSO should refer the matter to Social Services immediately

- The DSO will follow statutory advice about what to do next.
- Never assume abuse is impossible in your place of work, or that an accusation against someone you know well is wrong.
- Children and young people often tell their peers, rather than staff or adults, about abuse.

#### 10. Required Information for Social Services or the Police About Suspected Abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age, and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- 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 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.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

#### 11. Responding to Allegations or Suspicions Relating to a Member of the Blackpool Grand Theatre

The Blackpool Grand Theatre will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports their concern that a colleague is abusing a child.

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

- a. A criminal investigation,
- b. A child protection investigation,
- c. A disciplinary or misconduct investigation.

The results of the police and safeguarding investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

a. Action if there are concerns

i) Concerns about poor practice:

- If the allegation is about poor practice, the DSO will deal with it as a misconduct issue.
- If the allegation is about the Blackpool Grand Theatre DSO, or if the matter has been handled badly and concerns remain, it should be reported to the Blackpool Grand Theatre Board Chairman who will decide how to deal with the matter and whether to initiate disciplinary proceedings.

ii) Concerns about suspected abuse

- Any suspicion that a child has been abused by a member of staff/volunteer should be reported to the DSO, who will take action to ensure the safety of the child and any other child at risk.
- The DSO will refer the allegation to Social Services who may involve the police.
- The parents/carers of the child will be contacted as soon as possible following advice from Social Services.
- The DSO should notify the Chief Executive Officer and Blackpool Grand Theatre Board Chairman, who will deal with any media enquiries.
- If the DSO is the subject of the suspicion/allegation, the report should be made to the Blackpool Grand Theatre Board Chairman who will refer the allegation to Social Services.

b. Confidentiality

Confidentiality must be maintained for all concerned. Information should be disseminated on a need-to-know basis only. This includes the following people:

- Designated Safeguarding Officer (CEO)
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services/police.
- Blackpool Grand Theatre Board Chairman.

(Seek Social Services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people only in line with GDPR.

c. Internal Enquiries and Suspension

- The DSO/Chief Executive Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending police and social services inquiries.

- The CEO and Blackpool Grand Theatre Board Chairman will assess all cases to decide whether a member of staff/volunteer can be reinstated and how this can be sensitively handled. In such cases, a decision will be made based upon the available information. The welfare of the child should remain at the centre of everything.

d. Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

## 12. Allegations of historic abuse

Allegations of abuse may be made some time after the event. If an allegation is made, the theatre should follow the procedures as detailed above and report the matter to Social Services/police. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

Rights and confidentiality

If a complaint or allegation is made against a member of staff, they should be made aware of their rights under both employment law and internal disciplinary procedures.

Both the alleged abuser and the accuser have the right to confidentiality under the Data Protection GDPR Act 1998/2018. Any possible criminal investigation could be compromised through information being released.

## 13. Duty of care

A duty of care is a legal and professional obligation to safeguard others while they are in your care, using your services or are exposed to your activities. This means always acting in their best interests, not acting – or failing to act – in a way that causes harm and acting within your abilities without taking on anything that lies outside of your competence.

Your duty of care extends to those you support, yourself, your colleagues and anybody else who is present in your work setting.

Finally, your duty not to work beyond your competencies also closely links to safeguarding. For example, if an individual confides in you that they are being abused by a family member, you have a duty to escalate this and respond to it in accordance with your workplace policies and procedures. However, it would not be your duty to take the matter into your own hands as this lies outside your competencies.

Some ways that demonstrate duty of care include:

- Communicating well and in a way that meets individual needs. Individuals may have certain communication needs, and meeting these is essential if you are to comply with your duty of care.

- Addressing any concerns, such as those of abuse, neglect or exploitation. Following your workplace’s policies and agreed ways of working when responding to these concerns is a crucial part of your duty. You must also address any comments or complaints, and respond appropriately to conflicts, as part of your duty of care.
- Ensuring that an individual’s privacy and dignity is maintained.
- Conducting risk assessments to make sure that the individual is not in any danger and to prevent them from harm.
- Keeping training up-to-date so that staff understand their responsibilities and are well-placed to notice any safeguarding concerns and act accordingly.

