

STATEMENT OF INTENT

Replay are committed to safeguarding the welfare of children and young people, and recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Replay believe that the welfare of the child is paramount, and that all children without exception have the right to protection from abuse.

This policy has been approved and endorsed by senior management and the Board of Trustees.

PRINCIPLES OF GOOD PRACTICE

At all times, Replay will:

- Treat children and young people with care, respect and dignity
- Put the welfare of children at the heart of all our work
- Ensure communication with children and young people is open and clear
- Assess the risks to children of its activities
- Recognise children's rights as individuals and accord them the respect they deserve by considering, listening to, acknowledging and valuing their opinions and needs
- Train all staff in child protection issues
- Review its policy and procedures regularly

Code of Conduct

All Replay staff must sign up to and abide by the Code of Conduct attached to this Policy. The induction of staff will include detailed discussion of the requirements of this Code.

Any breach of the code of conduct will result in relevant disciplinary action.

Recruitment and Induction of Staff

Replay is committed to equality and fair treatment of all core staff, freelance employees and potential candidates for posts within the company. Replay is also committed to ensuring that the welfare of the child is of paramount consideration and that company recruitment systems do not increase or ignore the potential risk of harm to the children with whom Replay works nor do they compromise or put at risk individual staff members or candidates.

Replay is currently a registered body with Access NI, and requires enhanced disclosures from all staff that have regular contact with children. As part of Replay's recruitment and selection process, offers of employment to positions where working with children and young people is an expected part of the job will be subject to an Access Ni check. This applies to persons engaged on staff, casual or freelance contracts.

A detailed operational document on recruitment and selection is attached.

Induction and Training

Core Staff

Training on child protection will form part of the company induction programme, and will then be updated on an annual basis, or as updates are required.

Induction for Project-based Employees

For all staff employed on project-based contracts, a practical induction session of not less than one hour with written guidelines will be a compulsory element of the preparation period of any project. The content will cover all aspects of the company's policy and procedures and will have additional elements depending on the nature of the activity to take place. The practical advice and written guidelines will be reviewed and updated regularly in accordance with changes in legislation and best practice.

Use of photographic/filming equipment

Replay will request all relevant consent in advance of any filming or photography and will adhere to the following guidelines:

- Will provide a clear brief about appropriate content and use of image
- Identify photographer to host group
- Will not permit unsupervised access to children
- Avoid using names of children if image is used

All consent forms will be stored in line with data protection legislation.

Reporting Systems

Replay is aware of the importance of responding to, reporting and recording concerns, allegations and disclosures and following the correct reporting processes to support any investigation.

This is highlighted by

- Providing guidelines as to what constitutes a child protection concern
- Providing guidelines about how to respond to such concerns
- Implementing a procedure for recording and reporting information in a confidential manner
- Appointing a Designated Officer to deal with safeguarding issues

Designated Officer

The Designated Officer will be the Operations Manager.

Their role is to:

- Be the first person staff, volunteers or members of the public approach with concerns
- Train all stakeholders in the safeguarding policy
- Ensure that safeguarding policy and procedures are being implemented
- Contact statutory organisations about concerns and make referrals if necessary

What constitutes a child protection concern?

A concern which relates to the possibility of a child suffering harm or abuse. The most likely examples of this in the context of Replay activities are:

- Worrying remarks made by a child
- Situations where a child has been exposed to potential risk of harm
- Concern about the behaviour of a worker (e.g. inappropriate or unacceptable behaviour, negligence or favouritism)
- Disclosures –when a child tells you that they are/have been harmed or abused in any way

Responding to concerns

It is not Replay's responsibility to investigate any concern, or decide whether or not it constitutes abuse. Employees simply need to ensure that all information is passed to the Designated Officer without delay.

All concerns should be recorded, no matter how insignificant the information may seem.

In the case of a child disclosing abuse, Replay employees should:

- Follow recommended practice re dealing with disclosures detailed in induction process
- Find designated Child Protection Officer/ Teacher and report concern
- Complete report form: form should then be copied leaving one with Child Protection Officer Teacher and retaining one
- Notify Replay Designated Officer at earliest opportunity
- All records will be held confidentially and supplied for any further investigation
- Employees will be supported in any investigation even after their contract of employment has ended

Should the Child Protection Officer/ Teacher of the host organisation not be available:

- Employees should notify the Designated Officer immediately who will then follow up with the Child Protection Officer/ Teacher when available. Employees will need to make themselves available should a meeting be required

In the case of an allegation made against a Replay employee:

1. Whether the allegation comes from a child or a member of staff of a host schools/organisation, the designated Child Protection Officer/ Teacher of the host school/organisation will be responsible for notifying the authorities and initiating the appropriate procedures. The Child Protection Officer/Designated Teacher will also be responsible for notifying Replay's Designated Officer at the earliest opportunity.
2. Where an allegation is made from within Replay or to a Replay employee about a colleague, the designated Child Protection Officer/ Teacher in the host school/organisation will be notified and will be responsible for notifying the authorities.
3. Any employee against whom an allegation is made will be suspended by Replay on full pay for the duration of their contract or until such time as the investigation is complete. Allegations made against core staff should be notified to Replay's Board of Directors through the Chair.

