



SAFEGUARDING POLICY

Updated: August 2024

1. Introduction and policy statement:

- 1.1. The Aigburth Theatre School (ATS) has a 'duty of care' to provide a safe environment conducive to promoting the health and well-being of children and young people under the age of 18. This policy also applies to children who turn 18 while still attending our school, described in this policy as 'vulnerable adults'. The ATS will take all reasonable steps to ensure that safeguarding and promoting the welfare of children is embedded in our contact, through the training and activities we provide for them. This Policy works in conjunction with other ATS policies and procedures.
- 1.2. The protection of children is important to the ATS. The ATS Safeguarding Policy aims to ensure that children with whom ATS comes into contact are well protected and that a system is in place to protect their welfare.
- 1.3. The ATS believes that: the welfare of the child is paramount and that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.
- 1.4. The purpose of these policies and procedures are:
 - **to facilitate protection for children under the age of 18 years and aged 18 during any activity provided by the ATS,**
 - **to provide staff with procedures to follow if they suspect a child may be experiencing abuse or be at risk of abuse or harm,**
 - **or where there is concern about the behaviour of an adult that might harm a child or vulnerable adult.**
- 1.5. Definition: Under The Children Act 1989, which applies mainly to England and Wales; 'a child' is up to the age of 18 years. For child protection purposes, all of the four nations use an age band up to 18 years old. This can also be up to the age of 25 years if they are receiving help from Social Services or Education. Other relevant legislation includes the Children Act 2004 and the Children, Schools and Families Act 2010. Similar arrangements exist in Scotland under The Children (Scotland) Act 1995; The Protection of Children (Scotland) Act 2003; The Protection of Vulnerable Groups (Scotland) Act 2007 and in Northern Ireland; The Children (Northern Ireland) Order 1995; Safeguarding Vulnerable Groups (NI) Order 2007.

1.6. ATS will embrace the guidance contained in 'Working Together to Safeguard Children 2023'. This covers the legal requirements of and expectations on individual services to safeguard and promote the welfare of children and to provide a clear framework for Local Safeguarding Children Boards (LSCB's) to monitor the effectiveness of local services.

The latest documentation can be found on:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

1.7. Safeguarding and promoting the welfare of children is defined as:

- **protecting children from maltreatment; preventing impairment of children's health or development**
- **ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.**
- **Safeguarding is everyone's responsibility and everyone who comes into contact with children and families has a role to play. (A child is defined as anyone who has not yet reached their 18th birthday).**

1.8. The ATS will seek to safeguard children and vulnerable adults by:

- **valuing them, listening to and respecting them; adopting child protection procedures,**
- **sharing information about child protection and good practice with children, vulnerable adults, parents, staff and the companies and organisations with which we work; sharing information about concerns with the appropriate agencies,**
- **implementing a code of conduct and policy,**
- **risk assessing all venues and activities,**
- **ensuring safer recruitment, selection and vetting of staff,**
- **providing effective management through supervision, appraisal, support, training and development.**

1.9. This Policy works in conjunction with other ATS policies and procedures.

1.10. The Policy is designed to assist all individuals in ATS to meet their duty of care to safeguard all children and vulnerable adults who take part in the activities provided by ATS. And, to ensure that where ATS employees, students and visitors have concerns about the welfare of children or vulnerable adults, they are in a position to take appropriate steps to address them.

1.11. All ATS employees will be made aware of this through induction programs,

training and personal development. It will also be referred to in our relevant correspondence, in briefings and presentations, and for site visits. All policies will be reviewed annually or sooner if there are changes in legislation, guidance or in the event of an incident.

1.12. The ATS is committed to providing clear child protection safeguarding policy and procedures and will ensure that it is communicated to all ATS employees or visitors. All other parties that have contact with the ATS, including visitors will be made aware of the policy via the website and expected to adhere to it.

1.13. A full glossary of terms used in the Policy is available in Appendix 2.

1.14. There are four recognised categories of child abuse; physical abuse; sexual abuse; neglect and emotional abuse, in addition ATS are aware of other areas such as self-harm and bullying that affect children and young people.

1.15. The full definitions relating to child abuse (and additional information about bullying, self-harm and eating disorders), can be found in Appendix 1.

1.16. The ATS has SAP who is responsible for safeguarding which is described in Section Two of this document.

2. Responding to incidents, suspicions and allegations of abuse involving children:

2.1. These procedures aim to strike a balance between the need to protect children and from abuse and the need to protect ATS employees, trainees, students, visitors and ATS members from false allegations.

2.2. It is not the responsibility of anyone working at ATS in a paid or voluntary capacity to decide whether a child or vulnerable adult is being abused or might be abused, but there is a responsibility to act on their concerns so that appropriate agencies can then make enquiries and take any necessary action to protect them.

