



Face Front Inclusive Theatre

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Child/Vulnerable Adult Safeguarding Policy

'Face Front Inclusive Theatre' believe that every child, young person and vulnerable adult regardless of age, gender, disability, colour, race, nationality, ethnic or national origins, religious beliefs, or sexual orientation has at all times and in all situations the right to feel safe and protected from any situation or practise that results in a child or vulnerable adult being physically or psychologically damaged.

To support this Face Front Inclusive Theatre (FFIT/Face Front) is committed to keeping fully abreast of legislative, local authority, health and social care policies in regards to best safeguarding practices. Face Front recognises the importance of this, and will continue with our own ongoing training to ensure that we are fully aware of emerging safeguarding issues which impact on the lives of those with whom we work. We will take action if we have concerns or suspicions about a participant's physical, sexual or emotional well-being.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Face Front Inclusive Theatre

The purpose of this policy:

To protect children and young people who receive our services. This includes the children of adults who use our services.

To provide staff and volunteers with the overarching principles that guides our approach to child protection.

We will protect our participants by:

Reporting Concerns

- All volunteers, freelancers and staff are encouraged to share concerns with the group's child protection officer. If the situation is clearly an urgent case, the child/vulnerable adult is too frightened to go home or there are very serious doubts about the child's safety, we will contact social services or the police immediately.

Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge
Aditya Chakrabortty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.
Registered in England and Wales No.05154096. Registered Charity No.1116506.

- If concerns about a child or vulnerable adult are more general, then the matter will be discussed with the company's child protection officer who would then make a referral to social services who will make the necessary arrangements.
- It is important that all volunteers, freelancers and staff communicate concerns accurately. To this end, volunteers, freelancers and staff follow the procedures below:
- Upon the receipt of any information from a child/vulnerable adult or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs.
- Share their concerns with the child protection officer or project coordinator and agree action to take.
- Always **REFER** never **INVESTIGATE** any suspicions or allegations about abuse. **IF** we have concerns we must **ACT**.

Safe recruitment and Selection of Staff, Volunteers and Freelancers

- All applicants, for paid and unpaid positions, will complete an application form.
- We will interview prospective volunteers/freelancers and staff.
- Ensuring any worker, freelancer or volunteer that comes into contact with children, young people and vulnerable adults has DBS and health checks, and follows our code of conduct for working with them.
- Ensuring that any new volunteer, freelancer or member of staff completes a personal profile form.
- Requesting previous addresses on volunteer/job application forms.
- Short listed applicants will be asked to provide the names of two references who will be prepared to give written references. These references will always be taken up prior to confirmation of appointment.
- Following up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children and/or vulnerable adults. A record of this discussion will be kept on the applicant's file.
- We will carry out a probationary period for all volunteers/freelancer and staff of at least 3 months.
- Regularly monitoring and reviewing our procedures on child and vulnerable adult protection to ensure the safety of all the vulnerable people we work with.

Screening Process

- The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered to be unsuitable to work with children. The Act requires childcare organisations to make use of the DBS in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Protection of Children Act 1999 was superseded by the Criminal Justice and Court Services Act 2000.
- The Police Act 1997 makes it a criminal offence for an employer not to check an employee who is or will be working with children or vulnerable adults and/or to knowingly give a job to someone who is inappropriate to work with children or vulnerable adults
- All our work involves some form of contact with children and/or vulnerable adults so any successful applicant will be asked to agree to an appropriate DBS. If this request is refused, the applicant will not be able to take up the post with our company.

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- A DBS will be requested prior to the applicant taking up the post. If the applicant does not already have a DBS Face Front will arrange for this to be done before the worker comes into contact with children and vulnerable adults.
- Applicants will be given the opportunity to let the child protection officer, or project coordinator know if they have a minor offence. Face Front board of Trustees, along with the child protection officer will consider the offence and if it does not relate to their role with children/vulnerable adults, it would be at the Trustees discretion to still offer the applicant the position.
- If there is any history of serious crime or minor crimes involving children/vulnerable adults, the applicant will not be offered the post.
See Policy on Recruitment of Ex-Offenders

Training Process

- The successful applicant will receive induction training, which will give an overview of our company and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practicing skills needed for the work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

Supervision

- All staff, freelancers and volunteers will have a designated supervisor who will provide regular feed-back and support.
- All staff, freelancers and volunteers will be given the opportunity to have an annual review where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff/freelancer/volunteer.
- We will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation. We recognise the importance of all staff and Trustees being conversant with safeguarding policy developments and guidelines and such information will be shared and appropriate training given when possible.