In all cases:

1. If no system is in place within the host school/organisation or if Replay feel it is either inappropriate or ineffective to notify them, Replay will take steps to notify the appropriate authorities, i.e. the police or social services.
2. Replay's Board of Directors will be notified when an incident has taken place.

COMMUNICATION OF THE POLICY

Replay is committed to promoting awareness of issues that may cause harm to children and raising understanding of their rights as individuals. Replay is also committed to promoting good practice generating a culture of 'openness' within its own work and in a wider context.

Replay will communicate its policy practically, publicly and in the promotion of good practice.

Practical Communication

Replay will draw attention to its policy in its literature and guidelines sent to host schools/organisations. It will make them aware of its reporting and complaints procedures and gather information on their policies. Where appropriate, it will provide supplementary information for distribution to parents and carers. Host organisations such as theatres will be notified of the policy and where appropriate will be provided with notices for display and other relevant literature.

Public Communication

Replay will make its safeguarding policy and procedures available through its web-site. Where appropriate, it will carry literature relating to its policy for distribution to members of the public. It will also be open to enquiries, concerns and complaints about issues relating to safeguarding. It will gather information about practices engaged by other organisations and will contribute to wider debates about training and appropriate behaviour.

Promotion of Good Practice

Replay will make the welfare of the child a paramount consideration in all areas of its work. It will stipulate that its host schools/organisations must have in place mechanisms and procedures relating to safeguarding.

Management and Monitoring

Replay is committed to managing the implementation of this policy in full and ensuring that it is reviewed regularly and amended as necessary.

Responsibility for Management

Final responsibility of the policy will rest with the Board of Directors of Replay Productions. The daily and ongoing management of the policy will be undertaken by the Operations Manager taking a lead role in record-keeping and implementation of procedures. All other employees regardless of their length of contract or duties will have a responsibility to adhere to the organisation's child protection policy and follow all procedures as required.

Monitoring

- Replay will monitor its recruitment, selection and vetting procedures to ensure potential candidates are compliant with the requirements of this policy
- Induction and training will be recorded for all staff and with each new intake of project-based staff. Replay will keep a record of those employees who return for subsequent contracts and provide references as appropriate
- Replay will keep detailed and accurate records of any reported incidents, allegations or concerns and comply with all requirements to supply information as appropriate in line with data protection legislation
- Replay will be pro-active in gathering information on changes in law and practice and disseminate these/review procedures as appropriate
- Replay will retain all relevant records and will hold confidentiality as a primary consideration.
- Replay Board of Directors will make spot checks to ensure all procedures are being fully implemented

Review

Replay will review its policy annually alongside other company policies. This will be undertaken at Board level.

The review will take into consideration:

- Any issues that have arisen during the year from the implementation of the policy
- Any incidents reported and their implications for changes to be made
- Comments and suggestions from any source
- Changes in legal responsibility or recommended practice
- Issues arising from outside the sphere of child protection (e.g. changes in other legislation)

Any amendments required to policy and procedures will be discussed and approved at a Board meeting.

Code of Behaviour

This document outlines how Replay expects its employees to behave when representing the company. While it does not cover every possible situation that might arise, it will help employees use their judgement, to act and respond appropriately and avoid situations that are risky, inappropriate or open to misinterpretation.

Workshop facilitators will need to be particularly sensitive to how their behaviour impacts on children. All guidance should be applied before and after activities as well as during.

Any breach of the Code of Conduct will result in disciplinary procedures.