2.3. It is the remit of the appropriate authority and not anyone connected with the ATS to investigate the incident.

2.4. If an incident, allegation or suspicion of abuse (hereinafter referred to as incident) is seen, heard or suspected, the person receiving the information, whether a ATS employee, student, a member of another organisation with which the ATS is working or a visitor to the ATS, should follow the procedure

below:

- **Inform the Senior Appointed (SAP) immediately.**
- **The SAP should:**
 - Stop other activity and focus on what they are being told or seeing. Responding to the incident being reported should take immediate priority.
 - Where an incident is being reported, react in a calm and considered way but show concern.
 - Tell the child, vulnerable adult or third party that it is right for them to share this information.
 - Take what the child, vulnerable adult or third party has said seriously and allow extra time if a child or vulnerable adult has a speech difficulty and differences in language.
 - Keep questions to an absolute minimum necessary to ascertain a clear and accurate understanding of what has been said but do not interrogate the child, vulnerable adult or third party.
 - Listen to the child, vulnerable adult or third party and do not interrupt if they are recounting significant events.
 - Offer reassurance to the child or vulnerable adult.
 - Do not give assurances of confidentiality but explain you will need to pass on this information to those that need to know.
 - Consider whether immediate action is needed to protect any child or vulnerable adult who may be at risk. Think about the child or vulnerable adult who is the immediate concern and any others who may be at risk, in light of what you have been told or seen. If SAP is not immediately available you should alert the appropriate authority and stay with those you think are at immediate risk until they can be transferred to safe care, where practical.
 - Make a comprehensive record of what is said or seen and actions taken at the earliest possible opportunity. Where possible this should always be reported using the Incident Report Form in Appendix 3 and within the timescales stated. Keep all original notes as they may be needed as evidence. The comprehensive and confidential record should include the following:
 - a) A detailed record of the incident in the child or vulnerable adult's own words or the words of the third party reporting it. You should note this record may be used later in a criminal trial and therefore needs to be as full and accurate as possible.
 - b) Details of the nature of the incident.
 - c) A description of any injury. Please note that you must not remove the clothing of a child or vulnerable adult to inspect any injuries.

- d) Dates, times or places and any other information that may be useful.
- e) Written records including emails and letters.

2.5. Anyone with concerns and unsure what to do should contact the Police, local Social Services Department or the NSPCC Adult Child Protection Helpline on 0808 800 5000 or Childline for children and young people on 0800 1111.

2.6. A quick guide to reporting procedures can be found in Appendix 4.

2.7. If you believe an incident has not been dealt with in accordance with the Policy, your concerns should be raised with the SAP immediately.

3. Code of behaviour and good practice

3.1. The ATS believes that the Code of behaviour and good practice will assist everyone with advice on protecting children and help with identifying any practices that could be misinterpreted or lead to false allegations. ATS employees and students organising any activities on behalf of the ATS, involving children, must adhere to this code as set out below:

3.1.1. All children should be treated with respect by ATS employees, students and visitors.

3.1.2. All activities involving children should where possible include a ratio of:

- **one adult to every 10 children**
- **one adult to every eight children for trips**
- **For younger children under the age of nine, there will always be an additional member of staff e.g. a teacher, or class assistant. Where this is not possible, the ATS will ensure that activities take place within the sight or hearing of other adults**

3.1.3. Respect should always be given to a child's right to personal privacy.

Our staff will support your child's toileting needs, however, we cannot assist them with intimate care. If your child cannot manage with this level of support, please do not leave them unattended at class. In public buildings, all children under 12 will be supervised going to the toilet. Staff will not enter the cubicle area, they will stand in the main doorway or corridor. Our staff will encourage young children not to lock the cubicle door to avoid getting stuck. Staff will offer verbal reassurance and instructions. Where necessary, staff will provide a small stool, so children can reach the sink to wash their hands.

3.1.4. In all activities, ATS employees, students, and visitors to the ATS should be aware that physical contact with a child or young person may

be misinterpreted and should be avoided. Where any physical touching is required, it should be provided openly in front of other students. Parents, guardians and students will be warned in advance that physical touching may be required for correctional purposes only.

3.1.5. In activities, feedback should always be constructive rather than negative and be mindful of the language that you use so as not to be threatening, discriminatory or upsetting.

3.1.6. Private or unobserved contact with a young person should be avoided wherever possible, unless authorised by a parent or guardian and recorded, e.g. for a 1:1 private dance or singing lesson.

3.1.7. If basic first aid is required, where possible, it should be administered by the SAP in the presence of another adult.

3.1.8. Written parental or guardian consent should always be obtained for the use of any photographs, film or videos involving children and vulnerable adults. Signed consent can be found on student registration forms.

