



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

Registered with the Charity Commission

SAFEGUARDING POLICY

for the protection of children and adults at risk.

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Last Updated by: Alison Khattar

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TO BE READ BY:

- **COMMITTEE**
- **STAGE MANAGERS**
- **DIRECTORS**
- **PARENTS**
- **PUBLIC**

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Date	Version	Author (s) of Change	Change
2nd June 2024	1.00001	Janet Osborne Williams	Rewrite
29th June 2025	2.0	Alison Khattar	Update
19th December 2025	3.0	Alison Khattar	Update
June 2026	4.1	Alison Khattar	Updated to incorporate 2026 guidance, reporting routes, adult-at-risk wording, safer recruitment and theatre-specific safeguards. Reordered and streamlined safeguarding issue sections, removed repetition, replaced CYGAMS references with Young Gen, and updated terminology.

This is a working document which will be updated annually or whenever legislation, statutory guidance or local safeguarding procedures change, whichever is sooner.

The Chelmsford Young Generation Amateur Musical Society (referred to hereinafter as Young Gen or ‘the Society’) is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all volunteers and third parties to share this commitment. Young Gen has a dedicated Safeguarding Team, who are appointed to ensure the safeguarding policy and procedures are adhered to.

The team consists of 1 Lead and 1 additional Assistant:

Alison Khattar	Young Gen Committee Member and Safeguarding Lead Contact Details: alisonk@young-gen.co.uk
Alex Cass	Young Gen Committee Member and Safeguarding Assistant Contact Details: alexc@young-gen.co.uk

Introduction

Young Gen is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all committee members, production team members, chaperones, volunteers, contractors, parents and third parties to share this commitment.

Safeguarding is everyone’s responsibility. Any adult working with or on behalf of Young Gen must act promptly if they have a concern about a child, young person, adult at risk, volunteer, chaperone, committee member or any other adult involved with the Society.

This policy has been reviewed and updated with reference to Working Together to Safeguard Children 2026, Keeping Children Safe in Education 2025, the SET Safeguarding and Child Protection Procedures 2026, the Online Safety Act 2023, Information Sharing Advice for Safeguarding Practitioners 2024, Charity Commission safeguarding guidance for charities and trustees, and relevant Essex safeguarding routes and procedures. Although some statutory guidance is written primarily for schools, colleges or statutory agencies, Young Gen uses it as good-practice guidance for a voluntary youth theatre charity.

This policy should be read alongside Young Gen’s Code of Conduct, Privacy Notice, image consent arrangements, phone and social media rules, physical intervention recording arrangements, and any production-specific risk assessments.

Roles & Responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which to achieve their full potential. Please note that all Young Gen Committee members and volunteers are aware that they can make a referral directly and do not have to report via the Designated Safeguarding Lead (DSL). However there are key people within Young Gen who have specific responsibilities under child protection procedures. The names of those are shown at the front of this policy. We are clear that safeguarding is everyone’s responsibility and that all who come into contact with children have a role to play.

Safeguarding Officer contact details are displayed in the HQ. Where an immediate response is required and if for any reason the DSL or the assistant is not immediately available, this will not delay any appropriate action being taken.

Trustees and committee members retain overall responsibility for ensuring that Young Gen has appropriate safeguarding arrangements, that the policy is reviewed, and that concerns are acted upon promptly. Safeguarding decisions must be recorded and, where necessary, escalated to the appropriate statutory or local safeguarding route.

Young Gen aims to provide an inclusive, respectful and anti-discriminatory safeguarding culture. We will listen to children and young people, take concerns seriously, and recognise that some children and adults may face additional barriers to speaking up or being heard.

Young Gen recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect, including via online platforms. The Society is committed to a practice which protects children and adults at risk from harm. All committee members of the Society accept and recognise their responsibilities to develop awareness of the issues which cause harm.

The Society believes that:

- The welfare of the child is paramount.
- We have a duty to safeguard all our members and participants, including children and adults at risk.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity have the right, to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members, volunteers and employees of the Society should be clear on how to respond appropriately.

The Society will ensure that:

- All children and adults at risk will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers all to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying and/or harassment will not be accepted or condoned.
- All adult members of the Society provide a positive role model for dealing with other people.
- Committee members and appointed personnel put necessary safeguards in place for children and adults at risk.
- Action will be taken to stop any inappropriate verbal or physical behaviour, including online.
- It will keep up to date with health and safety legislation.
- It will keep informed of changes in legislation and policies for the protection of children and adults at risk.
- It will undertake relevant development and training.
- It will hold a register of every child and adult at risk involved with the Society and will retain a contact name and number, which will be available in case of emergencies.
- It will act on information disclosed to it as necessary and appropriate, especially information that identifies children and/or adults as vulnerable.

All action is taken in accordance with the following guidance:

- Working Together to Safeguard Children 2026

- Keeping Children Safe in Education 2025, used by Young Gen as good-practice guidance where relevant
- SET Safeguarding and Child Protection Procedures 2026
- Essex Effective Support and local safeguarding referral routes
- Information Sharing Advice for Safeguarding Practitioners 2024

Safeguarding Procedures

Quick Reporting Route

If a child, young person or adult is in immediate danger, needs urgent medical assistance, or a crime is in progress: call 999 immediately. Inform the Designated Safeguarding Lead or the Safeguarding Assistant as soon as it is safe to do so.

If there is an urgent child safeguarding concern and a child may be at immediate risk of significant harm: contact the Essex Children and Families Hub on 0345 603 7627 and ask for the Priority Line, or call 999 if there is immediate danger. Out of hours, contact the Emergency Duty Team on 0345 606 1212.

If there is a non-immediate child safeguarding concern: report it to the Designated Safeguarding Lead or the Safeguarding Assistant as soon as possible, and in any event on the same day. The DSL/Assistant DSL will consider whether to seek advice, make an Essex Effective Support request, contact the Children and Families Hub, or take other safeguarding action.

If the concern is about the behaviour of a Young Gen adult, including a committee member, production team member, chaperone, volunteer, contractor or visiting adult: report it to the Designated Safeguarding Lead or Safeguarding Assistant immediately. If the concern is about the DSL, report it to the Safeguarding Assistant and/or the Chair or Vice Chair. Where the concern may meet the allegation threshold, Young Gen will contact the Local Authority Designated Officer/LADO route before undertaking any internal investigation.

If the concern relates to an adult at risk: report it to the DSL or the Safeguarding Assistant and consider whether an adult safeguarding concern should be raised with Essex Adult Social Care/Safeguarding Portal. If there is immediate danger or a crime, call 999.

Any person may make a referral directly to Children's Social Care, Adult Social Care, the Police, LADO, NSPCC or another appropriate agency if they believe this is necessary to protect a child or adult at risk. Reporting to Young Gen internally must never delay urgent safeguarding action.

Responsibilities of The Society

Those on committee and appointed personnel are responsible for the welfare of the children and known adults at risk in our care and are expected to be vigilant to the vulnerabilities of people and children they are working with and to put appropriate safeguards in place as necessary.

At the outset of any production involving children the Society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person designated responsibility for safeguarding.
- Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (DBS checks).

- Ensure that children are always supervised.
- Know how to get in touch with the local authority, social services, in case it needs to report a concern.
- Ensure a low-level concerns procedure is in place, which allows any adult to raise early concerns about another adult's behaviour around children, even if it does not meet the threshold for formal intervention.
- Ensure that all volunteers, including committee members and chaperones, are encouraged to report safeguarding concerns without fear of retaliation through a whistleblowing route or by approaching any designated safeguarding lead.
- Acknowledge the potential risks posed by online platforms and social media. All adult volunteers must not initiate or accept friend/follow requests from members under 18. Young Gen reserves the right to review group communications to ensure all contact remains appropriate and professional.
- All adult volunteers should not exchange phone numbers with cast members.

Adults at Risk

Young Gen also recognises its safeguarding responsibilities towards adults at risk. An adult at risk is a person aged 18 or over who has needs for care and support, is experiencing or is at risk of abuse or neglect, and, because of those needs, is unable to protect themselves from the abuse, neglect or risk of it.

Adults at risk may include, for example, an older young person, adult member, volunteer, parent, visitor, hirer or audience member who has care and support needs. Safeguarding adults is person-centred and rights-based. Young Gen will, wherever possible, involve the adult in decisions affecting them, respect their wishes and feelings, and consider their mental capacity, consent and immediate safety.

Where there is a concern that an adult at risk is experiencing or at risk of abuse or neglect, this should be reported to the Designated Safeguarding Lead or the Safeguarding Assistant. Where appropriate, Young Gen may seek advice from or make a referral to Essex Adult Social Care/Essex Safeguarding Adults Board routes. If the adult is in immediate danger, requires urgent medical attention, or a crime has been committed or is in progress, 999 should be called.

