

## **Box Tale Soup Safeguarding Policy**

### **1. Introduction**

Box Tale Soup (the Charity) is a registered charity run for the following purpose:  
To advance education for public benefit by the promotion of the arts, with particular, but not exclusive, reference to dramatic art.

The Charity's registered office is:  
8 Coombe Road, Otford, Kent, TN14 5RJ.

Charity Number: 1149715

The Charity has adopted this safeguarding policy and expects every adult working or helping at Box Tale Soup events to support it and comply with it. The Charity recognises that safeguarding is 'everyone's responsibility'<sup>1</sup> and it is committed to ensuring its activities take place within a safe and secure environment. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students, external practitioners or anyone working with or on behalf of Charity.

### **2. The Aims of the Policy**

The Charity believes it is unacceptable for a child, young person or vulnerable adult to experience abuse of any kind. This policy is intended to provide a framework for safeguarding the welfare of children, young people and vulnerable adults who receive any services from us. Trustees regularly review and monitor the Charity's safeguarding policies and procedures. ANTONIA BYRNE is the Charity's Designated Safeguarding Lead.

### **3. The Risks to Wellbeing**

Many children, young people and vulnerable adults grow up and live in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where protection from abuse is needed including but not limited to: sexual abuse; grooming; physical and emotional abuse; neglect; domestic violence; inappropriate supervision by staff or volunteers; bullying, cyber bullying, acts of violence and aggression; victimisation; self-harm; unsafe environments and activities; exploitation.

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<sup>1</sup> Working Together to Safeguard Children, 2018

#### **4. Universality of Protection**

The Charity recognises that:

- the welfare of children, young people and vulnerable adults is paramount;
- everyone regardless of race, gender, religious belief, disability, age, sexual orientation or identity has a right to equal protection from harm;
- some people are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency;
- working in partnership with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

#### **5. Safeguarding at Events/Activities**

In venues which work with children, young people or vulnerable adults, the Charity will observe any safeguarding policies and procedures provided by the venue.

The Charity will ensure its members of staff and those with whom it may be working in partnership are aware of local procedures. It undertakes to comply and co-operate with such procedures as appropriate and in as much as it is able to do so.

This policy sets out the Charity's safeguarding procedures for three kinds of events/activities:

- 1 - Those open to adults and children of all ages,
- 2 - Those for children accompanied by a parent or guardian; and
- 3 - Those for unaccompanied children, which are sometimes run alongside other events/activities.

1 - At events and activities open to all ages where Box Tale Soup has responsibility for distributing tickets and/or admitting attendees, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents or guardians.

2 - At events and activities for children accompanied by a parent or guardian where Box Tale Soup has responsibility for distributing tickets, arranging attendance and/or admitting attendees, children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents or guardians.

3 - At events and activities for unaccompanied children where Box Tale Soup has responsibility for arranging attendance and/or admitting attendees, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents or guardians, plus a parent's or guardian's mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents or guardians.

'Events and activities' are to be defined broadly to include any occasions where the Charity will be providing a service.

## **6. Responding to Safeguarding Concerns**

Staff or volunteers working on behalf of the Charity may become concerned about a child, young person or vulnerable adult through observation of signs of abuse, concerns about behaviour, or awareness of abuse through disclosure from a participant, parent, carer, relative or member of the public. In all cases the following procedures will be followed:

- Calm and careful listening
- Showing that what is said is being taken seriously
- Explaining that the information will not be kept secret and will be passed on to a responsible colleague or agency
- Writing down a record of the incident as soon as possible
- Reporting the information to the Designated Safeguarding Lead in the setting in which the incident has taken place or if not available and necessary, seeking emergency support from social services or the police.

## **7. Disclosure and Barring**

The Charity offers the following activities for children: Performances, workshops.

Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children. Volunteers and members of any external organisations working on behalf of the Charity with children, young people or vulnerable adults will be required to read and declare they will adhere to this policy.

The Charity will take very seriously any allegation of impropriety on the part of any member of the Charity, volunteer, trustee, or any person working on the Charity's behalf. Any concerns

should be immediately reported to ANTONIA BYRNE. Allegations will be appropriately reviewed and any risks will be assessed. If appropriate, further action will be taken in full accordance with the law and the rules and procedures of the Charity.

### **8. Prevention of Bullying**

We will not tolerate bullying either by adults or by other children. If any incident of bullying should arise at a Box Tale Soup event where Box Tale Soup is responsible for the management of that event, those involved will be separated immediately and the parents or guardians of the children involved will be asked to deal with the matter.

If the event is managed by a school, college or arts venue, then Box Tale Soup, its staff and members will act in accordance with the safeguarding policy of the premises where the activity is taking place.

If appropriate, the Board will review incidents of bullying, assess the likely future risk, and where necessary take action in full accordance with the rules and procedures of the Charity. Allegations of adults bullying children will be dealt with in accordance with this Policy

### **9. Recordings, photographs, filming and social media**

No recordings, photos or videos will be taken or published of any child, young person or vulnerable adult attending an event or activity where the Charity is responsible for the management of that event or activity, unless prior written permission is sought from a person with parental or other responsibility.

If any person has any concerns regarding any person recording or taking photos or videos at an event or activity, that person should contact the Charity immediately.

The Charity's staff will not share personal contact details or social media profiles with any members of vulnerable groups.

### **10. Managing Behaviour, Discipline and Acceptable Restraint**

1. Adults working with or supervising children on behalf of the Charity must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used - but for that purpose only.
2. Unacceptable behaviour at the Charity events for unaccompanied children will generally be stopped by separating the children from each other and from the group. Those involved

will be suitably supervised and will be returned as soon as possible to the care of their parents or guardians.

3. The Charity may apply a further disciplinary sanction; namely the banning of the child from one or more future events.
4. A parent who is aggrieved by this ban may appeal to the Charity who will hear the views of all relevant persons. The decision of the Charity is then final.

## **11. Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within in the United Kingdom. Chiefly, this policy operates in accordance with the

- Children Act, 1989 and 2004
- United Nations Convention on the Rights of the Child
- Safeguarding Vulnerable Groups Act, 2006
- The Childcare Act, 2006
- General Data Protection Regulation
- Data Protection Act, 2018
- Working Together to Safeguard Children, 2018

This Policy is approved and endorsed by the Board of Trustees of Box Tale Soup and is reviewed annually.