



## Spun Glass Theatre Safeguarding Policy and Procedures

<b>1. Introduction</b>	<p>This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students, interns or anyone working on behalf of Spun Glass Theatre.</p> <p>The purpose of this policy:</p> <ul style="list-style-type: none"><li>- To protect children and vulnerable adults who receive Spun Glass Theatre's services. This includes the children of adults who use our services.</li><li>- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.</li></ul> <p>Spun Glass Theatre believes that a child or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practise in a way that protects them.</p> <p>Spun Glass Theatre comes into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"><li>Audiences in performances</li><li>Workshops for children</li><li>Workshops for adults</li><li>Workshops and performance with vulnerable adults</li></ul> <p>The types of contact with children and / or vulnerable adults will be</p> <ul style="list-style-type: none"><li>General contact as audience participants (sometimes one-to-one spaces with performers)</li><li>In workshops – General contact</li><li>Intensive contact in workshops – specific projects where vulnerable adults and / or children may share and work with their specific vulnerabilities</li><li>Controlled activities – staff and trustees may access data on vulnerable people.</li></ul> <p>This policy seeks to ensure that Spun Glass Theatre undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations. All Trustees undertake to work together collaboratively to ensure good safeguarding practices for Spun Glass Theatre.</p>
<b>2. Legislation</b>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"><li>o Working together to safeguard Children 2010</li><li>o The Children Act 1989</li><li>o United Convention of the Rights of the Child 1991</li><li>o Data Protection Act 1998</li><li>o Human Rights Act 1998</li></ul>

	<ul style="list-style-type: none"> <li>o The Equality Act 2010</li> <li>o Sexual Offences Act 2003</li> <li>o Children and Families Act 2012</li> <li>o Protection of Freedoms Act 2012</li> <li>o Children Act 1989 (Revised 2004)</li> <li>o Safeguarding Vulnerable Groups Act 2006</li> <li>o Mental Capacity Act 2005</li> <li>o The Care Act 2014</li> <li>o Care Act statutory guidance on Safeguarding in Chapter 14</li> <li>o Mental Health Act 2007</li> <li>o Health and Social Care Act 2008</li> <li>o Rehabilitation of Offenders Act 1974</li> </ul>
<p><b>3. Definitions</b></p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is an act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>Abuse can take a number of forms for children, including the following (in accordance with Working Together to Safeguard Children, 2015):</p> <p>Physical Abuse Emotional Abuse Sexual Abuse Neglect</p> <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child, 1991).</p> <p>It can take a number of forms for adults, including the following (in accordance with the Care Act 2014):</p> <ul style="list-style-type: none"> <li>● Physical</li> <li>● Domestic Violence and Abuse</li> <li>● Sexual</li> <li>● Psychological</li> <li>● Financial or Material</li> <li>● Modern Slavery</li> <li>● Discriminatory</li> <li>● Organisational Neglect and Acts of Omission</li> </ul>

	<ul style="list-style-type: none"> <li>• Self Neglect</li> </ul> <p>In accordance with the Care Act 2014, Chapter 14, safeguarding duties apply to an adult who:</p> <ul style="list-style-type: none"> <li>- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;</li> <li>- Is experiencing, or at risk of, abuse or neglect; and</li> <li>- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</li> </ul>
<p><b>4. Responsibilities</b></p>	<p><b>All staff</b> (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p><b>Additional specific responsibilities</b></p> <p>Designated Safeguarding Officer has responsibility to ensure:</p> <ul style="list-style-type: none"> <li>- The policy is accessible</li> <li>- The policy is in place and appropriate</li> <li>- The policy is implemented</li> <li>- The policy is monitored and reviewed</li> <li>- Ensure that all trustees, employees, volunteers and beneficiaries know about safeguarding and people protection</li> <li>- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented</li> <li>- Promoting the welfare of children and vulnerable adults</li> <li>- Documenting risks and keeping a risk register up to date for Spun Glass Theatre activities</li> <li>- Ensure staff (paid and unpaid) have access to appropriate training/information</li> <li>- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately</li> <li>- Keep up to date with local arrangements for safeguarding and DBS</li> <li>- Develop and maintain effective links with relevant agencies.</li> <li>- Take forward concerns about responses.</li> </ul>
<p><b>5. Implementation Stages</b></p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: Health &amp; Safety Policy, Data Protection Policy, Complaints Procedure, Volunteer Policy, Induction Procedures.</p> <p><b>Safe recruitment</b> Spun Glass Theatre ensures safe recruitment ensuring that people are suitable to act in their roles through the following processes:</p> <ul style="list-style-type: none"> <li>• Providing the following safeguarding statement in appropriate recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’</li> </ul>