Types of adult abuse can include physical abuse, domestic abuse, sexual abuse, psychological or emotional abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect or acts of omission, and self-neglect.

Parents

- Young Gen believes it to be important to build a positive partnership between parents and the Society. Parents are encouraged to be involved in the activities of the Society and to share responsibility for the care of the children and may be expected to go through the same vetting procedures. All parents will be given a copy of the Society's Code of Conduct.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the Society to take children home.

Unsupervised Contact

- The Society will attempt to ensure that no adult has unsupervised contact with children.
- Where possible there will always be two adults in the room working with children.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with the door open.
- If it is predicted that an individual is likely to require unsupervised contact with children, he or she will be required to obtain a DBS.

Practical Safeguards for Rehearsals at HQ and Show Week at the Theatre

Young Gen activities take place in a rehearsal and theatre environment. The following safeguards apply at HQ, theatres, rehearsal venues, promotional events and any off-site Young Gen activity.

Sign in and sign out: Children must be signed in and out in accordance with the arrangements for that rehearsal, performance or event. Children must not leave the venue unsupervised unless collected by a parent/carer or another adult authorised by the parent/carer, or where prior written permission has been given.

Late collection: If a child is not collected at the agreed time, two adults should remain with the child where possible. The parent/carer should be contacted. If the child cannot be collected and there is a welfare concern, the DSL/Assistant DSL will decide whether to seek advice from Children's Social Care or the Police.

Dressing rooms and changing areas: Children must only use dressing rooms/changing areas allocated to them. Adults must not enter children's dressing rooms or changing areas unless there is a clear safeguarding, welfare, chaperone or production reason, and wherever possible another adult should be present or within sight/hearing. Adults and children must not share changing facilities.

Toilets: Children should be supervised appropriately when going to and from toilets. Adults should not be alone in a toilet area with a child. Where practical, the chaperone should check the area is safe and wait outside.

Quick changes, mics, make-up and wigs: These activities may require close proximity or limited physical contact. The purpose of any contact must be explained and consent sought. Activities should take place in appropriate areas, with appropriate supervision and privacy, and with sensitivity to the child's age, dignity, personal space and any additional needs.

Adult performers or adult volunteers: Where adult performers, visiting adults, contractors or technical teams are involved in a production or event, their contact with children must be appropriately supervised and risk assessed. Adults must not use children's dressing rooms or private areas.

Off-site activities, publicity and interviews: Any Young Gen arranged activity away from HQ or the theatre must be planned in advance, risk assessed where appropriate, and subject to suitable adult supervision, parental consent and emergency contact arrangements.

Medical information and emergency medication: Relevant medical and welfare information will be shared only with those who need to know to keep the child or adult safe. Emergency medication arrangements should be agreed with parents/carers and recorded before rehearsals, performances or trips where possible.

Physical Contact and Use of Physical Intervention and Reasonable Force

Whilst we encourage everyone to be aware of others' personal space, we recognise that during the production process, working in a theatre environment can mean that people can come into close proximity with each other both on and off stage. If there is ever a time that an individual feels uncomfortable, we encourage them to speak up and, if they need any support, to make the safeguarding lead aware.

In addition, we will ensure that:

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is absolutely necessary in relation to the particular activity e.g. providing support when attempting a dance move or demonstrating a move, applying mics, applying makeup, quick changes.
- Adults will seek the consent prior to any physical contact and the purpose of the contact shall be made clear.

There will be times when an Adult may need to make physical contact with a child for example:

- to comfort a child or young person in distress (appropriate to their age and individual specific needs identified through a risk assessment);
- to direct a child or young person;
- or direction and setting of a production eg how to move in dance etc;
- in an emergency, to avert danger to the child or young person or others;

The term reasonable force covers a broad range of actions used by Committee members that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for Committee members to use reasonable force to safeguard children, such as guiding a child to safety or breaking up a fight. Reasonable means using no more force than is needed. Our society works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context. Any use of reasonable force or physical intervention by Committee members is recorded.

Where appropriate, the Director, Choreographer, Production Manager and DSL/Assistant DSL will agree rehearsal boundaries, parental communication and pastoral support arrangements. Young Gen will not expect young people to improvise or negotiate intimate or distressing content without adult safeguarding oversight.

Any staged intimacy, romantic contact, physical conflict, violence, distressing scene work or material involving suicide, self-harm, abuse, sexual content, coercion or trauma must be risk assessed and discussed in an age-appropriate way. Consent must be clear, informed and ongoing. A child or young person may withdraw consent or ask for an alternative at any time without criticism, embarrassment or penalty.

Young Gen recognises that theatre work may involve choreography, staged conflict, staged intimacy, emotional material, distressing themes, quick changes, microphone fitting, make-up, wigs and physical positioning. All such work must be planned and delivered in a way that protects dignity, privacy and emotional wellbeing.

For productions involving sensitive themes, Young Gen will also complete and follow a production-specific risk assessment and pastoral plan.

Online Platforms – Including Facebook, Instagram, SnapChat, TikTok, WhatsApp

Young Gen communication with children and young people must be professional, transparent and capable of being reviewed if a safeguarding concern arises.

Adults must not initiate or accept private social media friend/follow requests from members under 18. Adults should not privately message children or young people on personal social media accounts.

If group messaging is needed for rehearsals or productions, Young Gen should use parent/carer communication by email wherever possible. If a child or young person is included in a Young Gen group email because it is necessary for the production, a parent/carer for each child must also be included in the communication. All communication must be limited to Young Gen matters.

Emails must be sent in a way that protects personal email addresses and does not disclose them to others, for example by using BCC or another secure mailing method.

Adults must not engage in one-to-one private messaging with a child unless there is a clear safeguarding, welfare or operational reason. Where contact is necessary, a parent/carer or another appropriate Young Gen adult should be copied in wherever possible. Any unexpected one-to-one message from a child that raises a welfare or safeguarding issue must be saved and reported to the DSL/Assistant DSL.

No adult should exchange personal phone numbers with cast members under 18 unless there is a specific, agreed and recorded reason, such as emergency welfare arrangements, and parents/carers are aware.

Online harm may include cyberbullying, harassment, sexualised comments, sharing nudes or semi-nudes, coercion, grooming, radicalisation, exposure to harmful content, screenshots shared to humiliate others, impersonation, misuse of images, and AI/deepfake-style manipulation. Young Gen will treat online behaviour linked to the Society as a safeguarding and conduct matter where it affects the safety or wellbeing of a child, young person or adult at risk.

Rehearsal videos, photographs, voice notes and production materials must not be shared outside agreed Young Gen channels without permission. Children must not be filmed or photographed in changing areas, toilets, dressing rooms or any other private area. Backstage phone rules must be followed at all times.

Any Young Gen approved WhatsApp or group messaging group must have at least two appropriate Young Gen adults as administrators and must only be used for Young Gen purposes. Livestreaming, tagging children, sharing locations or posting identifiable rehearsal or

performance content must only take place through agreed Young Gen channels and in line with consent and privacy arrangements.

Managing Sensitive Information

- The Society has a Privacy Notice policy for the taking, using and storage of photographs.
- Permission will be sought from the parents for the use of photographic material featuring children for promotional or other purposes.
- The Society's web-based materials and social media will be carefully monitored for inappropriate use.
- The Society will ensure confidentiality, in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.
- See our Privacy Notice for the most up-to-date information regarding how information is used by Young Gen.

Images and recordings will be stored securely, accessed only by those who need them for Young Gen purposes, and retained or deleted in accordance with Young Gen privacy notices and data protection arrangements.

Any official photographer, videographer, journalist or media visitor must be approved by Young Gen, made aware of safeguarding expectations, and supervised or accompanied as appropriate.

Parents, carers, children, volunteers and visitors must not take photographs or recordings backstage, in dressing rooms, changing areas, toilets, first aid areas, or any other private or restricted area.

Images of children will be used respectfully and safely. Young Gen will avoid publishing personal information with images unless this has been specifically agreed and is necessary for the purpose.

Young Gen will seek appropriate consent for photography, filming and use of images. Consent should be specific enough to cover the intended use, such as rehearsal photographs, programme headshots, production photography, press/publicity, website use and social media.

Abuse

- Young Gen is aware that there are many forms of abuse including: physical, emotional, online, sexual, racial and neglect. Those involved in safeguarding have received relevant and up-to-date training in how to identify these types of abuse.
- Young Gen is also aware of child-on-child abuse and recognises that abuse does not always occur between an adult and a child.
- The emotional wellbeing of children is part of our safeguarding responsibilities. Any repeated or inappropriate adult behaviour that causes distress or undermines a young person's self-esteem will be addressed in line with our safeguarding procedures.
- If there are concerns about possible abuse the procedure as set out in the Society's Suspicion of Abuse Policy will be followed.

