



# **SAFEGUARDING POLICY**

## **INTRODUCTION**

### **Our work in schools and the community**

Over the past fourteen years Tinderbox Theatre Company has worked consistently with young people, schools and community groups across Northern Ireland, bringing quality drama programmes that accompany some of our productions.

### **Purpose of the Safeguarding Policy**

Everyone who participates in activities with Tinderbox Theatre Company should be kept safe while they are doing so. Tinderbox Theatre Company aims to ensure that all of those who require additional care and safeguarding, whether a child, young person or adult, are protected while they are engaged in our activities.

### **Under the terms of the Children (NI) Order 1995 THE SAFETY OF THE CHILD IS PARAMOUNT**

A child is defined as any person under the age of 18 years.

## **STRUCTURES AND ROLES**

### **Roles and reporting structure**

The Designated Officer has specific responsibility for child and adult safety. Tinderbox's Designated Officer is also the company's Adult Safeguarding Champion

#### **Designated Officer**

**The Designated Officer is the Producer, Meg Magill  
Her number is 028 9043 9313**

The Designated Officer maintains an overview of all work involving children, young people and adults at risk, and works with all other staff as the main point of contact for matters of safeguarding, and the contact person for persons with parental responsibility and carers of children and outside agencies.

All staff, including freelance workshop leaders, must report any concerns directly to the Designated Officer. All staff, including freelance workshop leaders, and our Board of Directors are informed of the company's Safeguarding Policy at the beginning of their engagement with Tinderbox.

## **STAFF CONDUCT AND SAFEGUARDING**

### **Code of Conduct**

All Tinderbox Theatre Company staff and Board of Directors 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 Tinderbox Theatre Company disciplinary procedure.



## Do's

- Treat all children and adults with respect. Listen to them carefully and take them seriously.
- Put the welfare of children/adults who require additional safeguarding first (it is more important than, for example, completing all workshop tasks)
- Make their experience with Tinderbox Theatre Company positive and enjoyable: promote fairness and equality, challenge bullying or discriminatory behaviour
- Maintain professional behaviour at all times: make sure your own language, conversation and attitude are appropriate
- Treat everyone equally regardless of age, gender, race, ethnicity, disability or sexual orientation
- When working with mixed age groups, for example 16-25, take particular care to safeguard the younger participants from inappropriate behaviour such as smoking, drinking and sexual activity
- Follow the procedures for reporting concerns outlined below. Never agree to keep information relating to the harm of a child or adult who requires additional safeguarding secret
- Avoid being left alone with a single child where possible. Meetings with children or young people should take place as openly as possible. Small group work, where the ratio is one company facilitator to no more than 5/6 group members, should be conducted within the agreed workshop space.
- Show respect, be patient and listen
- Set a good example by using appropriate language, attitude and demeanor at all times
- Conduct activities within sight or hearing of others. Where possible involve more than one child in a conversation
- Stop or cancel activities if conditions are unsafe or unreasonable demands are being made
- 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
- Stay in prescribed areas and avoid wandering around the facilities
- Use staff not children's toilets and always ask for a private changing area
- 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
- When working without a supervising partner organisation, obtain written consent of persons with parental responsibility/carers in advance for under-16s to participate in the activity
- When working without a supervising partner organisation, collect emergency contact details and medical conditions information from all participants before beginning the activity
- When working without a supervising partner organisation, make children and adults who require additional safeguarding aware of health and safety procedures, including evacuation, at the start of the activity.
- Apply the same codes of professional conduct when arriving and leaving a workshop/activity



## Don'ts

- Avoid unobserved one-to-one contact with a single child/young person/adult at risk.
- Do not give any child or adult who requires additional safeguarding a lift in your car.
- Do not take a child or adult who requires additional safeguarding to your home.
- Do not initiate any physical contact with children. If a child initiates physical contact with you, deflect and prevent this as far as possible.
- Do not exchange personal mobile phone numbers, email addresses or social media contact details.
- Do not smoke, drink alcohol or take recreational drugs around children or adults who require additional safeguarding, or before taking responsibility for children and adults who require additional safeguarding.
- Do not make sexually suggestive comments or jokes, or engage in 'horseplay' or physical games. If a child or adult who requires additional safeguarding makes inappropriate comments or jokes, challenge them and make it clear that this will not be allowed.
- Do not use sarcastic, demeaning or belittling language.
- Do not promote particular religious or political beliefs.
- Do not do things of a personal nature which the child can do for themselves.
- Never reprimand or shout at a child or adult. You are not engaged to act in a disciplinary capacity. In the case of indiscipline ask for an intervention by the supervisor from the partner organisation. In the case of serious indiscipline discontinue the activity.
- Facilitators who are involved in relationships with other facilitators or staff should ensure that their personal relationships are not openly displayed and do not affect their role within the outreach programme.
- No child or young person will be placed under any undue pressure or duress while participating in any Tinderbox event. Our ambition is to provide a safe space where the young people are at ease sharing their creative ideas with their peers.