DO:

- Show respect, be patient and listen
- Set a good example by using appropriate language, attitude and demeanour at all times
- Wear Replay branded clothing
- Conduct activities within sight or hearing of others. Where possible involve more than one child in a conversation
- Listen to the host group staff as they will have a longer and more complex relationship with the children.
- Stop or cancel activities if conditions are unsafe or unreasonable demands are being made
- Work out or consult with Replay in advance to agree appropriate discussion topics and exit strategies, if an activity has a particularly sensitive or emotional content. Replay will always provide host groups with resources and guidance for pre-work and follow-up
- Keep physical contact to an appropriate level. What that level is in relation to a specific activity should be discussed with the company beforehand and then with the lead contact person in the host organisation. Be prepared to adjust the activity to allow for changing circumstances
- Avoid excessive physical contact with children and refrain from activities such as wrestling or tickling. Ask the child if a particular physical activity is okay
- Identify a lead contact in each host group and the lead contact person from Replay, in most cases the Company Stage Manager. Make sure everyone including the children knows who they are
- Be aware of child safety when arriving at the venue. Be prepared to have other employees walking in front of, behind or beside the vehicle, particularly if the vehicle must cross a playground. Keep vehicles locked at all times
- Stay in prescribed areas and avoid wandering around the facilities
- Use staff not children's toilets and always ask for a private changing area. If neither is available, establish a system with the host group to make them 'out of bounds' while Replay is using them
- Be as careful leaving as arriving
- Secure equipment of any kind that could be used unsafely or as a weapon (scissors, staple guns, penknives, etc) must be kept away from children and used by them only under supervision

Never:

- Work or perform without supervisory staff/volunteers present. The host organisation is responsible for supervising children and no Replay employees – individually or together – should be left alone with children for any length of time.
- Hit or physically assault or abuse children
- Show favouritism towards a child
- Comment on personal appearance or dress
- Promise to keep secrets
- Belittle or demean children
- Embarrass, ignore or single out a child
- Allow or engage in inappropriate touching
- Engage in sexually provocative games
- Allow children to engage in abusive peer activities, e.g. bullying, mocking or initiation ceremonies
- Offer lifts to children or permit them to travel in the company vehicle
- Arrange meetings with children outside organised activities without the prior consent of parents and Replay
- Bring any alcohol into a host organisation, even for consumption during non- working hours
- Turn up for work smelling of alcohol
- Smoke inside school grounds, or in the presence of children or young people
- Bring any type of prescription drugs into a host organisation, unless medically necessary. If necessary (e.g. inhaler , epi –pen) ensure they are kept on your person at all times, or with the host organisation
- Bring items of value should be left at home or given to the Company Stage Manager or host group during activities. Mobiles must be switched off during all activities
- Swearing and having conversations of an adult nature should be avoided while in the host organisation. Many schools and groups have ‘no swearing’ policies which Replay must respect
- Never undermine, ridicule or insult the staff or volunteers of a host group
- Offer alcohol, cigarettes or drugs (even headache tablets) to a child

Recruitment

Robust recruitment and selection procedures will help organisations to screen out unsuitable individuals and prevent them from working with children.

In the pursuit of best practice, some of Replay's procedures go beyond the legislative requirement.

Replay can identify 4 groups of potential employment or involvement:

1. Core permanent and/or senior staff (both full-time and part-time)
All core staff must be subject to some level of vetting. The level of vetting is detailed below.

Artistic Director – as the AD will be required to work in schools with children or young people and may have prolonged residences, this post is subject to an Enhanced disclosure

Operations Manager – as the lead signatory for checks and the Designated Officer for child protection issues, this post is subject to an Enhanced Disclosure.

Development Manager and Administrative Officer

Although there may be minimal contact with children and young people, both posts will have some infrequent contact e.g. attendance of performances and workshops. As a matter of best practice, both posts should be subject to standard disclosures.

NB: With the introduction on VBS in October 2009, the standard disclosure will become obsolete. Those working with children will require an enhanced disclosure and also registration with the ISA (at a cost to the individual of around £60). The legislation currently requires registration only if the contact with children is regular (once a month) or intensive (3 days a week). Under these guidelines neither AO nor DM posts would require registration and checks.

However, as a matter of good practice, it is recommended that registration be required.

The legislation is currently under review, and final decision should be postponed until clarification has been given

2. Freelance staff – performance based
As performances take place within schools, an enhanced disclosure is required for each contract issued.
3. Freelance staff – workshop based
As performances take place within schools, an enhanced disclosure is required for each contract issued.
In addition, references must be taken up prior to appointment
4. Board or Directors
As the people ultimately responsible for the child protection policy, it is recommended that all voluntary board members should also undergo a standard disclosure.

Replay will put in place the following step-by-step system to secure and monitor its recruitment system:

- Job descriptions will be provided for all posts, giving details of level of disclosure required
- Any person applying for a post working with children must complete an application form
- Obtain 2 written references

- Complete relevant Access NI checks
- Obtain 2 forms of identification
- Set a probationary period (if applicable)
- Interview candidates (if applicable)
- Sign written agreement to abide by Code of Conduct
- Ensure all new recruits undergo an induction process and are familiar with safeguarding policy and procedures.