Types of Abuse, Neglect and Exploitation / Specific Safeguarding Issues

Keeping Children Safe in Education defines abuse as a form of maltreatment of a child. A child may be abused or neglected by an adult or by another child. Abuse can happen in a family, institutional, community or online setting, and technology may be used to facilitate abuse that also takes place offline.

Young Gen recognises the four main categories of abuse as:

- Physical abuse - causing physical harm to a child, including where an adult fabricates or deliberately induces illness in a child.
- Emotional abuse - persistent emotional maltreatment which causes, or is likely to cause, serious adverse effects on a child's emotional development.
- Sexual abuse - forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening, including abuse that takes place online.
- Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.

All Committee members, production team members, chaperones, volunteers and other adults working with or on behalf of Young Gen must be alert to signs of abuse, neglect and exploitation and must act promptly where they have a concern. Fuller details of the types and signs of abuse, neglect and exploitation are set out in Appendices E and F.

Young Gen recognises that children may experience more than one form of harm at the same time, and that abuse, neglect and exploitation may be hidden, cumulative or difficult for a child to disclose. Children may be affected by factors within the family, peer group, community, online environment or wider society.

Concerns must not be dismissed because they arise outside Young Gen premises, outside rehearsal or performance time, or through online communication. Where appropriate, Young Gen will seek advice from, or share information with, safeguarding partners and statutory agencies to help protect a child.

Where a safeguarding concern involves a pregnant young person, or may affect an unborn baby, Young Gen will seek advice from Children's Social Care, health professionals or other appropriate safeguarding agencies.

Child-on-Child Abuse

Young Gen recognises that children can abuse other children. This can happen inside or outside Young Gen activities and can also take place online. Child-on-child abuse will be treated as a safeguarding concern and will be responded to in line with this policy.

Child-on-child abuse may include, but is not limited to:

- bullying, including cyberbullying;
- physical abuse or threats of violence;
- sexual violence, sexual harassment or sexually inappropriate comments;
- harmful sexual behaviour;
- sharing nudes or semi-nudes, or pressuring someone to do so;

- upskirting or other image-based abuse;
- online harassment, humiliation, impersonation or misuse of images;
- abuse within teenage relationships;
- initiation or hazing-type behaviour; and
- discriminatory or prejudiced behaviour.

Young Gen will never dismiss child-on-child abuse as “banter”, “just having a laugh”, “part of growing up” or something that children should simply tolerate. A lack of reports does not mean abuse is not happening. Young Gen will promote a culture where children know they can speak to a trusted adult and where concerns will be taken seriously.

Where child-on-child abuse is alleged or identified, Young Gen will consider the needs and safety of all children involved, including the child who has been harmed, any child who is alleged to have caused harm, and any witnesses. Advice will be sought from statutory agencies where appropriate.

Harmful Sexual Behaviour and Sexual Harassment

Young Gen recognises that children’s sexual behaviours exist on a continuum, ranging from age-appropriate and developmental behaviour to inappropriate, problematic, abusive or violent behaviour. Harmful sexual behaviour can occur between children of any age and gender, in person or online.

Harmful sexual behaviour and sexual harassment may include:

- inappropriate or unwanted sexualised touching;
- sexual comments, jokes, taunting, name-calling or bullying;
- sexual violence or threats of sexual violence;
- pressuring, forcing or coercing someone to share nude or semi-nude images;
- sharing sexual images of another person without consent;
- upskirting, which involves taking a picture under a person’s clothing without their knowledge or consent;
- online sexual harassment, including comments, messages, images or attempts to humiliate or intimidate; and
- any other sexualised behaviour that causes distress, fear, humiliation or harm.

Such behaviour is not acceptable within Young Gen. It will be challenged, recorded and addressed. Young Gen will consider whether the behaviour should be treated as a safeguarding concern, a conduct issue, or both. Where necessary, the DSL or Safeguarding Assistant will seek advice from Children’s Social Care, the Police or another appropriate agency.

Young Gen recognises that a child displaying harmful sexual behaviour may also have experienced abuse, trauma or other harm. This does not excuse the behaviour, but it will be considered when deciding what support, boundaries and safeguarding action are needed.

Children and parents will be signposted where appropriate to support services, including the NSPCC Report Remove service for support with removing nude or semi-nude images shared online.

Child Sexual Exploitation and Child Criminal Exploitation

Child sexual exploitation and child criminal exploitation are forms of abuse. They occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity. This may be in exchange for something the child needs or wants, for the financial advantage or increased status of the perpetrator or facilitator, or through violence or threats of violence.

Child criminal exploitation may include children being forced or manipulated into transporting drugs or money, county lines activity, shoplifting, pickpocketing, vehicle crime, cannabis cultivation, serious violence or other criminal activity.

Child sexual exploitation is a form of child sexual abuse. It can happen to boys and girls from any background or community. It may occur over time or as a one-off incident. It does not always involve physical contact and can take place through technology. A child may appear to agree to the activity, but a child cannot consent to being exploited.

Young Gen will be alert to signs that a child may be at risk of, or experiencing, exploitation. This may include changes in behaviour, unexplained gifts or money, going missing, older friends or relationships, secrecy, anxiety, fear, injuries, changes in attendance or performance, or concerning online activity. Concerns will be reported to the DSL or Safeguarding Assistant and advice will be sought from appropriate agencies where needed.

Young Gen will also remain alert to other specific safeguarding issues, including child abduction and community safety incidents, children affected by the court system or by family members in prison, modern slavery and trafficking, homelessness, and any other safeguarding issues identified in relevant statutory or local safeguarding guidance. Concerns will be reported to the DSL or Safeguarding Assistant and advice will be sought from appropriate agencies where needed.

Contextual Safeguarding and Risk in the Community

Young Gen understands that safeguarding concerns can be linked to factors outside a child's home or outside Young Gen. This is sometimes referred to as contextual safeguarding or extra-familial harm. Children may be at risk in peer groups, neighbourhoods, schools, online spaces, relationships, public places or other community settings.

Young Gen will consider the wider context of any concern and will not treat incidents in isolation. Relevant information may be shared with safeguarding partners where appropriate so that children and families receive the right help at the right time.

Mental Health, Self-Harm and Suicide Risk

Young Gen recognises that mental health difficulties can, in some cases, be an indicator that a child has suffered, or is at risk of suffering, abuse, neglect or exploitation. Abuse, trauma, bullying, isolation, anxiety, bereavement, social media harm and other adverse experiences can affect a child's emotional wellbeing and safety.

Young Gen is not a mental health or counselling service. However, adults working with or on behalf of Young Gen must take concerns about a child's emotional wellbeing seriously and must report concerns to the DSL or Safeguarding Assistant where there may be a welfare or safeguarding issue.

Any disclosure or indication of self-harm, suicidal thoughts, serious anxiety, panic, significant distress, risk-taking behaviour or inability to stay safe must be treated as a welfare and potential safeguarding concern. The adult receiving the information must listen calmly, avoid promising confidentiality, and report the concern to the DSL or Safeguarding Assistant as soon as possible.

Where there is an immediate risk of harm, urgent medical risk, or a child appears unable to stay safe, 999 should be called. Parents or carers will usually be informed unless doing so would increase risk or prejudice safeguarding action. Young Gen may also signpost families to appropriate support such as their GP, NHS 111, Childline, Samaritans or local mental health services.

For productions involving sensitive themes, including anxiety, isolation, bereavement, suicide, self-harm, bullying, coercion, abuse or social media harm, the Production Manager, Director and DSL or Safeguarding Assistant should consider whether additional pastoral information, parent communication, rehearsal boundaries, opt-out routes or support arrangements are needed.

Domestic Abuse and Teenage Relationship Abuse

Domestic abuse can involve a wide range of behaviours and may include intimate partner violence, abuse by family members, teenage relationship abuse and child-to-parent abuse. It can take place inside or outside the home and may be a single incident or a pattern of incidents.

Domestic abuse can include physical, psychological, sexual, financial, emotional, controlling or coercive behaviour. Young Gen recognises that children can be seriously affected by seeing, hearing or experiencing the effects of domestic abuse. Where domestic abuse may be placing a child at risk, Young Gen will seek advice and work with safeguarding partners as appropriate.

So-called Honour-Based Abuse, FGM and Forced Marriage

So-called honour-based abuse includes incidents or crimes committed to protect or defend the perceived honour of a family or community. It can include female genital mutilation, forced marriage, breast ironing and other harmful practices. Young Gen recognises that such abuse may involve pressure from a wider network of family or community members and may involve more than one perpetrator.