## Never

- Work or perform on jointly facilitated projects without supervisory staff or volunteers present. The persons with parental responsibility, carers or supervisors from partner organisations are responsible for supervising children and no Tinderbox Theatre Company employees – individually or together - should be left alone with children for any length of time.
- Hit or physically assault or abuse children or adults.
- Show favoritism towards a child or adult.
- Comment on personal appearance or dress.
- Promise to keep secrets.
- Belittle or demean children or adults.
- Embarrass, ignore or single out a child or adult.
- Allow or engage in inappropriate touching.
- Engage in sexually provocative games.
- Allow children or adults to engage in abusive peer activities, e.g. bullying, mocking or



initiation ceremonies.

- Offer lifts to children or adults at risk, or permit them to travel in a company vehicle.
- Arrange meetings with children outside organised activities without the prior written consent of persons with parental responsibility/carers and Tinderbox Theatre Company.
- Bring any alcohol into a host organisation, even for consumption during non- working hours.
- Turn up for work smelling of alcohol.
- Smoke inside the grounds of host organisations, 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 to workshops or activities unless absolutely necessary. Mobiles must be switched off during all activities.
- Use profane or explicit language or engage in conversations of an adult nature while in the host organisation. Many schools and groups have 'no swearing' policies which Tinderbox Theatre Company 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 or adult at risk.

### **Position of trust**

Although children aged 16 and 17 are legally of age to consent to some types of sexual activity, it is an offence for a person aged 18 or over, who is in a position of trust with a child of this age, to engage in sexual activity with that child or in the presence of that child (Sexual Offences Act 2003).

- Avoid any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the children in their care.
- Any sexual relationship within a position of trust relationship is unacceptable so long as the relationship of trust continues.
- All those working for Tinderbox Theatre Company in any capacity have a duty to raise concerns about behaviour of staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position or fear of retribution.
- Allegations relating to a breach of this code may be reported to the police and Children's Services and may also be investigated in line with Tinderbox Theatre Company disciplinary procedures.

## **RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS**

Tinderbox operates transparent and clearly defined recruitment and selection procedures in line with legislative requirements and best practice. Thorough procedures help to screen out those who are not suitable to work with vulnerable groups.

An Access NI Enhanced Disclosure with Barred List Check is required for staff and volunteers in regulated activity (as defined under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)). Therefore, before advertising a post or volunteering role, Volunteer Now will decide if it falls into the category of regulated activity.



Tinderbox's recruitment and selection procedures for staff and volunteers include the following:

- defining the post through clear job descriptions and personnel specifications for staff and clear role descriptions and volunteer specifications for volunteers. These identify the key skills, qualities, abilities and qualifications required to fill the post. The job/role description indicates whether the post constitutes regulated activity under the SVG (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012) or if the post meets the pre-September 2012 definition of regulated activity;
- an open recruitment process;
- completion of an application form/registration form, which will cover past work/volunteering experience;
- completion of a declaration and written consent form. The applicant must declare any past criminal convictions, cautions and bind-overs which are not protected and any cases pending against them. The applicant must provide information on any investigation that has been carried out in relation to child or adult abuse in which they have been the alleged perpetrator. They must also give written consent for the relevant level of Access NI Disclosure Check to be requested if they are considered the preferred candidate for a post, and have been conditionally offered the job/role subject to the results of appropriate checks;
- interview (or meeting in the case of a volunteer) appropriate to the job/role. Photographic identification and, where required, documentary evidence of qualifications and any accredited training should be produced by the candidate at the interview or meeting.
- Following a conditional offer of employment/volunteering for regulated activity, the following procedures apply:
  - request for two written references, which may be followed up orally as necessary;
  - appropriate checks will be undertaken where required. An Access NI Enhanced Disclosure with Barred List Check will be requested on the preferred candidate if the job/role constitutes regulated activity. Where the post meets the former definition of regulated activity (pre-September 2012) an Enhanced Disclosure without Barred List Check will be requested. If required, a registration check with an appropriate Professional Body will also be required;
  - all posts are approved by management.