For detailed information on vetting checks, please see Appendix A



Signed

Dated

7 December 2009

Appendix A - Guidance on vetting systems

AccessNI

Background

The Pre-Employment Consultancy Service (PECS) had been operated by the DHSSPS since 1982 to assist agencies in screening out unsuitable people when recruiting to positions with substantial access to children and to adults with learning disabilities. The Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA) enhanced these arrangements for safeguarding vulnerable members of society. From April 2005 the system for vetting those who work with children was known as the Protection of Children (NI) Service (POC (NI)). From 1st April 2008 the system for providing organisations with criminal history information about anyone seeking paid or unpaid work in certain defined areas has been administered by AccessNI.

AccessNI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. It provides a disclosure service and an individual checking a number of sources of information and lists. These include UK criminal record information and current disqualifications lists in NI and GB.

AccessNI should be used to complement each agency's own safeguarding measures and all agencies entrusted with the care or training of children need to have robust recruitment and staff/volunteer selection procedures, which are enhanced after appointment by appropriate training, supervision and appraisal processes.

AccessNI should only be used as part of an overall recruitment policy. It provides organisations registered with them with a central means of checking the suitability of an individual seeking work with children. The use of AccessNI by organisations has a deterrent effect but should **never** be relied upon to screen out all abusers. It is not a foolproof guarantee of suitability. AccessNI provides a means for accessing any information which might have a bearing on an individual's suitability.

Levels Of Disclosure From AccessNI

There will be **3** different levels of disclosure. Individuals will be able to access a Basic Disclosure. Standard and enhanced disclosures can only be accessed by registered employers.

1. **BASIC DISCLOSURE**

An individual may apply for their own criminal record certificate which will disclose any unspent convictions recorded on police systems.

2. **STANDARD DISCLOSURES**

An employer seeking to employ a person in the occupations listed in the Exceptions Order to the Rehabilitation of Offenders (NI) Order 1978, is eligible for a **standard** disclosure which contains details of both spent and unspent convictions.

3. **ENHANCED DISCLOSURE**

All **regulated positions** under the Protection of Children and Vulnerable Adults (NI) Order 2003 will be subject to an **enhanced disclosure**. An enhanced disclosure provides the full criminal history and any relevant non-conviction information. *(N.B. All positions of those working or managing those working with children or vulnerable adults should be required to undertake an Enhanced check)*

What Is Actually Checked

AccessNI searches the following databases for every application.

- The Criminal Record Viewer – which contains the NI criminal record, and
- The Police National Computer – which contains the GB criminal record. In respect of a basic check the “spent” element of the criminal record is removed. For Standard and Enhanced checks, the full record is disclosed

For Standard and Enhanced Disclosures, the following sources will also be searched if E4 and E5 on the Disclosure Certificate Application Form are ticked, meaning the position applied for involves working with children or vulnerable adults:

- Disqualification from Working with Children (DWC (NI) List)
- Disqualification from Working with Vulnerable Adults (DWVA (NI))
- List 99 held by DCSF
- DoH PoCA and PoVA lists
- Unsuitable Persons List held by DE
- Relevant Scottish Lists

For Enhanced Disclosures only, AccessNI will ask relevant Police Forces throughout the UK for any additional non-conviction material, including cases pending, which the Police consider relevant for Disclosure.

Cost

There is a charge for every AccessNI disclosure, but **qualifying volunteers will be given disclosures free of charge**. Access Northern Ireland will provide free disclosure services to non statutory [volunteers](#). For the purposes of AccessNI’s services, and subject to the exclusions set out below, they have defined a volunteer as follows: Anyone who gives their time in a position in a non-profit organisation, free of charge, doing something for the good of the community or a voluntary group (for which they may get travelling and other out-of-pocket expenses) and which is not for their own benefit or for the benefit of a close relative.

Exclusions to this policy i.e. volunteers who must be paid for:

- (i) where the person is volunteering directly for a Statutory organisation; or
- (ii) where the person is volunteering for a non-profit organisation in a position which delivers statutory services under contract or in a specific project, for which that organisation has received funding from the government which includes provision covering the costs of disclosures for volunteers.