	<ul style="list-style-type: none"> <li>● Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.</li> <li>● There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding</li> <li>● Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification</li> <li>● DBS checks will be conducted for specific roles for staff (paid or unpaid) working with children and vulnerable adults with a focus on when duty of care is handed to Spun Glass Theatre. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient unless the applicant is currently subscribed to the DBS Update Service and holds a current certificate for the appropriate workforce and level of check. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.</li> <li>● No formal job offers for roles where a DBS is required are made until after checks for suitability are completed (including DBS and 2 references). Exceptionable and justifiable circumstances where employment/ role could commence prior to DBS clearance will be agreed in consultation with the Board.</li> </ul> <p><b>Disclosure and Barring Service Gap Management</b> The organisation commits resources to providing Disclosure and Barring Service checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, Spun Glass Theatre will maintain and review a list of roles across the organisation which involve contact with children/ vulnerable adults.</p> <p>In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place:</p> <ul style="list-style-type: none"> <li>● A 3 year rolling programme of re-checking DBSs is in place for holders of all identified posts.</li> <li>● Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which requires one will be subject to a DBS check.</li> </ul> <p><b>Service delivery contracting and sub-contracting</b></p> <ul style="list-style-type: none"> <li>● There will be systematic checking of safeguarding arrangements of partner organisations.</li> <li>● Safeguarding will be a fixed agenda item on any partnership reporting meetings.</li> <li>● Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures’.</li> </ul>
<p><b>6. Communication training and support for staff</b></p>	<p>Spun Glass Theatre commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction</b> will include</p>

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Officer (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alert guide for adult and child safeguarding
- Formally assessing new members of staff's competence in applying safe practices (e.g. during probation period)

**Training**

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

ROLE	<a href="#">Introductory safeguarding training</a>	<a href="#">Basic safeguarding training</a>	<a href="#">Specialist safeguarding training</a>	<a href="#">Continual professional development</a>
Staff (paid or unpaid) No Contact with children or potentially vulnerable adults				
Staff (paid or unpaid) Contact with children or potentially vulnerable adults				
Management & Directors / Designated Safeguarding Officer				
Trustees				

	<p><b>Communications and discussion of safeguarding issues</b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> <li>● Team meetings</li> <li>● Director meetings</li> <li>● Board meetings</li> <li>● One to one meetings (formal or informal),</li> <li>● Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures</li> <li>● Provision of a clear and effective reporting procedure which encourages reporting of concerns.</li> <li>● Encouraging open discussion to identify the barriers to reporting so that they can be addressed.</li> <li>● Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection</li> <li>● All regular staff (paid or unpaid) are reminded of policies and procedures during 6 monthly supervision sessions and whenever a need is identified by a line manager for all staff (paid and unpaid)</li> <li>● Project specific discussion of the policy and agreed actions for project staff and participants.</li> </ul> <p><b>Support</b></p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> <li>● Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.</li> <li>● Undertaking project specific research into charities which can provide supportive resources for staff and participants.</li> <li>● Seeking further support as appropriate through signposting provided by the individual by their line manager who commits to keeping up to date with local support services e.g. access to counselling.</li> </ul> <p>- Staff who have initiated protection concerns will be contacted by the Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, and/or the Designated Board Safeguarding Officer (Trustee) within 1 week or within 24 hours where an individual is deemed at risk of serious harm.</p>
<p><b>7. Professional boundaries</b></p>	<p>Professional boundaries are what define the limits of a relationship between a Spun Glass Theatre Facilitator/Staff member and a participant. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Spun Glass Theatre expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> <li>● Spun Glass Theatre does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the Spun Glass Theatre as part of a planned activity.</li> <li>● Spun Glass Theatre will not use abusive language or swear towards participants</li> <li>● Spun Glass Theatre will not use punishment or chastisement</li> </ul>