Tinderbox ensures that all information relating to recruitment and selection is securely and confidentially stored. Handling and storage of criminal history information complies fully with Access NI's Code of Practice for the storage, retention and disposal of disclosure information.

Tinderbox also has an Equal Opportunities Policy in place which is regularly reviewed.



## **EFFECTIVE MANAGEMENT OF STAFF AND VOLUNTEERS**

Effective management of staff and volunteers ensures that everyone in Tinderbox is clear about what we are trying to achieve and what their particular job/role is. Volunteer Now wants to prevent harm to the children, young people and adults we support and the provision of appropriate training and support and supervision of staff and volunteers helps to achieve this. We also want staff and volunteers to feel valued and listened to.

Tinderbox management procedures for staff and volunteers include the following:

- induction, which covers:
  - Tinderbox's ethos, activities, policies and procedures;
  - the job/role and the staff member/volunteer's area of responsibility;
  - what is expected of staff and volunteers and the boundaries within which they may operate;
  - support available to the staff member/volunteer;
  - meeting fellow colleagues and volunteers;
  - written acknowledgement of completion. The staff member/volunteer and their manager/coordinator sign off the induction.
  
- probationary period for staff and trial period for volunteers:
  - all appointments are conditional on a satisfactory period of employment or volunteering, the timeframe for which will be agreed;
  - following an agreed probationary/trial period, the post will be confirmed in writing.
  
- training:
  - in addition to induction, staff and volunteers receive training appropriate to their need and their job/role;
  - staff and volunteers receive training on basic awareness and understanding of safeguarding issues and Volunteer Now's Safeguarding Policy, appropriate to their role;
  - Tinderbox keep written records of all training completed by staff and volunteers;
  - additional training needs identified will be discussed with their line manager/coordinator.
  
- support and supervision:
  - support and supervision is provided for staff and volunteers through regular one-to-one meetings and team meetings.
  
- annual appraisal for staff and annual review for volunteers:
  - this is provided to assess and give feedback to staff and volunteers on their general performance and to help identify future support and training needs.
  
- Written records are maintained for all areas of staff and volunteer management, development and support including records of team meetings, support and supervision, annual appraisal/review, training needs identified and training completed.



## **WELFARE CONCERNS AND REPORTING**

### **Concerns about welfare**

It is not the responsibility of anyone working for Tinderbox Theatre Company in any capacity to decide whether or not child abuse, neglect or risk of harm has taken place. But it is your responsibility to act on any concerns by contacting the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies both to allegations/suspicions of abuse occurring within Tinderbox Theatre Company and to allegations/suspicions that abuse is taking place elsewhere.

### **What constitutes a Safeguarding concern?**

A Safeguarding concern is any concern, which relates to the possibility of a child or adult at risk suffering harm or abuse. The most likely examples of this in the context of Tinderbox Theatre Company activities are:

- Worrying remarks made by a child or adult at risk
- Situations where a child or adult at risk 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 or adult at risk tells you that they are/have been harmed or abused in any way

### **Responding to concerns**

It is not Tinderbox Theatre Company staff'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.

### **Designated Officer**

**The Designated Officer is the Producer, Meg Magill  
Her number is 028 9043 9313**

### **Responding to concerns or allegations of abuse**

- If a child or adult at risk says or indicates that they are being abused, you should:
- Stay calm. Do not frighten the child or adult.
- Reassure the child or adult that they are not to blame and that they were right to tell you
- Do not make promises of confidentiality.
- Listen to the child or adult, showing that you are taking them seriously.
- Keep questions to an absolute minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child or adult abuse cases have been dismissed where it is felt that the child or adult has been led, or that words and ideas have been suggested during questioning.
- Inform the child or adult that you have to inform other people about what they have told you. Tell the child or adult this is to help stop the abuse continuing.
- The child or adult's safety is paramount. If the child or adult needs urgent medical attention call an



ambulance, inform the doctors of the concern and ensure they are made aware that this is a safeguarding issue.