Code of Practice during workshops

Face Front Inclusive Theatre is committed to safeguarding the welfare of the children and vulnerable people we work with and has established the following code of practice:

- All staff are given clear established roles for their education work
- All existing staff and freelancers used by the company are police checked to ensure that no one has a conviction for criminal offences against children
- When working in schools, all workshops are conducted in the presence of a teacher
- Face Front teaches in teams of at least two people, unless a relationship is already established with a group, in which case an individual may work alone.
- Children are always supervised at all times during projects, including lunch breaks and travel to and from the venue.

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- Company workshop leaders, will be responsible for ensuring health and safety requirements are met in the working environment.
- Workshop leaders must find out about special needs of children before the workshop commences.
- Full evaluations are carried out after all workshops, completed by teachers/staff members, to ensure that any problems are aired and are addressed in the future.
- See Code of Conduct When Working In Schools, Day Centre and External Workshops.

Role and Responsibilities of the Designated Child Protection Person (DCPP)

- Face Front has appointed a designated child protection person (aka DSL) who is responsible for dealing with any concerns about the protection of children or vulnerable adults.
- This person is **Jacqui Livingston** contactable by telephone on 020 8350 3461 or via hello@facefront.org She is supervised Face Front Trustees and supported by her deputy Ray Downing.

The role of the designated person(s) is to:

- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of the Trustees.
- Provide information and advice on child protection within the board of Trustees.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
- Liaise with local social services and other agencies, as appropriate.
- Keep relevant people within the board informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise the Trustees of child protection training needs.
- Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

Child and Vulnerable Adult Protection Guidelines

- Most staff, freelancers, volunteers and some of our Trustees are in contact with children and vulnerable adults accessing Face Front's services and are therefore well placed to notice changes in behaviour or possible signs of abuse or neglect in children or vulnerable adults accessing services. In some cases, conversations may be overheard that give cause for concern.
- Recognising child/vulnerable adult protection issues is often not very clear cut and can be a difficult experience for staff. However, it should be noted that our first concern is for the welfare of the children/vulnerable adults concerned. Face Front's child protection officer has a copy of the Enfield Guidance on Child Abuse that is available to anyone who needs it.
- Staff, freelancers, volunteers and Trustees with concerns regarding any children/vulnerable adults in their care should contact the child protection officer or line manager as soon as is practical in order to discuss possible further action to be taken. Workers who consider a child to be at grave immediate risk of harm or danger should contact the police and/or their line manager immediately.

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- If neither are available, contact should be made with Social Services Children and Families Duty Social Work Team immediately by calling Enfield Council on **0208 379 2507** and request the duty officer, Social work team, Children and Families Section. This number can also be contacted out of hours, as emergency numbers will be available on the automated system.

Any concerns regarding any children should be:

- Discussed with the other members of the project team to decide on appropriate action
- Noted in writing on paper and placed temporarily in the accident book until they can be passed on to the project coordinator or child protection officer.
- Passed as soon as possible to the project coordinator or Child protection officer and advice requested.
- In the case of urgent child/vulnerable adult protection concerns, the protection officer or Trustee responsible for child/vulnerable adult protection should be contacted immediately.
- In the case of physical injury, check with parents/teachers to ascertain if there is an acceptable/logical explanation for the injuries. It is quite possible that explanations given readily may not ring true or concerns may persist if injuries are frequent. In this case advice should be sought on further action.
- In the case of emotional distress, there might also be an acceptable/logical reason for a child's behaviour. Concerns should be checked with parents/teachers in the same way as for physical injury and the same procedure followed. Possible indicators of abuse are given below.

It is important to note the following:

- The signs mentioned are only indicators and can have other causes not linked to abuse/neglect.
- It is important to note concerns in writing and pass these to the project coordinator who will bring up issues with the protection officer.
- Social Services will arrange for further investigation and possibly a case conference if circumstances warrant this and you may be requested to take part.
- Social Services and Police Child Protection teams will be concerned to help and support the family rather than break up a family unit.
- We all have a primary responsibility to protect the children/vulnerable adults accessing our services and take action if we have serious concerns regarding their welfare.
- You do not have to tackle the issue alone – the project team, protection officer and Trustees will support you.
- It is vital that any concerns regarding the behaviour of a member of staff (paid or voluntary) or a Trustee are reported immediately to the protection officer and written notes are kept of any such report.
- Please refer to the Face Front's Confidentiality Policy with regards appropriate procedure on the sharing of information.