	<ul style="list-style-type: none"> <li>● Spun Glass Theatre will not pass on participants' personal contact details</li> <li>● Degree of accessibility to service users (e.g. not providing personal contact details)</li> <li>● Spun Glass Theatre does not accept responsibility for any valuables on behalf of a participant</li> </ul> <p>The following policies also contain guidance on staff (paid or unpaid) conduct: Health &amp; Safety Policy, Data Protection Policy, Complaints Procedure, Volunteer Policy, Induction Procedures.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.</p>
<p><b>8. Reporting</b></p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Spun Glass Theatre.</p> <div data-bbox="457 516 1957 688" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Communicate your concerns with the Designated Safeguarding Officer</p> </div> <div data-bbox="457 688 1957 925" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form and send this to the Designated Safeguarding Officer, or the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer if the concern is about the Designated or Acting Safeguarding Officer</p> </div> <div data-bbox="457 925 1957 1127" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Discuss with parents of the child or with the adult and/or their care and wider support team or referring agency Obtain permission from the child or adult to make referral if safe and appropriate</p> </div> <div data-bbox="457 1127 1957 1230" style="border: 1px solid black; height: 64px;"></div> <div data-bbox="457 1230 1957 1435" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>If required, The Designated Safeguarding Officer, or Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will call MASH for Child/Young Person referrals or Access Point for Adults</p> </div>

If required, the Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will submit the Incident Report Form to the local authority within 24 hours of making contact

The Designated Safeguarding Officer, the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer will ensure that feedback from the Local Authority is received and their response recorded

The Designated Safeguarding officer will keep the person who reported the concern up to date with developments if appropriate and will report the incident to the Board of Trustees within 1 week or within 24 hours if there is immediate risk of serious harm.

In the absence of the Designated Safeguarding Officer please refer to the Acting Safeguarding Officer in their absence, or the Board Designated Safeguarding Officer (Trustee). In the unlikely event that the Designated Safeguarding Officer is implicated please refer to the Board Designated Safeguarding Officer or in the event that they are both implicated, to your line manager and an alternative member of the Board of Trustees.

It is important to record your concerns and actions at all stages of following the Spun Glass Theatre Safeguarding process.

**Important Contacts:**

**For Child/Young Person Safeguarding Referrals:**

Single Point of Advice on **01323 464222**

Or through the ESCC portal <https://earlyhelp.eastsussex.gov.uk/web/portal/pages/home>

**9. Allegations Management**

Spun Glass Theatre recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.



	<p>If an occasion arises that a Spun Glass Theatre staff member (paid or unpaid) will be one-on-one with a child or vulnerable adult outside of a formal workshop or performance setting they must inform the Designated Safeguarding Officer of where they will be and for how long. At an agreed time the staff member will check in with the Designated Safeguarding Officer. If there has been no contact for 30 minutes after the agreed time, the Designated Safeguarding Officer will inform the police.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member of staff (paid or unpaid) at Spun Glass Theatre is required to report any concerns in the first instance to their line manager/or Designated Safeguarding Officer. A written record of the concern will be completed by the line manager or Designated Safe Guarding Officer.</p> <p>Second step: Contact the local authority for advice - Single Point of Advice on <b>01323 464222</b></p> <p>Third step: Follow the advice provided</p> <p>Spun Glass Theatre recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <a href="http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf">http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</a></p>
<p><b>10. Monitoring</b></p>	<p>Spun Glass Theatre will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>● Safe recruitment practices</li> <li>● DBS checks undertaken</li> <li>● References applied for new staff</li> <li>● Records made and kept of supervision sessions</li> <li>● Training – register/record of staff training on child/ vulnerable adult protection</li> <li>● Monitoring whether concerns are being reported and actioned</li> <li>● Checking that policies are up to date and relevant</li> <li>● Reviewing the current reporting procedure in place</li> <li>● Presence and action of Designated Safeguarding Officer</li> <li>● Formal Board of Trustees reviews of safeguarding processes, training and actions</li> </ul>
<p><b>11. Managing information</b></p>	<p>Information will be gathered, recorded and stored in accordance with GDPR</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Officer.</p> <p>All staff must be aware that they cannot promise participants or their families/ carers that they will keep secrets.</p>