- Record all information as soon as you can. Write down what was said, by whom and what was seen and heard.
- Report the incident to the Designated Officer (or the Artistic Director if they are not available). You must report this as soon as possible but in all cases within 1 working day. The Designated Officer will then decide whether or not to refer the case to Safeguarding Service. All referrals must be made within 24 hours of the information being known. If it is decided not to refer to Children's Services, the Designated Officer must keep a record of the concern and what was decided, and must report all concerns and allegations to the Board of Directors, even if it is decided not to report to the Police/Social Services. This may become relevant later if other concerns are reported.

In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour help line, telephone: 0800 800 5000

### **Recording information**

Information may need to be passed to Safeguarding Services or the police. It should be recorded using the Incident Reporting Form (**Appendix 4**). The form can be completed by the person reporting the concern, the line manager or the Designated Officer.

The information should include:

- The child or adult's name, age and date of birth
- The child or adult's home address and telephone number
- Whether or not the person making the report is expressing their own concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioral changes
- Details of witnesses to the incidents
- The child or adult's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the persons with parental responsibility or carers been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record detail

### **Whistleblowing policy**

Whistleblowing occurs when a member of staff or volunteer raises a concern about misconduct, illegal or underhand practices by individuals and/or an organisation, where such practices have or could cause harm or risk of harm. This will include situations where a staff member or volunteer's concerns are not acted upon by the Designated Officer, appointed person or Head of the organisation. In the event where a complaint is concerning the Designated Officer, Tinderbox's Deputy Safeguarding Officer, Director Sally Rees, should be contacted instead.

See **Appendix 2** for whistleblowing reporting procedure. See **Appendix 5** for Deputy Safeguarding Officer's details.



### **Safe Spaces Policy**

Tinderbox has a Safe Spaces [anti-bullying] policy in place and this policy is distributed to all staff and volunteers at first point of engagement.

### **Risk and Risk Management**

Tinderbox has a procedure in place for reporting, recording and reviewing accidents, incidents and near misses. All identified risks and risk-reducing measures are recorded and reviewed by our Finance, Fundraising and Risk Sub-committee on our Board of Directors

### **Reporting protocols**

Tinderbox Theatre Company expects its staff to discuss any concerns they may have about the welfare of a child or adult at risk immediately with the person in charge and subsequently to check that appropriate action has been taken. The flowchart included here as **Appendix 1** shows the steps which need to be taken.

If the Designated Officer is not available, the person who has or is aware of concerns should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local Children's Services department, a Safeguarding service or the police. Their contact details are given in **Appendix 5**. If there is any doubt, the incident must be reported to the authorities. It may be one of a series of incidents which considered together are a serious cause for concern. It is the responsibility of the Designated Officer to decide whether or not to report to the authorities. If unsure, allegations should be reported.

### **Confidentiality**

Confidentiality is extremely important. Information is only shared within the organisation on a "need to know" basis. The Designated Officer has access to information to check that records are being made and maintained appropriately.

Both the alleged abuser and the alleged victim have the right to confidentiality under the Data Protection Act 1998. Remember that releasing information inappropriately could jeopardise any criminal investigation. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Designated Officer
- The persons with parental responsibility or carer of the child/adult at risk
- The person making the allegation
- Social Services/police
- The alleged abuser (and the persons with parental responsibility /carers if the alleged abuser is a child or adult at risk)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws. Staff should follow the following guidelines:

- Compile and label hard copy files carefully
- Lock away files containing sensitive or confidential data and access to the keys must be strictly



controlled

- Keep a key log so that it is possible to see who has accessed the cabinet, when, and the titles of the files they have used
- Limit access to records to people in named roles who either need to know about the information in those records and/or who manage the records/files
- If files are to be stored long term, make arrangements for the keys to be passed from outgoing staff to their successors
- If records are stored electronically then password-protect those records, which only limited.
- Make arrangements for ongoing management of the records including the review and disposal of records.

## **Staying Safe Online**

During the COVID-19 pandemic, with the absence of normal face to face activities, organisations are having to look at alternative ways of communicating, including online. These online communications will likely continue to be a part of our communication post-pandemic. Organisations are using lots of different methods to stay connected such as text messaging, email and video calls. However, communication via these means brings safeguarding challenges that must be managed.

These are a set of guidelines to help staff and volunteers communicate safely with people online, including children, young people and adults at risk:

**Risk assessment** – Organisations must consider the most appropriate method of communication, and assess the risks involved. Measures must be put in place to reduce any risks identified.