*You have a duty to promote individual wellbeing and act in their best interests, protect them from harm, and always act within your competencies. You may sometimes encounter dilemmas in your duty of care, but it’s important that you support individuals to make their own decisions, even if you believe the decision is unwise.*

# Safeguarding Children at Risk Procedure

## Document Information

Classification	Internal	Version Number	0.1	Status	
Valid From	May 2023	Approved By		Prepared By	Ruth Collinge

## Version History

Date	Version Number	Name	Change Description
September 2023	0.1	Ruth Collinge	Initial Document Creation

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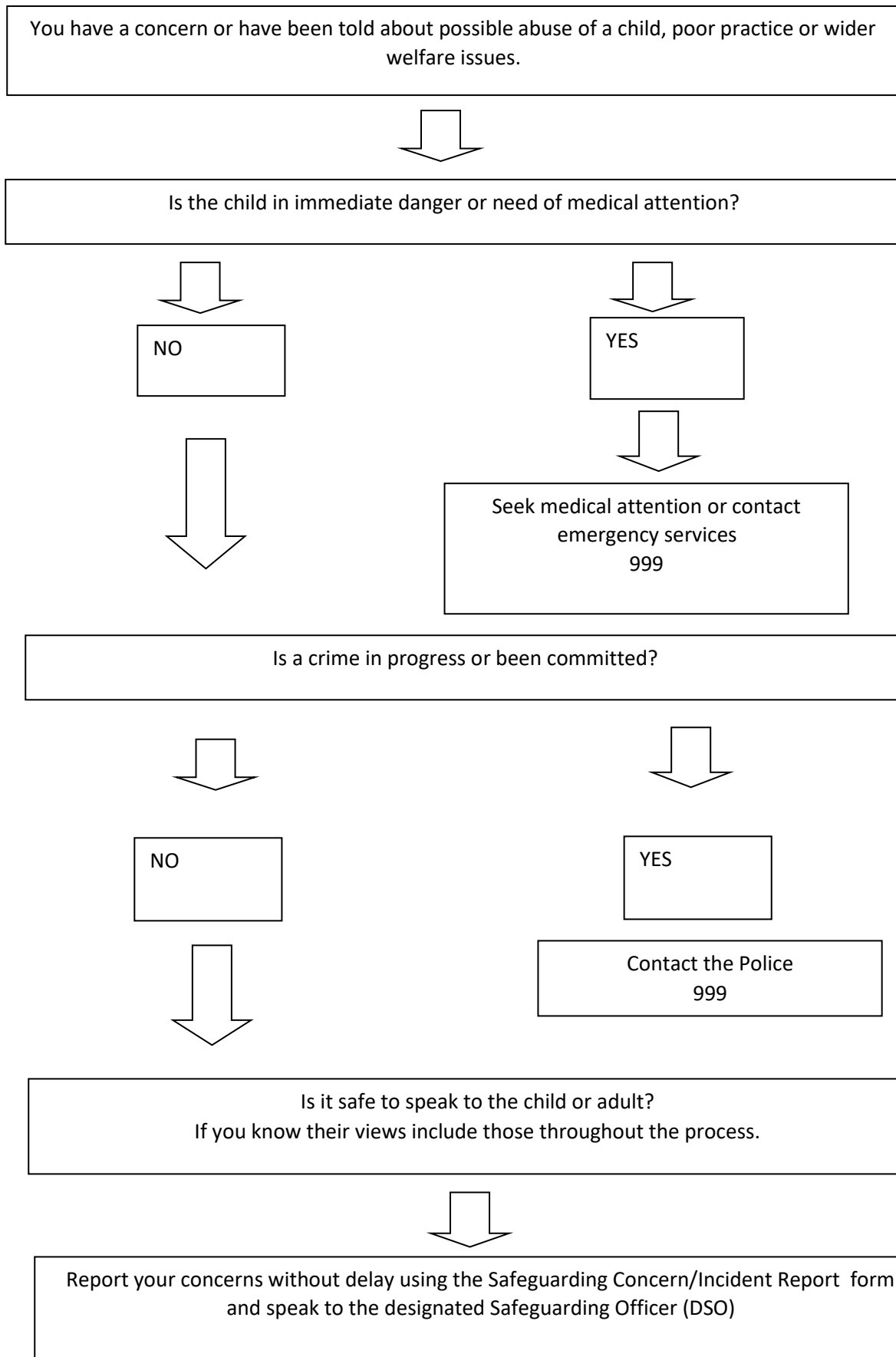
## 1. Introduction