For further clarification or assistance please contact AccessNI on 028 90259100, or visit their web site at

www.accessni.gov.uk

Safeguarding Vulnerable Groups Act 2006 and The Safeguarding Vulnerable Groups (NI) Order 2007**Background to Safeguarding Vulnerable Groups**

Following the murders of Jessica Chapman and Holly Wells by Ian Huntley (a school caretaker) in 2002, the Bichard Inquiry was commissioned to examine the reasons why this happened and the lessons to be learned. One of the key issues this Inquiry looked at was the way in which organisations recruit and select people to work with children and vulnerable adults. The inquiry asked whether the way organisations check the background of applicants is reliable enough and also whether organisations should be responsible for deciding whether a job applicant can be safely employed.

One of the Inquiry's recommendations was the need for a single agency to determine if individuals who want to work or volunteer with children, young people and vulnerable adults are suitable to do so. As a result, the [Safeguarding Vulnerable Groups Act 2006](#) was introduced to establish an Independent Safeguarding Authority (ISA). The ISA was created to fulfil this role across England, Wales and Northern Ireland, and is central to a new Vetting and Barring Scheme (VBS). Scotland is developing a parallel scheme, which will work closely with the VBS. The Safeguarding Vulnerable Groups (NI) Order 2007 mirrors those provisions of the Safeguarding Vulnerable Groups Act 2006 which do not extend to NI.

How Will the Vetting and Barring Scheme Work?

Every person who wants to work or volunteer with children, young people or vulnerable adults must be registered with the ISA. In Northern Ireland, applications for ISA registration will be processed by AccessNI.

An individual, who is registered with the ISA will be continually monitored and may be subsequently placed on a barred list by the ISA if he in engages in relevant conduct subsequent to registration. Individuals convicted of specified offences can also be automatically barred from work with children and/or vulnerable adults.

The ISA will hold a list of all those who are barred from working with children and young people and a separate list of those barred from working with vulnerable adults. These are called the Barred Lists and will replace the

existing Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List, as well as the current system of Disqualification Orders established under POCVA.

Individuals on existing barred lists [as described above] will be considered for transfer to the new barred lists through a process of migration undertaken by the ISA. If ISA registration is withdrawn as a result of barring, any employer/organisation that has registered an interest in the individual will be informed immediately.

Organisations will also be able to carry out free on-line checks of ISA registration on those they are intending to employ/involve in volunteering.

Cost

The cost for registering with the ISA Scheme will be £58 per person (this includes the cost of enhanced disclosure). Non statutory **volunteers can register for free.**

The fee will cover the following administrative and operational costs:

- the application and registration processes;
- the online checking system; and
- continuous monitoring and updating of individuals' status.

Implications for organisations funded by DCAL

From 26 July 2010 (VBS go live date), when someone new is recruited to work with children, young people or vulnerable adults, the individual must be registered with the ISA. The organisation must check that the person is registered with the ISA before allowing them to commence employment. This will determine whether or not the organisation can allow them to take up a regulated activity, and may affect what activities they can undertake.

Over the next five years all of the existing children and vulnerable workforce will be required to register with the ISA. Details of how this phasing will work has yet to be decided.

Instructing, teaching or coaching children, young people or vulnerable adults on a frequent or intensive basis will be viewed as a “**Regulated Activity**”. Only an ISA-registered person can undertake **regulated** activity – it is illegal to employ (paid or in a volunteer capacity) an unregistered person and this can result in a fine of up to £5000. It is also illegal to employ a barred individual, which can result in either a fine, imprisonment or both.

For more information visit: www.dhsspsni.gov.uk/index/hss/svg.htm/

What is a 'regulated activity'?

- Any activity of a specified nature that involves contact with children or vulnerable adults frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of social services and trustee of certain charities.) 'Regulated activity' is when the activity is frequent (once a month or more) or 'intensive' (takes place on three or more days in a 30-day period).

How does 'regulated activity' work?

- Anyone providing a regulated activity must be registered with the ISA.
- It will be a criminal offence, punishable by up to five years in prison, for a barred individual to take part in a regulated activity for any length of time.
- It will be a criminal offence for an employer to take on an individual in regulated activity if they fail to check that person's status.
- It will be a criminal offence for an employer to allow a barred individual, or an individual who is not yet registered with the ISA, to work for any length of time in any regulated activity.

What does this mean for domestic employees, e.g. private tutors and care workers?

- It will be an offence for a barred individual to take part in any regulated activity in domestic circumstances.
- Domestic employers do not have to check an individual they wish to employ – such as a home tutor, nanny or carer – but the new scheme will give them the opportunity to check the status of an individual (with his/her consent) if they wish to do so.

What is a 'controlled activity'?