Female genital mutilation comprises procedures involving partial or total removal of the external female genitalia or other injury to female genital organs for non-medical reasons. It is illegal and is a form of child abuse. Committee members and other adults should be alert to indicators such as a child talking about a special procedure or ceremony, plans for extended travel, unexplained absence or signs of fear or distress.

A forced marriage is one entered into without the full and free consent of one or both parties. It may involve violence, threats or other forms of coercion and is a crime. Concerns about honour-based abuse, FGM or forced marriage must be reported to the DSL or Safeguarding Assistant and advice sought from appropriate agencies.

Radicalisation and Extremism

Young Gen recognises the risk that children may be exposed to extremist views or be vulnerable to radicalisation, including online. Adults should be alert to changes in behaviour, language, relationships, online activity or attitudes that may indicate concern. Any concern about radicalisation or extremism should be reported to the DSL or Safeguarding Assistant, who will seek advice from appropriate safeguarding or Prevent routes where needed.

Serious Violence

Young Gen recognises that some children may be at risk from, or involved in, serious violence. Indicators may include increased absence, changes in friendship groups, association with older individuals or groups, unexplained injuries, signs of assault, significant changes in wellbeing, signs of self-harm, a decline in performance, unexplained gifts or new possessions, fearfulness or secrecy. Concerns will be treated as safeguarding concerns and appropriate advice will be sought.

Children with SEND, Disabilities or Additional Vulnerabilities

Children with special educational needs, disabilities or additional vulnerabilities can face additional safeguarding challenges. Barriers may include:

- assumptions that indicators of possible abuse, such as behaviour, mood or injury, relate to the child's disability or additional need without further exploration;
- communication difficulties or barriers to explaining what has happened;
- increased vulnerability to bullying, isolation or exploitation;
- being less likely to be believed or heard; and
- being disproportionately affected by bullying or abuse without showing obvious signs.

Young Gen will consider whether additional pastoral support, communication arrangements or reasonable adjustments are needed to help children speak up, participate safely and be protected from harm. Where appropriate, Young Gen may signpost families to relevant support organisations or services.

Children who are LGBT or Gender-Questioning

The fact that a child may be lesbian, gay, bisexual or gender-questioning is not, in itself, a safeguarding risk. However, children who are LGBT, or who are perceived by others to be LGBT, may be targeted by other children or adults and may face additional barriers to speaking up.

Young Gen will provide a respectful environment in which all children can raise concerns. Any bullying, harassment, discrimination or abuse linked to sexual orientation, perceived sexual orientation, gender identity or gender-questioning will be taken seriously and addressed in line with this policy and the Code of Conduct.

Where a child is gender-questioning, Young Gen will take a cautious, respectful and individual approach, considering the child's wishes and feelings, parental involvement where appropriate, wider vulnerabilities, bullying risk, safeguarding duties and any relevant guidance or professional advice.

Online Safety

This section should be read alongside the earlier section of this policy on Online Platforms, including Facebook, Instagram, Snapchat, TikTok and WhatsApp, and Young Gen's phone, image consent and social media rules.

Young Gen recognises that online safety risks can be grouped broadly as:

- content - being exposed to illegal, inappropriate or harmful material, such as pornography, racist or extremist content, harmful self-harm or suicide content, fake news or other damaging material;
- contact - being subjected to harmful online interaction, including peer pressure, grooming, exploitation, coercion, harassment or adults posing as children;
- conduct - online behaviour that causes or increases the risk of harm, such as bullying, sharing explicit images, abusive messaging, impersonation or humiliation; and
- commerce - risks such as online gambling, inappropriate advertising, phishing, scams or financial exploitation.

Any adult who becomes aware of concerning online behaviour must report it to the DSL or Safeguarding Assistant.

Training

The Designated Safeguarding Lead and Safeguarding Assistant will undertake appropriate safeguarding and child protection training, including Level 3 training at least every two years, together with relevant formal and informal updates between training dates.

Committee members, chaperones, production team members and volunteers will receive safeguarding information and updates appropriate to their role and level of contact with children or adults at risk. Safeguarding reminders and updates will be provided at least annually and whenever policies, guidance or local procedures change in a way that affects Young Gen.

New Committee members, chaperones, volunteers, contractors, regular visitors and production team members will receive induction information proportionate to their role. This will include:

- the name and contact route for the Designated Safeguarding Lead and Safeguarding Assistant;

- how to report a safeguarding concern;
- the relevant Code of Conduct and expectations of professional boundaries;
- whistleblowing and low-level concern routes;
- online communication, phone and social media expectations;
- confidentiality and information-sharing expectations; and
- where applicable, relevant parts of this Safeguarding Policy and any production-specific risk assessment or pastoral plan.

Records of safeguarding training, induction and key safeguarding updates will be kept securely by Young Gen.

Records, Information Sharing and Confidentiality

Confidentiality must be understood by all adults working with or on behalf of Young Gen. No adult must promise to keep a safeguarding concern secret. If a child or adult shares information that suggests they or someone else may be at risk of harm, the concern must be reported to the DSL or Safeguarding Assistant and may need to be shared with statutory agencies.

Information about safeguarding concerns will be shared only on a need-to-know basis and where it is necessary to protect a child, young person or adult at risk, obtain advice, comply with legal duties, prevent a crime, or support statutory safeguarding action.

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information where this is necessary for safeguarding purposes. Fears about sharing information must not stand in the way of taking action to safeguard a child or adult at risk. Young Gen will follow relevant information-sharing guidance and local procedures.

Wherever possible, Young Gen will be open with parents, carers or the adult concerned about information being shared, unless doing so would increase risk, prejudice a safeguarding enquiry or criminal investigation, place another person at risk, or be contrary to advice from statutory agencies.

Information about individual safeguarding concerns may be shared by the DSL or Safeguarding Assistant with relevant Committee members or other adults only where there is a legitimate need to know. Medical and vulnerability information will be handled sensitively and shared only where necessary to safeguard health, welfare or safety.

Recording

Accurate records are essential to good safeguarding practice. Any adult who receives a disclosure, notices signs or indicators of abuse, or has a safeguarding concern must make a clear written record as soon as possible.

The record should include:

- the date, time and location of the concern, incident or disclosure;
- the name of the child, young person or adult at risk concerned;
- the names of any other people involved or present;
- what was said or seen, using the person's own words where possible;
- any visible injury or behaviour observed, with a body map used where appropriate;
- any immediate action taken;
- who the concern was reported to and when;
- any decision made, including the reasons for referring or not referring to a statutory agency; and
- the name and signature of the person making the record.

Safeguarding records will be stored securely and separately from general membership or production records. They will be shared only with those who need to know. The DSL or Safeguarding Assistant will record decisions, advice received, referrals made, actions taken and outcomes where known.

Allegations About a Member of the Society / Other Adult

All Committee members, volunteers, chaperones, production team members, contractors, visiting adults and others working with or on behalf of Young Gen are expected to maintain high standards of behaviour. These expectations are set out in the relevant Code of Conduct and reinforced through induction and safeguarding updates.

An allegation or concern about an adult may meet the Local Authority Designated Officer (LADO) threshold where it suggests that the adult may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

Any concern about the behaviour of a Young Gen adult must be reported immediately to the DSL or Safeguarding Assistant. If the concern is about the DSL, it should be reported to the Safeguarding Assistant and/or the Chair or Vice Chair. If necessary, advice may be sought directly from the LADO route.

Where a concern may meet the LADO threshold, Young Gen will seek advice from the Essex Workforce Allegations/LADO route within one working day, or sooner if urgent. Young Gen will not carry out an internal investigation into an allegation that may meet the LADO threshold before seeking LADO advice. Initial fact-finding may only be undertaken where necessary to establish basic facts, preserve immediate safety and decide the correct route. It must not prejudice any statutory process.

In borderline cases, Young Gen may discuss the situation informally with the LADO without naming the individual. All discussions with the LADO and related actions will be recorded.

Records relating to allegations about adults will include a clear summary of the allegation or concern, action taken, advice received, decisions made and the outcome where known. Outcomes may include substantiated, unsubstantiated, unfounded, false or malicious, where those terms are used by the relevant statutory process.

Where an adult is removed from regulated activity, resigns, or would have been removed because they posed a risk of harm to a child, Young Gen will consider whether a referral to the Disclosure and Barring Service is required and will make such referral where the legal duty applies.

Low-Level Concerns

A low-level concern is any concern that an adult may have acted in a way that is inconsistent with the Code of Conduct or Young Gen safeguarding expectations, but which does not appear to meet the LADO threshold. The term “low-level” does not mean the concern is unimportant. It means the concern may not meet the threshold for formal statutory allegation procedures, but still needs to be reported, recorded and considered.