The Grand Theatre Blackpool is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where a child or adult is at risk of harm from abuse, neglect or exploitation or discloses information of this nature to a member of staff/volunteer, artist or freelancer.

The procedure should be implemented with reference to The Grand Theatre Blackpool Safeguarding Children at Risk Policy and supporting information.

This procedure details the steps to be taken in responding to any concern that a child or adult involved with the Grand Theatre, or its activities, is at risk of or discloses that they are experiencing harm from abuse, neglect or exploitation.

## 2. Reporting Concerns About Others



### Reporting Concerns About Others (continued)

You may be concerned about harm to a child because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

**You should not keep safeguarding concerns to yourself.**

**If you have concerns and/ or you are told about possible or alleged abuse, poor practice, or wider welfare issues you must contact the Grand Theatres Designated Managers**

If one of the Managers is implicated, please report to the CEO.

**If you are concerned** about harm being caused to a **child**, please follow the guidance below.

- It is not your responsibility to prove or decide whether a child has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If a child has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned a child is in **immediate danger** or a **crime** is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**.
- **Children and young people:** Inform them that you have to pass on your concerns to your Designated Manager or an adult/teacher/group leader.
- **Remember not to confront the person thought to be causing the harm.**

### 3. Responding to a Direct Disclosure

If a child indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing them to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the child is telling you.
- Reassure the child/young person that they have done the right thing in revealing the information.
- Explain what you would like to do next.



- Explain that you will have to share the information with the RSC's Safeguarding Lead or Welfare Officer.
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the child's own words using the online incident report form

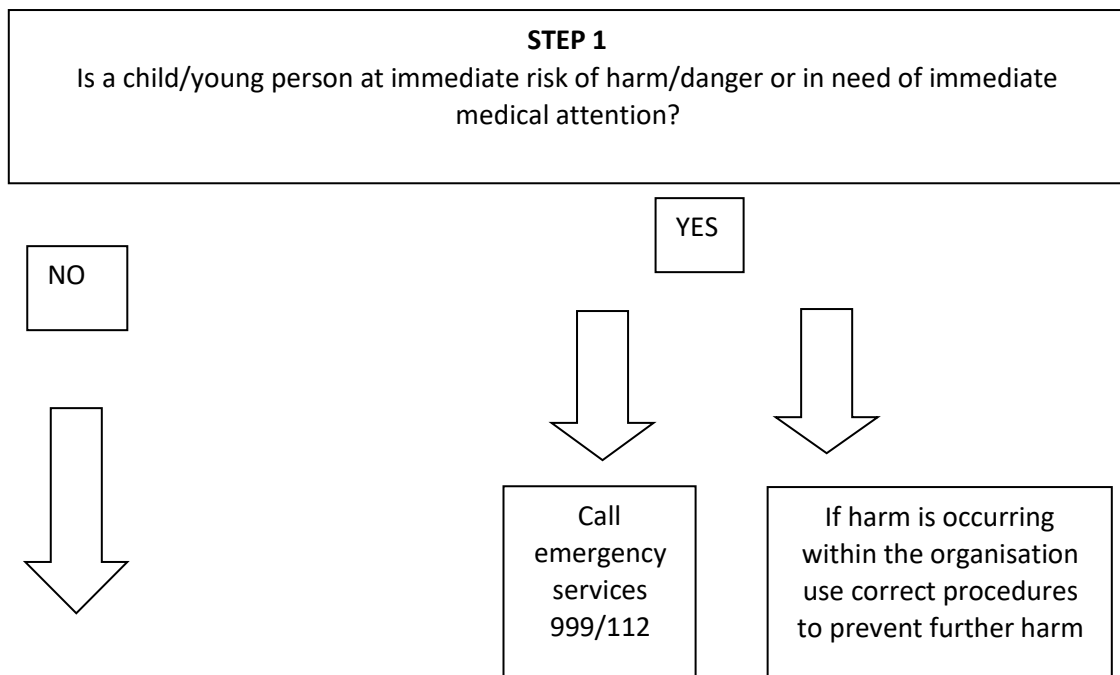
It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