	<p>Where and when it is safe to do so, the person concerned must be consulted, and their wishes and feelings taken into account, when deciding what information to share about that person.</p> <p>Initial urgent information sharing and gathering may need to take place without the involvement of an adult or child/young person identified as possibly being at risk. They must then be informed and consulted on the need for further Enquiries and information sharing as soon as possible. Spun Glass Theatre staff will take guidance from local Safeguarding agencies on this.</p>
<b>12. Conflict resolution and complaints</b>	Spun Glass Theatre is a member of ITC and will make use of their independent child protection and legal services in the case of a professional dispute.
<b>13. Communicating and reviewing the policy</b>	<p>Spun Glass Theatre will make participants aware of the Safeguarding Policy through the following means: a statement to customers about safeguarding arrangements may be produced and displayed on the website. There may be an agreement with each client or a pack produced for clients which explain the safeguarding arrangements. The Complaints Policy/Procedure could be referred to which outlines how clients can make a complaint about the service.</p> <p>At the start of each project, the appropriate information to give will be discussed.</p> <p>This policy will be reviewed by the Designated Safeguarding Officer and the Board of Trustees in collaboration with Spun Glass Theatre Directors every year and when there are changes in legislation.</p>
<b>14. Date of last policy review</b>	28/02/2024

Appendix:

Definitions of Child Abuse:

The following definitions are taken from Appendix A of Working Together to Safeguard Children, 2015. They have been included to assist those providing services to children in assessing whether the child may be suffering actual or potential harm.

### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. (See [Fabricated and Induced Illness Procedure](#)).

### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including [cyber bullying](#)) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

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

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Radicalisation**

Spun Glass Theatre recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. Spun Glass Theatre will continue to empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as email and text messages

- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer or the Designated Safeguarding Ambassador immediately.

## FEMALE GENITAL MUTILATION

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure (Female Genital Mutilation Act 2003). Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6-12 years but it is also thought that the age at which girls are mutilated is dropping. A child/young person may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child/young person may talk about a long holiday to a country where the practice is prevalent
- A child/young person may confide that she or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A child/young person may request help from a teacher or another adult
- Any girl/young woman born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk

Any information or concern about a child/young person or member of her family being at risk of FGM must be reported to the Designated Safeguarding Officer or the Designated Safeguarding Ambassador as matter of urgency. This may be treated as an immediate child protection referral to the child/young person's home borough.

As a National Organisation Spun Glass Theatre recognises that before working in any particular area of the country, connection will be made with all the relevant support agencies and providers and this will all be available to both the children and young people and the staff before any rehearsals/work begins.

## HEARING A DISCLOSURE

If a child/young person says or indicates that he or she is being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

RECEIVE:

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and react calmly so as not to frighten the child/young person
- Make a note of what has been said as soon as practicable

#### REASSURE:

- Reassure the child/young person, but only so far as is honest and reliable.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

#### REACT:

- React to the child/young person only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;
- Do not ask 'leading' questions, for example 'what did he do next?' (This assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

#### RECORD:

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.

#### REMEMBER:

- To share your concerns with the Designated Safeguarding Officer or the Designated Safeguarding Ambassador who will take the matter forward.