Examples may include:

- being overly familiar with children;
 - having favourites;
 - using inappropriate language;
 - making inappropriate jokes or comments;
 - spending time alone with children behind closed doors;
 - communicating with children in a way that is not transparent or professional;
 - failing to follow agreed supervision, dressing room, online or physical contact arrangements;
- or
- any behaviour that causes unease or could be misinterpreted.

All low-level concerns must be reported to the DSL or Safeguarding Assistant. Adults do not need to decide whether a concern is low-level or whether it meets the LADO threshold before reporting it. That decision will be made by the appropriate safeguarding lead, with external advice where needed.

The DSL or Safeguarding Assistant will consider the concern, gather relevant information, speak to those involved where appropriate, record the concern and decision-making, and decide what action is needed. This may include advice, reminders, training, supervision, changes to arrangements, disciplinary action, referral to the LADO, or other safeguarding action.

Adults are encouraged to self-refer if they believe their own behaviour could have been misinterpreted or may have fallen below Young Gen’s expectations. Low-level concern records will be reviewed regularly so that any pattern of behaviour can be identified and acted upon.

If the concern is about the DSL, it should be reported to the Safeguarding Assistant and/or the Chair or Vice Chair. If the concern is about another person involved in deciding how the matter is handled, that person should not be involved in the decision-making process.

Rights and Confidentiality

All children have the right to be listened to, to feel safe, and to express concerns about the behaviour of adults or other young people without fear of dismissal, embarrassment or retaliation.

All individuals involved in a concern or allegation, whether child or adult, have a right to be treated fairly and with appropriate confidentiality. Information will only be shared on a need-to-know basis and where necessary for safeguarding, welfare, legal or statutory purposes.

An adult who is the subject of a concern or allegation has the right to a fair process. Young Gen will not assume guilt and will follow advice from the LADO or other relevant agencies where the concern meets, or may meet, the statutory threshold.

Any health, medical or vulnerability information disclosed to Young Gen will be treated sensitively and shared only where necessary to safeguard health, welfare or safety, or where there is another lawful reason to do so. Permission will be sought where possible and appropriate, unless seeking permission would increase risk, prejudice safeguarding action or be contrary to advice from statutory agencies.

Whistleblowing

Whistleblowing is the act of reporting concerns in the public interest, including concerns about safeguarding failures or unsafe practices. All Committee members and volunteers are reminded annually of their duty to raise such concerns. If a Committee member is concerned about the actions of another adult, they should report to the DSL, assistant, Chair, or Vice-Chair.

All Committee members and the wider Young Gen community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the Society. Committee members are made aware of the duty to raise concerns about the attitude or actions of Committee members in line with the Society's Code of Conduct. We have a culture of safety and of raising concerns; any concerns about safeguarding practices are reported and followed up, but Committee members are aware of their obligation to challenge inaction.

If a Committee member feels unable to report internally, they may contact the NSPCC Whistleblowing Helpline at 0800 028 0285 (8am–8pm, Mon–Fri) or email help@nspcc.org.uk. Parents or others in the wider community can contact the NSPCC general helpline at 0808 800 5000 (available 24/7) or email help@nspcc.org.uk, and/or The Charity Commission.

Reporting to the Charity Commission does not replace reporting to the Police, Children's Social Care, Adult Social Care, LADO, DBS or any other statutory agency. Safeguarding referrals and urgent protective action must not be delayed while trustees consider Charity Commission reporting.

Trustees must consider whether a safeguarding matter also needs to be reported to the Charity Commission as a serious incident. This may include incidents where a beneficiary, child, adult at risk, volunteer or other person connected with the charity has been harmed or is at risk of harm; where there has been a failure of safeguarding procedures; or where the incident may result in significant harm to Young Gen's beneficiaries, reputation, operations or assets.

Accidents

- To avoid accidents, chaperones and children will be advised of “house rules” regarding health and safety and will be notified of areas that are out of bounds. Adults are asked to read and abide by all appropriate and completed risk assessments.
- Children will be advised of the clothing and footwear appropriate to the activity/activities that will be undertaken.
- If a child is injured while in the care of the Society, a designated first-aider will administer first aid and the injury will be recorded in the Society’s accident book.
- If a child is injured while in the theatre, a designated first-aider from the theatre will administer first aid and the injury will be recorded in the Theatre’s accident book.
- Any accidents that have occurred whilst the young person was in the care of the Society shall be reported to the parents of the child.
- If a child joins the production with an obvious physical injury, a record of this will be made in the accident book. This record will be countersigned by the parent. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

Disclosure and Barring Service

Young Gen will apply safer recruitment principles to Committee members, production team members, chaperones, volunteers, contractors and others who work with or have responsibility for children or adults at risk. The level of checking required will depend on the role, frequency, supervision arrangements and whether the role meets the legal eligibility criteria for a DBS check and/or barred list check.

Safer recruitment may include role descriptions, application or volunteer information, identity checks, references where appropriate, discussion of previous experience and suitability, DBS checks where eligible, checks of chaperone licences, and confirmation that the person has read and agreed to follow Young Gen safeguarding and conduct expectations.

Young Gen requires licensed chaperones to hold an appropriate chaperone licence and Enhanced DBS check in accordance with the licensing authority’s requirements. Directors, musical directors, choreographers and others with regular responsibility for instructing, supervising or caring for children will be required to hold an appropriate Enhanced DBS check where eligible. Barred list checks will only be requested where the role is legally eligible.

DBS information will be handled securely and confidentially. Young Gen will record the date, level and outcome of checks in accordance with data protection requirements and will not retain DBS certificate information unnecessarily.

A DBS check is only one part of safer recruitment. All adults are still expected to follow Young Gen’s safeguarding procedures, Code of Conduct, professional boundaries and reporting requirements.

Where a volunteer, contractor or production team member has lived or worked outside the UK, Young Gen may consider whether any additional overseas checks or certificates of good conduct are appropriate, proportionate and available.

Young Gen will maintain a secure DBS and chaperone licence register, recording the individual’s name, role, DBS level, barred-list eligibility where applicable, certificate/update-service check

date, chaperone licence details and expiry date, who checked it, and any required renewal date. Copies of DBS certificates will not be retained unless there is a specific lawful reason to do so.

From 1 September 2026, Young Gen will take account of the removal of the supervision exemption when deciding whether regular supervised volunteers are undertaking regulated activity and require an Enhanced DBS check with Children's Barred List information.

Chaperones

- Chaperones will be appointed by the Society for the care of the children during the production process. By law the chaperone is acting to a child in loco parentis and should exercise the care which a good parent might be reasonably expected to give a child.
- Potential chaperones will need to complete the relevant paperwork provided by Essex County Council to become a licensed chaperone as well as complete an Enhanced DBS check.

Please see Appendix C for full responsibilities.

Appendix A – Relevant Legislation

Relevant legislation, statutory guidance and good-practice guidance includes, but is not limited to:

- Children Act 1989 and Children Act 2004
- Children and Young Persons Acts 1933 and 1963, as amended
- Child Performance and Activities Licensing legislation and guidance, including the Child Performances and Activities (England) Regulations 2014
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2025, used by Young Gen as good-practice guidance where relevant
- SET Safeguarding and Child Protection Procedures 2026
- Essex Effective Support guidance and local safeguarding referral routes
- Online Safety Act 2023
- Data Protection Act 2018 and UK GDPR
- Information Sharing Advice for Safeguarding Practitioners 2024
- What to do if you're worried a child is being abused: advice for practitioners
- Protection of Children Act 1978
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Children and Social Work Act 2017
- Female Genital Mutilation Act 2003
- Forced Marriage legislation and guidance
- Domestic Abuse Act 2021
- Counter-Terrorism and Security Act 2015 and Prevent Duty guidance
- Modern Slavery Act 2015
- Criminal exploitation of children and adults at risk: county lines guidance
- Sharing nudes and semi-nudes: advice for education settings working with children and young people, March 2024
- Charity Commission safeguarding guidance for charities and trustees
- Disclosure and Barring Service eligibility and regulated activity guidance
- Care Act 2014 and Care and Support statutory guidance, where adult safeguarding is relevant

Appendix B – Safeguarding Contacts

Emergency / immediate danger

- Police / Ambulance / Fire: 999

Young Gen Safeguarding Team

- Designated Safeguarding Lead: Alison Khattar - alisonk@young-gen.co.uk
- Safeguarding Assistant: Alex Cass - alexc@young-gen.co.uk
-

Essex children's safeguarding

- Essex Children and Families Hub: 0345 603 7627
- If a child is at immediate risk of significant harm: ask for the Priority Line
- Out of hours / bank holidays: Emergency Duty Team 0345 606 1212
- Out of hours email: Emergency.DutyTeamOutOfHours@essex.gov.uk