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Female Genital Mutilation/ Forced Marriages

Female Genital Mutilation

Definition

“Female Genital Mutilation or FGM constitutes all procedures which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons “

- Face Front believes that a child or young person should never experience abuse of any kind and FGM constitutes a form of child abuse. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

Forced marriage

Definition

“A Forced Marriage is where one or both people do not consent to the marriage and pressure or abuse is used. This pressure can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they’re bringing shame on their family). “

- Face Front believes that no-one should be forced into a marriage they have not consented to. If staff are concerned that a service user is being forced to get married or is not able to give consent to a proposed marriage they must discuss this with their manager and seek support.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Female Genital Mutilation Act 2003
- Children Act 1989
- Anti-Social behaviour Crime and Policing Act 2014
- United Convention of the Rights of the Child 1991
- GDPR 2018
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

We recognise that:

- It is illegal in the UK to subject a girl or woman to FGM or to assist a non-UK person to carry out FGM overseas. FGM constitutes a form of child abuse and violence against women and girls and has severe short-term and long-term physical and psychological consequences. The welfare of the child is paramount, as enshrined in the Children Act 1989
- It is illegal in the UK to subject anyone to a forced marriage. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

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- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- Valuing them, listening to and respecting them. Interpreters will be provided when needed to ensure that those making disclosures are fully supported and their concerns thoroughly understood.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

If FGM/Forced Marriage is suspected

- If FGM/Forced Marriage is suspected the child(ren) should be considered at risk of significant harm.
- If it is suspected that FGM/or Forced marriage may have taken place or is about to take place the matter must be discussed with your line manager immediately.
- In relation to FGM, referral should then be made to the Intake and Assessments Team of Enfield Council based at Charles Babbage House telephone 020 8379 2507 for their investigation as per London Child Protection Procedures.
- In relation to Forced Marriage, if it suspected then the Forced Marriages Unit should be contacted on the details below or in an emergency contact 999
 - fmu@fco.gov.uk
Telephone: 020 7008 0151
From overseas: +44 (0)20 7008 0151
Monday to Friday, 9am to 5pm
Out of hours: 020 7008 1500 (ask for the Global Response Centre)
- The referrer should keep written records of any discussions that take place with the child/parent /managers as well as any information that is forwarded on
- Any decisions taken must be clearly timed, dated and signed.

Protection of children or vulnerable people whilst in our care

Face Front will employ guest freelancers to provide activities for children and vulnerable adults. Under no circumstances are external workers, trainees or volunteers to be left unsupervised with individual children or vulnerable adults. 'Guest' freelancers are workers who have worked for less than three months with Face Front.

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All Face Front workers are responsible for the safety of children/vulnerable adults whilst attending projects at the Face Front studio. At projects classes, trips or holiday schemes at a different premises responsibility will be shared with the venue/group worker. (i.e. teacher, youth worker, care worker, social worker).

Staff are therefore, requested to be aware of the following:

- Whilst attending the premises of any Face Front activities, staff must ensure that the health and safety guidelines are adhered to and that additional safety measures may be required for children/vulnerable adults with extremely challenging behaviour.
- Team members should also be alert to strangers frequently waiting around outside a venue with no apparent purpose. Staff should not allow children/vulnerable adults to be collected by people other than their parents/carers/key workers, if no notification of the arrangement has been provided.
- If a child is not collected at the end of the session, it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, the workshop leader should then contact the nearest local police station or social services direct and request assistance.
- **N.B.** if it is difficult to access a member of the child protection team via social services, all staff should note that the police also have a child protection team with specialist officers who are able to advise and assist in issues of child protection.

Team members and helpers should not offer lifts in their private cars to children or vulnerable adults. In special cases a lift can be given if:

- It has been agreed beforehand with the project coordinator
- There is written permission from the parent/carer/keyworker
- Face Front has a copy of the driver's insurance
- The driver is never alone with one child or vulnerable adult.

Possible Indications of Abuse

Physical Abuse:

- Scratches and/or bite marks
- Bruises located on the body in places that would not usually be harmed in the course of normal play
- Bruises/marks consistent with slapping by hand or with other implement
- Burns (particularly cigarette burns) where the explanation given is not consistent with the marks
- Undue fear of adults – such as flinching in anticipation of being hit.

Physical Neglect:

- Exposure to danger and lack of supervision
- Inadequate or inappropriate dress
- Constant hunger
- Poor hygiene
- Illnesses being ignored or untreated.