**Seek approval from senior staff** – The communication must be approved by the organisation itself; no staff member or volunteer should contact a child or adult at risk without prior approval from senior management.

**Use your work account** – Staff/volunteers should use their work account/number for any communication and not their personal ones. Work devices should also be used where possible.

**Obtain parental consent** - Communication with children and adults at risk including online must only take place with prior written consent from their parents/carers. In the event that an activity is organized with another organisation, with the participants being members of the partner organisation, it is up to the partner organisation to obtain written consent from parents/carers.

**Make sure parents/carers are fully informed** – Send an email to parents/carers which explains what method of communication you intend to use, the purpose of the contact, who will be involved, and practical things such as a date and time. Their reply could incorporate their consent. In the event that an activity is organized with another organisation, with the participants being members of the partner organisation, it is up to the partner organisation to make sure parents/carers are fully informed.

**Consider communicating in groups** – Organisations can get creative about how they communicate! Link up with a colleague and try an activity with a group of children and adults at risk, rather than



one to one interaction.

**Use the parents/carers email address or telephone number** to send the invite to. They can oversee the call. In the event that an activity is organized with another organisation, with the participants being members of the partner organisation, ask to partner organisation to facilitate the communication.

**Set boundaries** - Remind parents/carers/partner organisation about choosing an appropriate space in their home for the call to take place, again preferably where they can oversee it. Appropriate dress is another issue to consider and keep it professional – everyone should remember the purpose of the call. Where there is a group of children or adults at risk involved remind them that the normal ground rules apply e.g. listening to leaders, being respectful, not using bad language. Where live streaming is involved, children and adults at risk need to know that any comments they make will be seen by others and it is unlikely they will be able to delete them. These boundaries/guidelines should be issued in advance of the session and participants should be reminded of them at the beginning of the session.

**Avoid the use of social media platforms** – these can share a lot of data. Use apps such as Zoom and Microsoft Teams as less information is required to access them. Each of these platforms has their own privacy policy. Staff should familiarise themselves with these and make parents/carers/partner organisations aware of them.

#### **Familiarise yourself with the platform settings**

Set up the online session with a meeting ID and passcode to be issued to participants.

- When setting up the session on your platform, set video cameras on/off accordingly. If cameras need to be turned on, consider the use of virtual backgrounds so that participants can keep their environment private.
- Use the waiting room function. Don't allow participants to join the session before the host and only admit those registered.
- Consider the screen share settings – Who has permission to share their screen? What can/can't they share? When can they share it?
- Think about the sound settings – if needs be mute people on entry, before you run through the boundaries and ask that microphones are muted by participants when they aren't speaking. Consider the chat settings – who has access to information shared via chat? If needs be set the chat function to be viewed by the host only.
- Familiarise yourself with the function for removing participants.
- Report users through the platform if they have acted inappropriately.

#### **Social Media and Use of Mobile Phones/Technology**

Photographs of children/adults at risk are not taken or shared on our social media platforms without prior written consent of the persons with parental responsibility/carers. Staff and volunteers are not permitted to interact with children/adults at risk involved in Tinderbox activities via their personal social media channels and they are not permitted to share personal contact details with children/adults at risk involved in Tinderbox activities.



## **Recognition of Abuse and Poor Practice**

What is Abuse?

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

### **Physical Abuse**

Physical abuse is the deliberate physical injury to a child/adult at risk, or the wilful or neglectful failure to prevent physical injury or suffering.

#### **Physical Signs**

- Cuts and bruises inconsistent with falls/rough play such as cheeks or thighs
- Bruises caused by hand marks or fingertips such as slapping or pinching
- Cigarette burns, broken bones, bite marks and scalds
- Self-mutilation or self-harm; cutting, slashing, drug abuse
- Injuries that have not received medical attention

#### **Behavioral Signs**

- Aggressive behaviour/Temper tantrums
- Flinching when being approached or touched
- Running away from home
- Depression
- Being withdrawn

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child/adult at risk such as to cause severe and persistent adverse effects on the child/adult at risk's emotional development.