Allegations against adults working with children

- Essex LADO / Children's Workforce Allegations Team: check current Essex route before use
- Current email to check/use: LADO@essex.gov.uk / lado@essex.gov.uk, subject to Essex published guidance

Adults at risk

- Essex Adult Social Care / Adult Safeguarding: 0345 603 7630
- Out of hours: 0345 606 1212
- Essex Safeguarding Adults Board: use the online safeguarding portal where appropriate

NSPCC / Childline

- NSPCC Helpline: 0808 800 5000
- NSPCC Whistleblowing Advice Line: 0800 028 0285
- NSPCC email: help@nspcc.org.uk
- Childline: 0800 1111

Mental health crisis

- If immediate danger: 999
- NHS 111, option 2 for mental health crisis support where available
- Samaritans: 116 123

Appendix C – Chaperones Full Responsibilities

- Chaperones will be made aware of the Society's Safeguarding Policy and Procedures.
- Where Chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Safeguarding Lead (s). If changes cannot be made satisfactorily, Safeguarding Lead (s) and/or the chaperone (s) should consider not allowing the children to continue.
- If a chaperone considers that a child is unwell or too tired to continue, they should speak to a Safeguarding Lead, who will make the decision not to allow the child to continue. If the Safeguarding Leads are not available at the time, the chaperone is able to make this decision in their place.
- Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb.
- During performances, children will be shown how to enter the building and where to sign in and where they are allowed to go within the building.
- Chaperones will be aware of where all children are at all times.
- Chaperones will be allocated to specific dressing rooms/children and also to communal areas.
- Children are not to leave the theatre or performance/rehearsal venue unsupervised by chaperones, unless in the company of parents or with prior written agreement of parents. e.g. between matinee and evening performance.
- Children will be adequately supervised while going to and from the toilets. No adults will be alone in the toilets with a child. The chaperone will ensure that there is no adult in the toilet before the child enters and will then wait outside, before returning them to their dressing room/Green Room/stage.
- Children will not be allowed to enter adult dressing rooms.
- Chaperones should be aware of safety and first aid procedures in the venue and will be proactive to ensure children in their care do not place themselves or others in danger.
- Chaperones should ensure that any accidents are reported and recorded to the Society/Theatre.
- Chaperones on door-duty must ensure that all children sign in when entering the venue and out when leaving the venue and that the children reach the person that is collecting them.
- Chaperones on door-duty will ensure that only the children listed as cast members enter the venue.
- The chaperone should stay with the children until they have been collected.

Appendix D – What to do if a child discloses abuse (adapted from advice from NSPCC)

It can be very hard for children and young people to reveal abuse. Often they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to.

Children value being believed and, as the adult they have chosen to tell, it's vital that you act on what you've been told.

Below you can find advice on what steps to take if a child tells you they've been abused and how you can help keep them safe.

If a child discloses abuse

If you're in a situation where a child discloses abuse to you, there are a number of steps you can take.

- Stay calm and in control of your emotions. Listen carefully to the child. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking
- Let them know they've done the right thing. Reassurance can make a big impact to the child who may have been keeping the abuse secret
- Tell them it's not their fault. Abuse is never the child's fault and they need to know this
- Say you believe them. A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person to believe them and help them
- Don't investigate or talk to the alleged abuser. Avoid asking leading questions as this could be harmful to the investigation. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- Explain what you'll do next. If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help. Do not promise confidentiality
- Don't delay reporting the abuse. The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.

Appendix E - Types of Abuse, Neglect and Exploitation

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, 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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), 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, although it may occur alone.

Harm can include the impact of witnessing ill treatment of others, for example in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects.

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.

Appendix F – Recognising and Responding to Abuse/Neglect/Exploitation

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

1. Any injuries not consistent with the explanation given for them
2. Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
3. Injuries which have not received medical attention
4. Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
5. Reluctance to change for, or participate in, games or swimming
6. Repeated urinary infections or unexplained tummy pains
7. Bruises, bites, burns, fractures etc. which do not have an accidental explanation
8. Cuts/scratches/substance abuse
9. Frequent “accidents”
10. Frequent/repeated accidents
11. Parents not leaving the side of an injured child
12. Aggressive play/conduct problems
13. Preoccupation with own body and health
14. Unusual degree of parental hostility
15. Unusual lack of parental concern
16. Different accounts of events

NEGLECT

1. Developmental delay
2. Excessive hunger
3. Inadequate clothing
4. Very poor condition – skin, hair, nails and general physical appearance
5. Poor hygiene
6. Marked drop in weight/height centiles without organic reason
7. Tired and apathetic presentation
8. Poor school attendance
9. Inability to play – due to lack of stimulation
10. Parents with mental health/drug/alcohol problems
11. Untreated illness or injury
12. Evidence of failure to protect a child from exposure to any kind of danger
13. Other physical conditions resulting from inadequate care
14. Withdrawn

15. Food scavenging
16. Poor school achievement

INDICATORS OF POSSIBLE SEXUAL ABUSE

1. Any allegation made by a child concerning sexual abuse
2. Child with excessive preoccupation with sexual matters and detailed knowledge of sexual behaviour, or who regularly engages in age-inappropriate sexual play
3. Sexual activity through words, play or drawing
4. Child who is sexually provocative or seductive with adults
5. Inappropriate bed-sharing arrangements at home
6. Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
7. Eating disorders - anorexia, bulimia

EMOTIONAL SIGNS OF ABUSE

1. Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety
2. Nervousness, frozen watchfulness
3. Obsessions or phobias
4. Sudden under-achievement or lack of concentration
5. Inappropriate relationships with peers and/or adults
6. Attention-seeking behaviour
7. Persistent tiredness
8. Running away/stealing/lying

Appendix Fa - Concern about a Child

Name and Form:
Date:
Concern raised by:
Reason for concern:
Immediate action to be taken:
Detail of follow-up with dates:

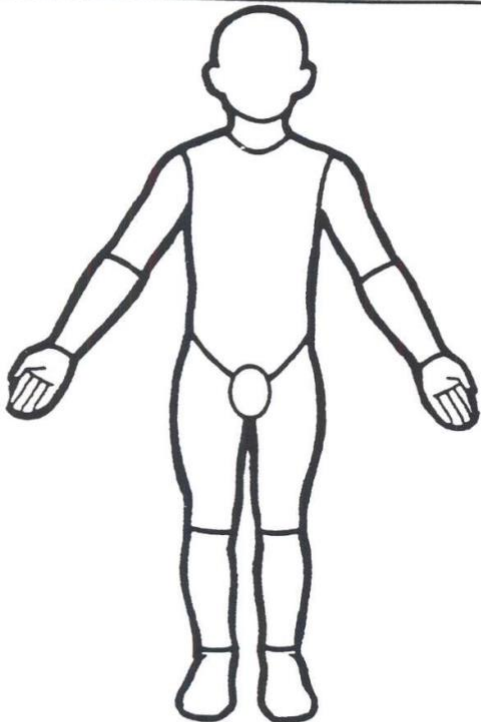
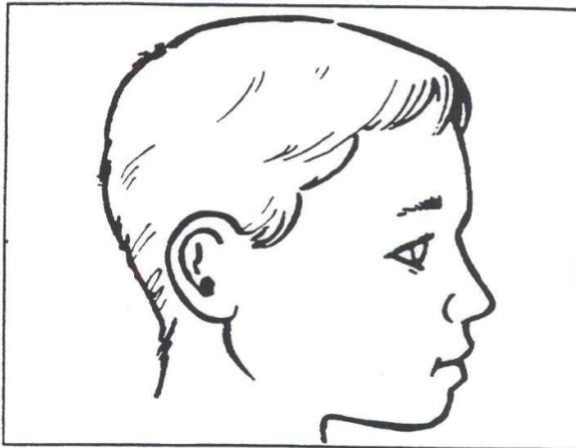
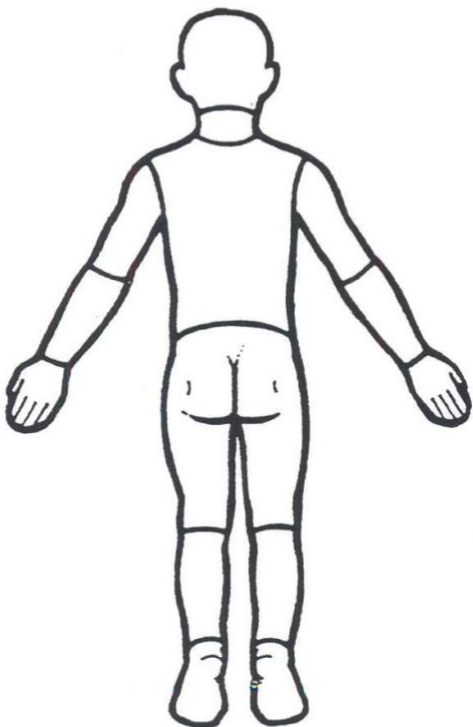
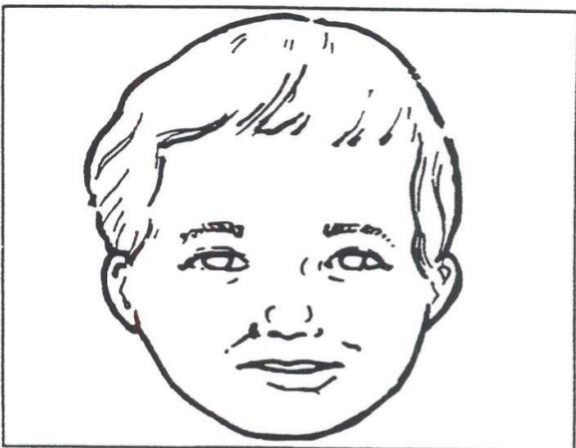
Appendix Fb