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Emotional Abuse:

- Extremely withdrawn
- Extremely aggressive
- Constant wetting, soiling or vomiting
- Poor language development
- Inability to relate to peers or adults.

NB Many children with learning or communication difficulties will display some of the above signs although they are not suffering emotional abuse.

Sexual Abuse - Physical Indications:

- Itching/soreness or rashes/marks in the genital area
- Pain when using the toilet
- Difficulty in walking/sitting
- Stained underclothes
- Bruising on inner thighs and buttocks
- Recurrent stomach/headache.

Sexual Abuse - Behavioural Indications:

- Excessive masturbation
- Inappropriate use of language and/or sexual knowledge for their age
- Inappropriate drama/art work
- Sexual advances to children or adults
- Wariness of adults.

It is vital to remember that the above are only indicators and not conclusive evidence of a need to initiate child protection procedures.

Guidance on how to respond to disclosure of abuse

If a child discloses abuse to a member of Face Front Inclusive Theatre staff or volunteer, the staff or volunteer will:

- Stay calm and listen carefully
- Reassure the child that s/he was right to disclose what happened and that the abuse is not his/her fault
- Explain to the child that in these circumstances, confidentiality cannot be maintained
- Assure the child that the issue will be taken seriously
- Fill out an Incident Form immediately, stating what was said by both the child and the member of staff/volunteer - recording facts rather than opinions
- Discuss with the designated child protection officer who will decide on the appropriate course of action and record this decision.

If the abuse is recent or continuing, staff or volunteers will also:

- Tell the child what action is likely to be taken, who will be informed and what the consequences may be.
- If the child has sufficient understanding, discuss options realistically, including talking with the parent/carer with a member of staff present (if the parent/carer is not the abuser).

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- Keep the child informed throughout the entire process.
- The staff member will then discuss the allegations with the designated person or child protection team, who will decide on a course of action depending on the nature and seriousness of the abuse, seeking advice from Social Services, if appropriate.
- With allegations of a sexual nature, in no circumstances should staff question or discuss the alleged incident with the child. This could have serious implications for contaminating evidence and hamper any criminal prosecution or protection of the child.
- The designated person or child protection officer will notify relevant members of staff.
- If there is a need to ensure the immediate protection of the child, the designated person or child protection officer will make a referral to Social Services or the police without delay. If a referral has been made to Social Services, monitoring and plans to protect the child should be carried out in consultation with appropriate agencies.

If the abuse occurred previously and the child is no longer in danger:

- Child protection intervention by Social Services may not be necessary, although Social Services may offer other help such as counselling, group therapy or a referred to a family centre.
- However, as the abuser is likely to be danger to other children, a referral to social services will be necessary if the abuse involved a serious physical injury or sexual abuse. This is to ensure that the abuser is prosecuted if possible, or that at least there is a record of the alleged offence. Usually Social Services will only require a medical examination of the child in extreme cases.

Confidentiality Guidelines

- From time to time, the staff member/volunteer may discover personal information obtained from research sources, or during rehearsals. The staff/volunteer hereby agrees to abide by a blanket of confidentiality and non-disclosure of any such information for the duration of the Project. However if personal information of concern is disclosed by a young person to a staff member/volunteer during the project, the Project Co-Ordinator must be informed and they will follow child protection procedures.
- If a complaint or allegation is made against a member of staff he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the project coordinator along with the child protection officer.
- No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Conduct during workshops, trips, extended centre-based workshop programmes and projects

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.

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- Share a room with a participant
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a participant even in fun.
- Reduce a participant to tears as a form of control.
- Allow allegations made by a participant to go unchallenged, unrecorded or not acted upon.
- Invite or allow participants to stay with you at your home unsupervised.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
 - **NB.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for participants, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of the participant and their carers/parents.
- If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible.
- Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- See also FFIT's Code of Conduct In Schools, Day Centres and External Workshops.

If any of the following occurs you should report this immediately to another colleague and record the incident. You should also ensure the parents/carers of the participant are told.

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

Related Policies and procedures

This policy should be read alongside our related organisational policies and Agreements:

Code of Conduct when working in Schools, Day Centres and External Workshops
 Confidentiality Policy
 Data Protection Policy
 Grievance, Disciplinary, Bullying and Harassment Policy
 Health and Safety Policy
 Photography and Filming Policy
 Policy on Recruitment of Ex-Offenders
 Volunteer Policy and Induction
 Whistleblowing Policy

LAST REVIEWED

December 2025

REVIEW

June 2026

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