3.1.9. In all activities, ATS employees, students, and visitors to the ATS where appropriate, are required to challenge unacceptable behaviour in accordance with the provisions of this safeguarding policy, codes of conduct and general good practice.

3.1.10. Any incidents, allegations or suspicions of abuse should be reported immediately to the SAP, as per the reporting guidelines.

3.1.11. In all dealings with children and vulnerable adults, ATS employees, students, and visitors to the ATS where appropriate, should never:

- leave children who are in their care unsupervised on ATS premises,
- play rough physical or sexually provocative games, involving or observed by children whether based on talking or touching,
- share a room overnight with a child or vulnerable adult,
- enter the private room of a child unless it is absolutely necessary and wherever possible should be accompanied by another adult,
- allow or engage in any form of inappropriate physical activity involving children, or any bullying of a child by an adult or another child,
- form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. 'grooming');
- allow children to use inappropriate language e.g. language of a derogatory nature or sexually explicit without challenging it,
- make sexually suggestive or discriminatory comments even in

jest,

- intentionally reduce a child or vulnerable adult to tears as a form of control,
- use any physical punishment as part of disciplining a child,
- shout or use harsh criticism,
- consume alcohol or take drugs during the working day, including any breaks or when involved in activities with children or vulnerable adults, or be under the influence of alcohol or smelling of alcohol from the night before,
- give your personal contact details to a child whom you have met through work or using social networking sites,
- allow yourself to get into a situation where an abuse of trust may occur. This means that you should not form a close personal relationship, sexual or otherwise with a child or vulnerable adult, even if they are seeking and are consenting to such a relationship,
- transport a child in a personal vehicle unless consent has been given by a parent or guardian. In the case of an emergency, the SAP must be informed.
- allow allegations made by a child to go unrecorded or not acted upon in accordance with these or other ATS procedures, and
- undertake personal activities (such as washing or dressing) for a child or vulnerable adult which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of and, where appropriate, assistance from the parents or carers.

3.1.12. Any incidents which cause concern in respect of a child are required to be reported immediately to the SAP. Below are examples of incidents, which are to be reported. When:

- a child has been left unsupervised on ATS property,
- a child is hurt accidentally,
- there is a concern that a relationship is developing which may be an abuse of trust,
- you are worried that a child is becoming attracted to you,
- you are worried that a child is becoming attracted to a colleague who cares for them,
- you think a child has misunderstood or misinterpreted something you have done,
- you have been required to take action to prevent a child from harming themselves or another or from causing significant property damage. Unless you have received specific training on how to restrain a child, this should only be done as a last resort (if the child or surrounding people are at risk). Do not do it alone, call for assistance, write up

what happened and pass the information to the SAP.

- you see any suspicious marks on a child,
- you hear of any allegations made by a child of events both inside and outside of the ATS.

3.2. All of the personnel listed in 3.1 will be briefed as to the expectations in the Code of behaviour and good practice guidelines as part of their induction or before any such activities take place. These will assist if anyone suspects or is made aware of an incident showing that the ATS Code of behaviour and good practice is not being adhered to. Such incidences should be reported to the SAP.

3.3. Any visitors, such as external hirers or contractors must adhere to ATS's Code of behaviour and good practice as part of their contractual arrangement. The SAP must be informed if such personnel are going to be present during activities or training provided by ATS. They will also be required to sign a declaration stating that their staff and volunteers, where appropriate will have had the necessary disclosure and barring checks, and that the organisation has its own safeguarding policy and procedure.

3.4. The SAP should be informed of any activity involving children well in advance and provided with full details of the activity. This will include any potential 'visitors' to the site or filming or recording of such activities.

4. ATS Management Structure for dealing with incidents

4.1. The ATS has a structure in place to deal with incidents. The SAP has overriding responsibility for all safeguarding issues and dealing with all safeguarding issues in consultation with appropriate members of staff. They will deal with all initial incidents of abuse as the first point of contact and they will audit the Policy to ensure it is working effectively, that all incidents are recorded, action is taken and best practice is in place.

4.2. The details of the named SAP can be found in Appendix 6 where a full description of their role and responsibilities is also provided. This list will be updated annually or sooner in the event of a person leaving or changing their job role.

4.3. The SAP has agreed several key objectives:

- To understand the ATS's obligations under UK Government Legislation
- To review the Safeguarding Policy and Procedures on an annual basis
- To seek advice and independent consultancy on Safeguarding, as appropriate from external specialist individuals or organisations

- To be responsible for the development and implementation of a safeguarding training strategy and monitoring the effectiveness of safeguarding arrangements

5. Recruitment:

5.1. As part of ATS's commitment to safeguarding we will ensure that safe recruitment practices are integrated into our HR recruitment, vetting, selection and induction processes

6. Training:

6.1. All ATS employees and freelance instructors who work with children will receive an initial briefing as part of their induction and thereafter will be required (as appropriate) to undertake training on an annual basis in relation to the safeguarding of children. This is to ensure that they are aware of current safeguarding legislation and best practice.