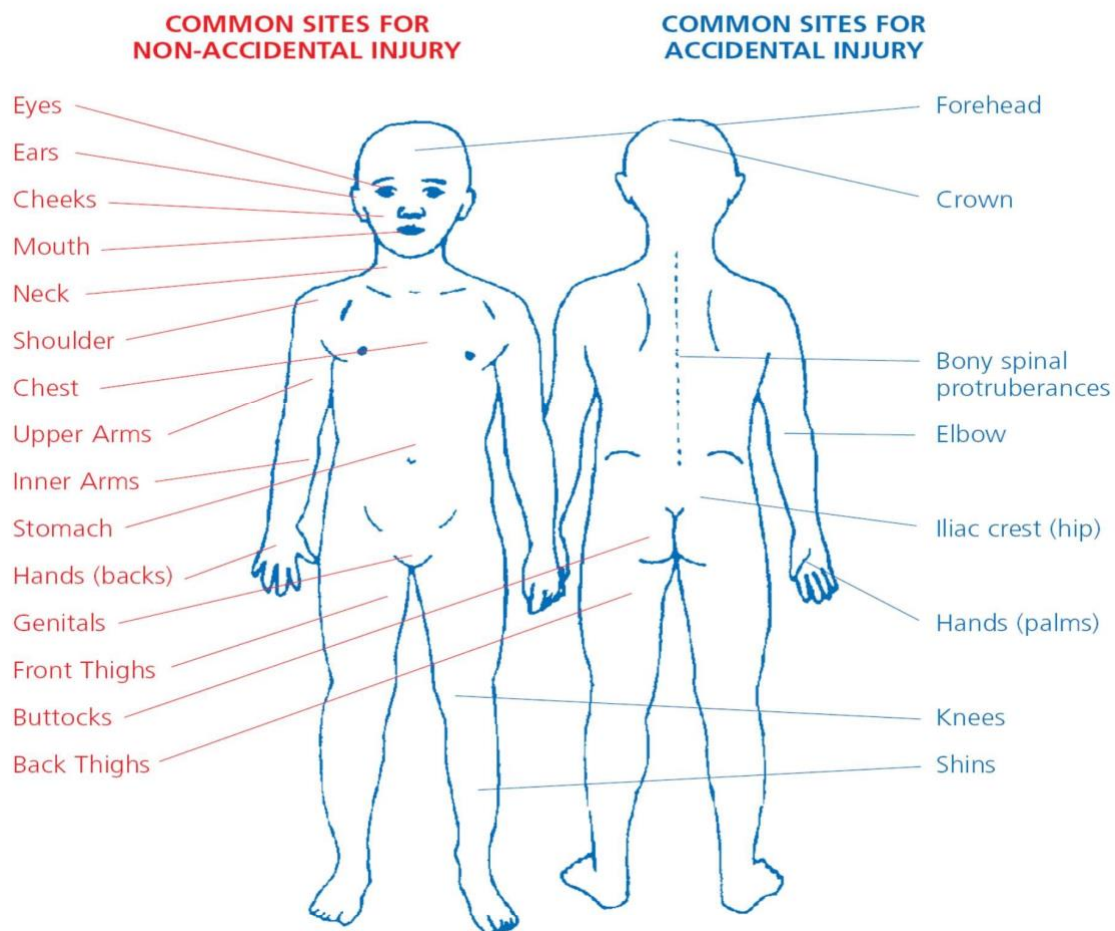
CHILD PROTECTION RECORD – Report of a Concern

Date of record:			
Date of incident:			
Name of referrer:		Role of referrer:	
Child name:		School Year	
Details of concern:	☐ use body map if appropriate (with advice of Designated Lead) ☐ use initials for other children / young people involved, unless there is a specific need to name them in full ☐ contemporaneous notes, if taken, may be attached to this form		
Reported to:		Role of person reported to:	
Signed:			

Action taken:		Advice sought: (from whom and what was advice given)	
Concern / referral discussed with parent / carer?		If not, state reasons why – if yes, note discussion with parent	
Referral made:		If not, state reasons why – if yes, record to whom and any action agreed	
Feedback to referring DSL:			By whom
Response to / action taken with Cast Member:			By whom
Name and contact number of School:			
Name and contact details of GP:			

Appendix G – Body Maps

OLDER CHILD	
Body Map	ne
	
	
	



Appendix H - Guidelines for Committee Members Regarding Professional Distance

We wish to ensure that Committee members behaviour and actions do not place cast members or the Committee member at risk of harm or of allegations of harm to a cast member.

Professional Distance:

- Committee members should rarely need to touch cast members. In all circumstances Committee members should maintain a safe and appropriate distance. If any form of manual/physical touching is required, it should be provided openly. Committee members need to ensure that their behaviour and physical contact with cast members do not inadvertently lay them open to allegations of abuse. Where circumstances mean that they are alone with a child, for example in an individual setting scene or musical direction, it is good practice to ensure that a member of the safeguarding team are within earshot or present. Where possible, a gap or barrier should be maintained between a Committee member, and cast member at all times: examples of good practice include keeping a door open.
- At times, it may be necessary for a Director, Assistant Director or Choreographer to make brief physical contact with a cast member in order to demonstrate stage direction, dance positioning, or physicality relevant to a performance. In such instances, adults must always:
 - o Ask for the young person's permission before making any physical contact.
 - o Ensure that the contact is appropriate, limited, and justified by the context of direction.
 - o Avoid contact where another method of instruction (verbal or visual) would be sufficient.
- For scenes involving close physical interaction, emotional vulnerability, or suggestive content, an Intimacy Coordinator will be appointed. Their role is to ensure that cast members are fully comfortable and give clear, informed consent to the direction being given. The Intimacy Coordinator will ensure that any staging of physical contact is carefully choreographed, appropriate, and regularly checked for ongoing comfort. Cast members are always entitled to withdraw consent at any time without consequence.
- All interactions must respect the cast member's autonomy and dignity, and any concerns or discomfort should be reported to the Director, Designated Safeguarding Lead, or Intimacy Coordinator immediately.
- Committee members should be wary of inappropriate electronic communication with pupils and should avoid social interaction on social networking sites.
- If Committee members think it is necessary to restrain a child from doing something they should try non-physical approaches – e.g. by talking to them, asking them not to move if they are injured or by standing in the way. If Committee members have to use physical restraint, it should be the minimum necessary for their safety. If they are in imminent danger, it might be necessary to hold them by their clothing. Whatever the circumstances, physical restraint must be reasonable. Any physical intervention should be reported to the DSL and recorded on the Physical Intervention log.
- In the rare situations where a cast member is to be driven in a car by a Committee member, the parents' approval will always be required in advance (unless there is an emergency).

Appendix J – Policy Statement

CHELMSFORD YOUNG GEN SAFEGUARDING POLICY STATEMENT

This Safeguarding Policy was authorised by the Trustees/Committee on:

Date:

Chelmsford Young Gen is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all Committee members, production team members, chaperones, volunteers, contractors, parents and third parties to share this commitment.

Safeguarding is everyone's responsibility. We will listen to children and young people, take concerns seriously, act promptly, and follow statutory and local safeguarding procedures where there is a concern about harm, abuse, neglect or exploitation.

If you have a concern about a child, young person, adult at risk or the behaviour of an adult connected with Young Gen, please speak to a member of the Safeguarding Team immediately. If someone is in immediate danger, call 999.

Young Gen Safeguarding Team:

Alison Khattar - Designated Safeguarding Lead

Alex Cass - Safeguarding Assistant

A copy of the full policy is available on the Young Gen website.