- Frequent or intensive support work in general health settings, the NHS and further education. (Such work includes cleaners, caretakers, shop workers, catering staff, car park attendants and receptionists.)
- Individuals working for specified organisations (e.g. a local authority) who have frequent access to sensitive records about children and vulnerable adults.
- Support work in adult social care settings. (Such jobs include day centre cleaners and those with access to social care records.)

'Controlled activity' is when this type of activity is 'frequent' (once a month or more) or 'intensive' (takes place on three or more days in a 30-day period).

How does 'controlled activity' work?

- It will be a criminal offence for an employer to take on an individual in a controlled activity if they fail to check that individual's status.
- An employer can permit a barred individual to work in a controlled activity **only if sufficient safeguards are put in place.**

Appendix B

Useful Contacts

<p>ACE (Advisory Centre for Education)</p> <p>Advice on bullying</p>	<p>www.ace-ed.org.uk</p> <p>Helpline 0808 800 5793</p>
<p>Anti-bullying Alliance</p>	<p>www.antibullyingalliance.org</p>
<p>Behaviour Management</p>	<p>www.parenting-ed.org</p>
<p>Bullying</p> <p>Good advice for children on bullying is outlined here - how to recognise it, and what to do if you are the victim or know of someone who is. For those unwilling to tell anybody, help is available on the site via email.</p>	<p>www.bullying.co.uk</p>
<p>Child Exploitation Online Protection</p>	<p>www.ceop.gov.uk</p>
<p>Child Protection in Sport Unit (CPSU)</p> <p>Newsletter email "subscribe" to cpsu@nspcc.org.uk</p>	<p>pstephenson@nspcc.org.uk</p> <p>www.thecpsu.org.uk</p> <p>028 90351135</p>
<p>Childline Northern Ireland</p> <p>Got a problem? Childline has helped hundreds of thousands of children in trouble or danger. If you feel you can't face ringing them, check out their website. There are fact sheets on many subjects including bullying.</p>	<p>www.childline.org.uk</p> <p>Helpline 0800 11 11</p> <p>1st Floor, Queens House , 14 Queen Street, Belfast BT1 6ED. Tel: 0870 336 2945</p>
<p>Children's Law Centre</p>	<p>www.childrenslawacentre.org</p> <p>Philips House, York St, Belfast, BT15 1AB</p> <p>CHALKY Helpline 0808 808 5678</p>
<p>Counselling for young people</p>	<p>www.contactyouth.org</p>
<p>Department Of Culture Arts and Leisure</p>	<p>www.dcalni.gov.uk</p>
<p>Domestic Violence</p>	<p>www.womensaid.org.uk</p>
<p>Drugs and alcohol</p>	<p>www.contactyouth.org</p>
<p>Health</p>	<p>www.kidsallergies.co.uk</p>
<p>Health and Social Care Trust Gateway Teams</p> <p>Belfast HSC Trust Gateway Team</p>	<p>028 90507000</p>

Northern HSC Trust Gateway Team	0300 1234333
South-Eastern HSC Trust Gateway Team	0300 1000300
Southern HSC Trust Gateway Team	08007837745
Western HSC Trust Gateway Team	028 71314090
Out of Hours Contact	
There will be a recorded message at each of the above numbers which will provide Emergency Out of Hours numbers.	
Internet Safety	www.iwf.org.uk
Kidscape	www.kidscape.org.uk
Open Monday to Friday between 10am and 4pm. Nearly everyone is bullied at some time in their lives according to this charity. It offers information and support to young people and their parents.	020 7730 3300
National Children's Bureau	www.ncb.org.uk
NI Anti-Bullying Forum	www.niabf.org.uk
NI Commissioner for Children & Young People	www.niccy.org
NSPCC Child Protection Helpline	www.nspcc.org.uk Helpline 0808 800 5000
Parentline Plus	www.parentlineplus.org.uk Freephone 0808 800 2222
Parents Advice Centre	www.parentsadvicecentre.org Freephone 0808 8010 722
Parents Centre	www.parentscentre.gov.uk
Special Education Needs	www.throughtheroof.org
Sport Northern Ireland	www.sportni.net Tel: 028 90381222
Suicide and self-harm	www.pipsproject.com www.samaritans.org
There4Me	www.there4me.org.uk
NSPCC On line advice service for 11- 16 year olds	

Volunteer Development Agency

028 90236100

For further information on developing Safeguarding policy and procedures are provided in the documents **Our Duty to Care** and **Getting it Right** available at www.volunteering-ni.org

Appendix C

Recognition of Abuse and Poor Practice

What is Abuse?