#### **4. Record Keeping**

- Use the Safeguarding Concern/Incident Report form (see Appendix 1) without delay and send to the Designated Safeguarding Officer (DSO) who will action it and store the document securely.
- Describe the circumstances in which the concern came about and what action you took.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, or something you are unsure about in order to ensure that information is as accurate as possible.
- If a child/young person has told you about the harm or abuse, use the words they themselves used. If someone has written to you (including by email, message) include a copy with the form.
- If, in dialogue with a manager it is determined that the concern you are reporting is not a Safeguarding concern, please consider whether you need to other relevant policies e.g. Wellbeing Policy; or Bullying and Harassment policies.

**5. Procedure for designated Safeguarding Officer**



**STEP 2**

Safeguarding report details

If you have been sent a Safeguarding Concern/Incident Report form check that you understand what has been written and that all sections have been completed. Request a completed form if you have been contacted verbally or offer support with this.

**STEP 3**

Person making the report

Inform, reassure and advise the person making the report what to do/not to do. Explain what will happen next. Reinforce the need for confidentiality.

**STEP 4**

CHILD at risk

What are the risks?

Consider who to contact straight away – teacher or youth worker, the parent/carer, social services?

**STEP 5**  
Child at risk  
If safe to do so ensure the person has information about what will happen next.

**STEP 6**  
Consult and decide  
Consult management team/local authority/police and decide which action to take.

**STEP 7**  
If a crime is suspected contact the police  
  
*Criminal enquiry, investigation, proceedings*

**STEP 8**  
If you believe there is a child at risk contact the safeguarding team at Blackpool council  
  
*Safeguarding process lead by local authority*

**STEP 9**  
If harm is suspected of being caused within the Grand Theatre e.g. by an employee/volunteer/contracted worker report to the DSO  
*DSO takes short term steps within relevant policy to prevent harm e.g. suspend employee, actor, volunteer or staff member*

**STEP 10**  
Consult with and inform the appropriate adult linked with the child if it is safe to do so.  
  
*Organisation decides who will maintain regular contact with the adult/child's representatives at risk of harm*

**STEP 11**  
Take advice and coordinate actions taken by the Grand Theatre with other organisations.  
Attend and contribute to case management meetings if relevant

**STEP 12**  
Hold internal case management meeting to coordinate actions by the Grand Theatre

## Immediate Response

1. Ensure any **immediate actions** necessary to safeguard a child/young person at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the person being harmed.

2. If you have been sent a **Safeguarding Concern / Incident Report** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a **Safeguarding Concern / Incident Report** if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by a child/young person themselves or a member of the public, fill in the safeguarding report form yourself recording the details with the person contacting you.

3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the child**, and whether they might be considered to be a 'child at risk'.

Contact the appropriate adult with the **child** i.e. teacher/group leader immediately.

5. Ensure that the **child** understands that you will be passing on the information that they have shared to the appropriate person/authority.
6. Coordinate action taken by the Grand

These actions can include:

- Use of internal procedures such as breach of disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process,

offering appropriate support to the adult and making any arrangements needed for them to continue their involvement with the organisation.

- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers will be updated as needed

## 6. Further Information and Useful Contacts

All policies, procedures and supporting information are available on Grand Theatre SharePoint.

### Designated Line Managers (workforce)

**Shaun Gorringe (Operations)**

**Celine Wyatt (Creative Learning)**

**David Renwick (Technical team)**

**Andrew Howard (Marketing)**

**Adam Knight CEO (DSO)**

### Local Authority Safeguarding

Children and Young People Social Care

Monday - Thursday 9.00am to 5.00pm

Friday 9.00am to 4.30pm

Telephone: **01253 477299** or Emergency out of hours **01253 477600**

[Children's Safeguarding Assurance Partnership - Safeguarding information, advice & guidance \(safeguardingpartnership.org.uk\)](https://safeguardingpartnership.org.uk)

You can write to:

Blackpool Council Adult and Childrens Social Care

Blackpool Council

PO Box 4

Blackpool

FY1 1NA

Email: [adult.socialcare@blackpool.gov.uk](mailto:adult.socialcare@blackpool.gov.uk)

### Local Police Contact

To report a crime or raise a concern about abuse with Lancashire Police, you can phone non-emergency number on: **101**. But if it is an emergency always dial: **999**

## APPENDIX 1

# THE GRAND

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## Safeguarding Concern / Incident Report

Please note that the nature of the issue raised or being reported may necessitate differing follow-up protocols.

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

Name & role of person completing this form:	
Role of person completing this form:	Date form is completed:

### Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

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**Parents/carers details:**

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

**Details of reporter:**

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		

Relationship to child, young person or adult at risk:
Email address:
Contact number:

**Incident Details:**

Date:	Time:
Location of incident:	
<p>Description of the incident or concern: (continue on separate sheet if necessary &amp; include reference number):</p> <p>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)</p>	



[Empty rectangular box for content]

Details of any previous concerns, incidents or relevant safeguarding records:

[Empty rectangular box for content]

<p>Child, young person, or adult at risk account of the incident or concern obtained?</p> <p>(Please use Communication Record Sheet)</p>	Yes	
	No	
	N/A	
<p>Witness account of incident or concern obtained?</p> <p>(Include further accounts on separate Communication Record sheets as necessary)</p>	Yes	
	No	
	N/A	
<p><b>Details of any witnesses:</b></p>		

<p>Name(s): (Consider anonymising where this will not negatively impact the ability to take immediate response actions)</p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
<p><b>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</b></p>		

Name(s): (Consider anonymising where this will not negatively impact the ability to take immediate response actions)	Relationship to child, young person or adult at risk:	Contact details:
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Outcome of incident: (tick box where relevant)				
First aid treatment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If first aid was required, what treatment was given?				
If applicable, first aid treatment given by whom?				
If applicable, what medications were administered?				
Name of hospital/medical facility Attended if applicable?				

Was an ambulance required?	Yes		No	
Police/fire/rescue services attended?	Yes		No	

Any additional sheets or Communication Records included with this report? If yes, please state below who these were written by.		
If Yes, how many additional sheets have been included?		
Signed By Author:	Name:	Date:

**Reporting to the Designated Safeguarding Lead (DSL) (to be completed by DSL)**

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):

DSL comments: (actions taken / impact on business / external agency involvement / initial lessons learned / follow-up actions required):

Were disciplinary procedures enacted? If yes, please detail?

**External agency referral:** (tick box where relevant)

Social services notified?		LADO notified?				Other referral made?					
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

<p>If yes, please complete the below:</p> <p>Date &amp; time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>If yes, please complete the below:</p> <p>Date &amp; time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>If yes, please complete the below:</p> <p>Agency:</p> <p>Date &amp; time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>
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Signed By DSL:	Name:	Date:
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**Actions:**

Follow-up action required:		
Action:	Due date:	Whom responsible:




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Any resulting changes to business policies or procedures? If yes, please detail.