Signed:

Signed:

Date:

Appendix K – The role of the Designated Safeguarding Lead and Assistant

Referrals

- Refer promptly all cases of suspected abuse, neglect and exploitation to the local authority children's Social Care team and support staff making the referrals
- Refer cases to the Channel programme where there is a radicalisation concern as required and support staff making the referrals
- Refer cases where a person is dismissed or left due to risk/harm to a child to the DBS as required
- Refer cases where a crime may have been committed to the Police as required

Work with others

- Liaise with Chairman/Vice Chairman to inform them of issues, especially ongoing enquiries and police investigations, including being aware of the requirement for children to have an Appropriate Adult
- As required, liaise with the case manager and designated officer at the local authority for child protection concerns
- Liaise with Committee members on matters of safety, safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies and act as a source of support, advice and expertise for staff, including considering how safeguarding, welfare and educational outcomes are linked
- Act as a point of contact with safeguarding partners
- Liaise with mental health support teams as appropriate
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances

Knowledge, skills and training

- Receive appropriate training every year as well as refresher courses or updates of their knowledge and skills at least annually;
- Ensure each member of the Committee has access to and understands the Society's safeguarding policy and procedures, especially new Committee members and new volunteers
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Understand the importance of information sharing both within the Society and with safeguarding partners, other agencies, organisations and practitioners
- Be alert to the specific needs of children in need, those with SEND, health conditions and young carers
- Keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those discussions, including where referrals were or were not made to another agency
- Act as the first point of contact for parents, Committee members, external agencies in all matters relating to the Prevent duty and provide advice and support

- Recognise the additional risks children with SEND face online, eg from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
- Obtain access to resources and attend relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all Committee members
- Understand the importance of their role in providing information and support to social care and understand the lasting impact adversity and trauma can have and how to respond to this to promote educational outcomes
- Understand the difficulties children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Raise awareness

- Ensure the Society's Safeguarding Policy is known, understood and used appropriately
- Ensure the Society's Safeguarding Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, working with the trustees to achieve this
- Ensure the Safeguarding Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Society in this
- Link with the ESCB to make sure Committee members are aware of training opportunities and the latest local policies on safeguarding

Child protection files

- Ensure that concerns, referrals and child protection files are kept up to date, confidential and stored securely. These should include a clear and comprehensive summary, details of follow up action taken, decisions reached and the outcome. Any sharing of the file is only carried out in line with information sharing advice.

Availability

- During rehearsal time and show week the DSL or the Assistant should always be available for Committee members to discuss safeguarding concerns. Outside those hours the DSL or Assistant are available via telephone or via email checked at least twice weekly.

Appendix L - Low Level Concerns Policy

Purpose of the Policy

We understand that it is critical to have a culture where all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately. This will create and embed a culture of openness, trust and transparency in which the Society's values and expected behaviour are constantly lived, monitored and reinforced by all Committee members.

Behaviour which is not consistent with the standards and values of the Society needs to be addressed and can exist on a wide spectrum, from the inadvertent or thoughtless through to that which is ultimately intended to enable abuse. We promote an open and transparent culture in which all concerns about adults working in or on behalf of the Society are dealt with promptly and appropriately. A low level concern can be no more than a sense of unease or a nagging doubt that an adult may have acted in a way that is inconsistent with the Society's Code of Conduct. The policy applies to all adults including Committee members, chaperones and volunteers.

Committee members do not need to be able to determine whether their concern is low level or whether it meets the threshold for referral to the LADO: once staff share what they believe to be a low level concern, that determination is made by either the DSL or Assistant.

If the concern is about the Designated Safeguarding Lead, it should be reported to a Safeguarding Assistant and/or the Chair or Vice Chair. Where necessary, advice may be sought directly from the LADO route.

To achieve the purpose of this low level concerns policy It is essential that:

- Committee members are clear in distinguishing between expected and appropriate behaviour from concerning, problematic or inappropriate behaviour by themselves and others
- Committee members interpret the sharing of concerns as a neutral act
- the Society addresses unprofessional behaviour and supports the individual to correct it at an early stage
- the Society identifies concerning, problematic or inappropriate behaviour, including any patterns, that may need to be followed up with the LADO
- the Society provides responsive, sensitive and proportionate handling of concerns when they are raised and reflects on any weaknesses identified in its safeguarding processes.

Procedure for reporting and recording low level concerns

All low level concerns must be shared with the DSL or Assistant within 24 hours of becoming aware of it, where the concern relates to a particular incident, although it is never too late to share a low level concern. Concerns about the DSL must be shared with the Assistant. The concern should be shared verbally with the Assistant or alternatively a written summary can be provided.

If the Committee member raising the concern does not wish to be named, they can leave an anonymous written note for the DSL. However, anonymity cannot be promised to members of the Committee sharing concerns and wherever possible, Committee members are encouraged to consent to be named to help create a culture of openness and transparency.

Occasionally a member of the Committee may find themselves in a situation which could be misinterpreted or might appear compromising to others, or they may have behaved in a manner which, on reflection, they consider falls below the standard in the code of conduct. Self-reporting in these circumstances can be positive: it is self-protective and enables a potentially difficult issue to be addressed at the earliest opportunity; it demonstrates awareness of the expected standards and how the actions could be perceived; and it contributes towards maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

Where the concern is provided verbally, the DSL will make an appropriate record of the conversation immediately following the discussion. This will include: the names and roles of the individual sharing the concern and the individual about whom the concern is being raised; and brief context and concise, accurate details of the concern and any relevant incidents. The record should be signed, timed and dated.

The DSL will take the following action according to the nature and detail of the concern shared with them:

- Speak to the person raising the concern
- Speak to any potential witnesses (unless advised not to by the LADO, where they have been contacted)
- Speak to the individual about whom the concern has been raised (unless advised not to by the LADO, where they have been contacted)
- Review the information and determine whether the behaviour is (i) entirely consistent with the Committee members' Code of Conduct and the law or (ii) constitutes a low level concern or (iii) is not serious enough to consider a referral to the LADO but may merit seeking advice from the LADO on a no names basis or (iv) when considered with any other previous low level concerns, could meet the threshold of an allegation and should be referred or (v) meets the threshold of an allegation and should be referred. Where there is any doubt, the DSL will seek advice from the LADO on a no names basis.
- Make appropriate records of all conversations and their determination of the concern, as well as the rationale for the decision and any action taken.
- Speak to the person who shared the concern to provide them with feedback.
- Act with discretion when carrying out any investigations, and on a need to know basis.
- Speak to the person about whom the concern was raised to ensure that they understand the importance of maintaining a positive professional relationship, including with the person raising the concern and also to discuss any support or training they might need.
- Consider whether the low level concern raises issues of misconduct or performance and where necessary, triggering disciplinary or capability procedures.
- Consider the employment status of the individual who is the subject of the concern ie where they are a contractor or volunteer the response may need to be tailored accordingly.
- Consider whether any internal procedures need to be changed as a result of the investigation of the low level concern.

The DSL will retain all records of low level concerns, including those which are deemed to be consistent with the Committee members' Code of Conduct, in a central paper file. Where multiple low level concerns have been shared regarding the same individual these will be kept in chronological order with a timeline. These records will be kept confidential and held securely. Where the concern triggers disciplinary or grievance procedures, it will also be recorded on the

relevant personnel files in the normal way, as well as if the LADO advises that the concern meets the threshold of an allegation.

The DSL will review the low level concerns file at least annually to ensure that all such concerns are being dealt with promptly and appropriately and that any potential patterns of behaviour are identified. The concerns will be retained until further guidance about retention is issued.

Low level concerns which have not met the threshold for referral to the LADO should not be included in references unless they relate to issues which would normally be included in a reference, for example misconduct or poor performance.

Examples of real life behaviours that came before child sexual abuse in other organisational settings

- A position of power within the Committee member group was such that although Committee members became increasingly concerned about crude language, they felt unable to challenge. A cast member on placement was petrified of the member of staff.
- Committee member was difficult to manage, flouting Society rules. Committee member instilled fear in other Committee members or volunteers through behaviour. Committee member had concerns about the way cast members were selected to take part in a production, but parents were desperate for their children to be part of the production.
- Common knowledge amongst Committee members and cast members that a Committee member made inappropriate jokes.
- Committee member aligned themselves with those in power, making it difficult to challenge behaviour that may have caused concern.
- Committee members noticed another Committee member had favourite cast members and that there were blurred boundaries between them, with a culture of pranks.
- Cast members felt emotionally blackmailed or were afraid of the Committee member. There was a highly competitive atmosphere which led to high levels of compliance with the Committee member's expectations and gratitude for what was achieved.
- Example of a context where a Committee member self-referred but no further action was taken: parents were unable to collect a child from the Society and asked the member of the Committee to take the child home, which they did without anyone else in the car.