Child Abuse is defined by Chapter 2 of the DHSSPS Co-operating to Safeguard Children as falling into the following four categories:

- Physical:** Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- Neglect:** Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).
- Sexual:** Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Emotional:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Smothering a child's development through over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

The ACPC procedures also recognised the particular impact of bullying and the vulnerability of those with a disability.

Bullying:

Has been recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Chapter 9.48

Those with a Disability:

Safeguards for those with disability should be the same as those for other children. Special input may be required if the child has severe or multiple disabilities as children who are disabled are at a higher risk of abuse.

Not every child with a disability is vulnerable in every situation. However it can be said that certain factors may mean that children with a disability are more vulnerable and could therefore be more open to abuse. The following list examines some of the reasons why children with a disability may be more vulnerable:

- Historically, children with a disability have been encouraged to comply with other people's wishes, for example, in residential homes and hospitals; this has meant they are more vulnerable to be bribed and manipulated.
- Limited life experiences and social contacts may mean that many young person with a disability have not had the same opportunities to acquire the social skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This could also lead to them being unable to understand what is appropriate or inappropriate adult or peer behaviour.
- Individuals with dependency and support needs may have found that it is easier to be pleasing and compliant than challenge those caring for them because of the consequences. Any challenge or complaint could lead to more abusive practice or retribution.
- Continuing dependency on others may make some people feel powerless.
- Communication difficulties may make it hard to complain or be understood. This could be that the individual is unable to speak to tell anyone or does not have the vocabulary to describe what has happened to them.
- Individuals requiring intimate care could be in an increased vulnerable situation, especially if they have to rely on a number of different carers to support their needs.

- The general thought that a young person with a disability are not abused may make it difficult for them to be believed if they report an incident.
- Intrusion into body space for physical and medical care can lead to young people with a disability never developing ownership of their own bodies.
- Some disabilities may mean that an adult's emotional and developmental age is less than their chronological age.

Young People who display Sexually harmful Behaviour

It is estimated that children and young people are responsible for about 1/3 of all sexual abuse against children (Grubin 1998, The Research Team 1990), this may be an under estimate due to low rates of reporting and even lower prosecution rates. Any effort to prevent child sexual abuse must address the problem of young people who display sexually harmful behaviour (SHB).

Poor Practice

Poor practice can be viewed as the behaviour that can place a child or young person in a risky situation or leave a leader vulnerable to allegations that they were acting inappropriately. The following are a list of some incidents of poor practice but is not exhaustive;

- working in a private or unobserved situations and encouraging an environment of secrets,
- not treating young people with respect and dignity,
- not following agreed guidelines if physical support is needed, or seeking the parents'/ carers' views,
- not being up to date with the technical skills, qualifications and insurance for the activity,
- banning parents or carers, or
- constantly giving negative criticism.

Appendix D

REPORT FORM FOR AN ALLEGATION OR SUSPICION OF ABUSE

As an employee or artist employed by Replay, you have a duty of care to ensure that the children who work with us are kept safe from harm. Abuse of a child or of an adult with a learning disability is a criminal offence. If you have a suspicion that someone is being or has been abused, or if an allegation of abuse has been made to you by a child or another individual, it is vitally important that you faithfully, truthfully and swiftly record the details. It is also important that you comply fully with the Child Protection procedures in place of the host organisation (school, youth club) in which you are working, Replay's Safeguarding Policy and Procedures and the full requirements of the law.

You may not be able to, and are not expected to, complete all of this form. It is designed to act as a checklist for you to record your suspicions or any allegations made to you. There is space provided for you to add any other information you feel relevant and you can provide as many additional sheets as you need.

In addition to completing this form, you must comply with the reporting system demonstrated during your induction. Any suspicion or allegation must be directed to the Child Protection Officer of the host organisation who is listed on their completed Questionnaire supplied to Replay, or to Replay's Operations Manager (the Artistic Director in their absence). If you are touring with a Replay show, you should inform the Production Manager that you have a concern and you have the right to be accompanied by them to see the Child Protection Officer.

Please remember you should not discuss the details of your concerns with any other party outside of those directly involved.

Name of child: _____ Age: _____ yrs

Any special factors: _____

Are you expressing your own concerns or passing on those of somebody else? If you are passing on concerns, please record some details about the person who has raised these to you.

What has raised these concerns? Please include dates, times, etc of any specific incidents.

Have you perceived any physical or behavioural signs?

Has the child spoken to you? If so, what was said (include what was said to them as well as by them if possible).

Has anybody been alleged to be the abuser? If so, record details.

Has anyone else been consulted or spoken to?

Have you any further details you wish to add?