#### **Physical Signs**

- Failure to thrive or grow emotionally
- Sudden speech disorders
- Developmental delay either physically or emotionally
- Persistent tiredness

#### **Behavioral Signs**

- Changes or regression in mood and behaviour for example depression, aggression, withdrawal, neediness
- Nervousness or fear of particular adults
- Inappropriate relationships with peers or adults for example excessive dependence
- Attention seeking
- Neurotic behaviour (for example hair-twisting or rocking)
- Inability to play
- Frightened of making mistakes
- Self harm

### **Neglect**



Neglect is the persistent failure to meet a child/adult at risk's physical, emotional and/or psychological needs, likely to result in significant harm.

### **Physical Signs**

- Constant hunger
- Chronic lack of cleanliness
- Loss of weight or constant underweight
- Inappropriate dress for the weather

### **Behavioral Signs**

- Complaining of being tired all the time
- Not requesting or making use of medical assistance
- Having few friends
- Mentioning that they have been left alone or unsupervised

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child/adult at risk to take part in sexual activities, whether or not the child is aware of what is happening.

### **Physical Signs**

- Stomach Pains
- Discomfort in the genital or anal area
- Medical conditions difficult to spot in comparatively casual contact

### **Behavioral Signs**

- Sudden or unexplained changes in behaviour
- Fear of being left with a specific person or group
- Nightmares
- Running away from home
- Sexual knowledge inappropriate to age or development level
- Pre-occupation with sexual activity through words, drawings or play
- Eating disorders
- Self-harm
- Substance or drug abuse
- Having sudden and unexplained sources of money
- Not being allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults or excessive preoccupation with sexual matter



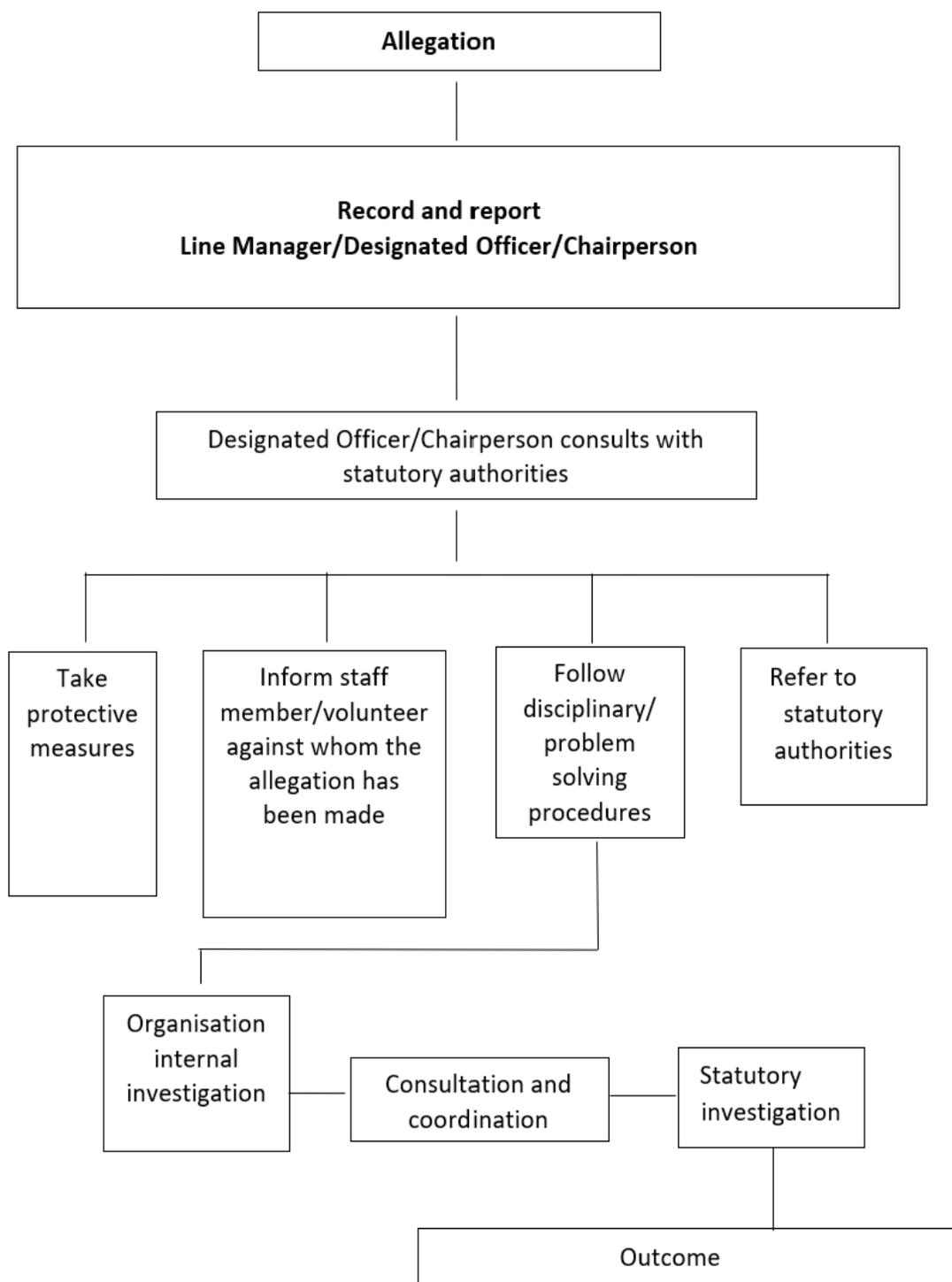
## **APPENDIX 1 – REPORT CONCERNS PROCESS**





## **APPENDIX 2 – ALLEGATIONS OF ABUSE AGAINST STAFF AND VOLUNTEERS**

This chart shows the procedure for dealing with allegations against staff and volunteers. If the allegation is against the Designated Officer, instead contact Tinderbox’s Deputy Safeguarding Officer. Contact details in **Appendix 5**.





## **APPENDIX 3 - INCIDENT REPORTING FORM GUIDANCE**

As an employee or artist employed by Tinderbox Theatre Company, you have a duty of care to ensure that the children and adults who work with Tinderbox are kept safe from harm. Abuse of a child or an adult at risk 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 Safeguarding procedures in place of the host organisation (e.g. school, youth club) in which you are working, Tinderbox Theatre Company'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 supervising staff member or Designated Officer of the host organisation, and to Tinderbox Theatre Company's Designated Officer.

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Her number is 028 9043 9313**

If you are touring with a Tinderbox Theatre Company show, you should inform the Production Manager or Stage Manager that you have a concern and you have the right to be accompanied by them to see the Designated Officer.

A copy of this form should be sent to Safeguarding Services after the telephone report.

Remember to maintain confidentiality on a need-to-know basis – only share information if it will protect the child/adult at risk. Do not discuss this incident with anyone other than those who need to know.



## **APPENDIX 4 - INCIDENT REPORTING FORM**

Your Name:
Your Position:
Child or Adult's Name:
Child or Adult's Address:
Parent or Carer's Name and Address:
Child or Adult's Age/Date of Birth:
Date and Time of Any Incident:
State exactly what the child or adult said or what was reported and what you said: (Continue on separate sheet if necessary).
Action taken so far:
External agencies contacted:
POLICE Yes/No  If yes - which: Name and contact number: Details of advice received:
CHILDREN'S SERVICES/SAFEGUARDING SERVICE Yes/No  If yes - which: Name and contact number: Details of advice received:
TINDERBOX DESIGNATED OFFICER Yes/No  Name and contact number: Details of advice received:
OTHER (for example NSPCC)  Which agency: Name and contact number: Details of advice received:
Signature: Print Name: Date:



## **APPENDIX 5 - REPORTING CONTACT SHEET**

Listed below are the contacts you should contact if you wish to report any allegations or other matters of concern.

### **Primary Contact – Designated Safeguarding Officer**

This is the first person that any incident should be reported to:

Name: Meg Magill

Position: Producer – Tinderbox Theatre Company

Email address: [meg.magill@tinderbox.org.uk](mailto:meg.magill@tinderbox.org.uk)

Phone number: **028 9043 9313** [personal phone number is given to staff at beginning of engagement]

### **Secondary Contact – Deputy Safeguarding Officer**

This is the person that any incident should be reported to if the Designated Officer is unavailable:

Name: Sally Rees

Position: Tinderbox Director

Email address: [sallymrees@gmail.com](mailto:sallymrees@gmail.com)

### **External contacts**

In the event that the designated officer is not available, get in touch with the agencies listed below:

NSPCC 24-hour advice line: **0808 800 5000**

Belfast HSC Trust – during office hours: **028 9050 7000**

Belfast HSC Trust – outside office hours: **028 9504 9999**

PSNI non-emergency number: **101**

PSNI Public Protection Units: **0845 600 8000**

**END**