Signed: _____

Your Name: _____

Your Address: _____

Your Contact Tel No: _____

Appendix E
Induction Register

Name:

Date:

I can confirm that I have been given induction training on Replay's Safeguarding policy.

This covered in detail the following areas:

- **Code of Conduct**
- **Recognising Abuse**
- **Reporting Abuse**
- **Guidelines on the use of Photography**

I have been given copies of:

- **Replay's Safeguarding Policy**
- **Report Form**
- **Designated Officer contact details**
- **Code of Conduct**
- **Replay's Complaints Procedure**

I understand that any breach of policy or code of conduct will result in disciplinary action.

Signed:

Dated:

Appendix F

Training Register

Name	Disclosure check	Induction training	Refresher training	Refresher training

Appendix G

Documentation Clearance Form

Many of the activities organised by Replay Productions are recorded on film, still photography and sound devices for archive and promotional purposes. Equally young audience/participants create artefacts, drawings, collages etc in our associated workshop activities.

This form asks parents/guardians permission to record and use these (images, sound, artefacts) for Replay Productions archival and general promotions only.

Also on occasion local press and broadcast media record Replay Productions events. Importantly, Replay Productions **will not publish any address details or surnames of any young people** in captions associated with any film, still photography, sound or artefacts.

Participation in any filming is always optional. If you choose to withhold your permission your **child will not be excluded or penalised, unless the entire activity is being recorded.**

Parents/Guardians who wish to give permission for their children to be included/recorded in such activities **please sign below**

Name of young person _____

Name and date of Activity _____

Signature of Parents/Guardian _____

Date: _____

Parents/Guardians who do not wish their children to be included in such activities, are asked to contact Replay Productions in writing, stating the name of the child and the arts activity they are involved in. Please send these details to **Replay Productions, Old Museum Arts Centre, 7 College Square North, Belfast BT1 6AR**, or by email to operations@replayproductions.org or by **fax to 028 9032 2724**.

If you have any queries regarding the above, please do not hesitate to contact me on 028 90322773. Thank you for your co-operation with this matter.

Fiona Bell

Operations Manager

Appendix G



INFORMATION ON SAFEGUARDING FOR HOST GROUPS – SCHOOLS, YOUTH CLUBS AND VENUES

Replay Productions is a professional theatre company dedicated to provision of art for children and young people. It operates a Safeguarding Policy committing it to making sure children are protected and kept safe from harm while they are with the company. Replay is also committed to ensuring that the rights of children are respected and understood by its employees, including freelance artists, and volunteers.

As an organisation interested in or booked to host a Replay activity, the following outlines some additional information that relates specifically to Child Protection over and above practical arrangements for our visit.

What we expect from you

Replay expects that most organisations will have a formal Child Protection Policy and Procedures. If you do not, we would encourage you to seek advice about developing a policy. Replay's policy is available from the company's office or on the website www.replayproductions.org.

In the Questionnaire sent when you book a Replay project, we will ask for a named contact and Child Protection Officer. These might not be the same people but we would ask you to consider the time of day or the date we will visit you (i.e. at least one of these people should be there when we are).

We will also ask about the number of children/young people and the number of adults who will be there. It is your responsibility to provide adequate supervision for your group for the full duration of the activity. Under no circumstances should a Replay employee be left alone with the children at any time.

If we feel what we will be doing will provoke emotional or difficult responses, we will provide you with pre-or post- activity resources. We expect you to do any pre-work we ask if you have received it in time.

If we are unhappy at the level of supervision, inadequate facilities or if we feel our staff are being mistreated or abused, Replay will reserve the right to halt or cancel an activity.

What you can expect of us

You can be assured that anyone from Replay who visits your organisation has committed themselves to Replay's Safeguarding Policy and undertaken induction. They will be trained professionals who understand how to work with young people and they will show you and your children the respect you deserve. They will also have received induction in recognising signs of abuse, reporting allegations and concerns and receiving disclosures. They will have also undergone an Enhanced Disclosure check by Access NI.

If there is an emotionally sensitive content to the work we are doing with you (either in workshop or performance) we will provide you with appropriate resource materials, if necessary in advance to enable group preparation.

If you have any concerns about the appropriateness of an activity, we will be open to your comments and will examine whether or not a particular aspect of our work should be adjusted accordingly. For some of our projects, we will carry out a preliminary phone check with you about your group.

If at any point you have a concern about the behaviour of one of our employees, contact **Replay's Designated Officer, Fiona Bell** on **028 90322773**. If she is not immediately available, please explain that it is an urgent call. A message will be passed to her and your call will be returned as soon as possible and within 24 hours.