7. Photography and filming of children and/or vulnerable adults

7.1. No unauthorised filming or photography should take place during ATS activities without appropriate written permission. This should explain the purposes for which any photographic images will be used. Where permission is granted, videoing can take place to assist in rehearsals. However, footage must be deleted when no longer required for training purposes and must never be shared on personal social networking sites or with any third party.

7.2. ATS is committed to providing a safe and enjoyable learning experience for children. There are some good practice guidelines listed below that should be adhered to in relation to photography and recording images of children, especially as there is evidence that some people do use activities and events as an opportunity to take photographs or footage of young and disabled children and young people which can be manipulated or used inappropriately:

- **All young people and vulnerable adults featured in photographs or recordings must be appropriately dressed for the activity they are undertaking**
- **Wherever possible, images of the young people and vulnerable adults should be recorded in small groups and focus on the activity**
- **Instructors can still be allowed to use equipment to record an activity as a teaching aid, providing that written consent of the parents or guardians and young person or adult is sought and that this is placed on file**

- **Care needs to be taken with regard to the storage and dissemination of the photographs or video material.**
- **Teachers, families and visitors to ATS must not record images of groups of children or share images of other children (other than their own) on personal social media platforms**
- **The SAP will carefully monitor all promotional images and post with due care to the dignity and privacy of the children or vulnerable adults**

8. Allegations of abuse against members of staff, volunteers and visitors

8.1. Child abuse can and does take place outside the family setting, including within organisations. This can include anyone involved in working with children in a paid or voluntary capacity. Evidence in this area indicates that abuse, which takes place in an organisation, is rarely a one-off event, so it is important that all staff within ATS are aware of this and take the appropriate action to respond to an allegation.

8.2. If a member of staff or anyone involved in an activity within ATS has a concern about the behaviour of another staff member or adult working within ATS, even as a visitor, they should discuss this with the SAP within the same working day. A decision will be made as to the best course of action. This could include a referral to the police, adult protection, children's social care and or the Local Authority Designated Officer (LADO), in England. Following this course of action and the outcome, the ATS may then wish to refer the individual for consideration for barring and will contact the Disclosure and Barring Service. The LADO has a specific role within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child,
- possibly committed a criminal offence against children, or related to a child, or
- behaved towards a child or children in a way that indicates they are unsuited to working with children.
- (More information on the LADO is in Appendix 2 – Glossary.)

8.3. All allegations against staff must be taken seriously and are acted upon whether the allegation constitutes abuse or not.

8.4. Any member of staff, or volunteers hearing allegations will be expected to provide a written report and summary of any additional information including the names and addresses of potential witnesses. There should be two copies of this document signed and dated, which will be stored confidentially in the

Incident Report file.

8.5. The parents or guardians of the child or vulnerable adult should be contacted as soon as possible following decisions made by the SAP, NSPCC, Children's Social Services or LADO.

9. ATS Employees, students, visitors or ATS members already under investigation.

9.1. Where a ATS employee, student or visitor is under investigation by a third party or an appropriate authority, for actions that might give cause for concern about their suitability to work with children and vulnerable adults, it must be reported to an SAP.

9.2. In this instance, the person under investigation will be prevented from working with children and vulnerable adults at ATS.

9.3. A further course of action will be considered under the relevant code of conduct or the ATS's disciplinary procedures.

10. Record keeping, using and storing information

10.1. Where an incident has been reported against a ATS employee or student, all documents relevant to the incident will be kept in the personal file of the person concerned when the case has been concluded. If the incident was found to be malicious or without foundation, a record may be kept in the personal file.

10.2. Where an allegation was made against a visitor to the ATS, records should be kept securely and should an investigation be carried out, copies of these records should be passed to the appropriate authority.

11. Monitoring and Evaluation

11.1. The SAP will collate details of any incidents relating to safeguarding children and vulnerable adults and keep them in a central record within the Incident Report file. Any concerns or patterns that emerge will be identified and dealt with appropriately by ATS.

12. Review of policy and procedures

12.1. The Policy will be reviewed by The Children's Theatre Group Senior Management Team annually or more frequently in response to new legislation or where an incident has occurred that requires an adjustment to processes within.

CHILD PROTECTION:

The original statutory guidance of 'Working Together to Safeguard Children 2010' defined four areas of abuse relating to children. This guidance has been replaced by 'Working Together to Safeguard Children 2013', which covers the legislative requirements and expectations on individual services to safeguard and promote the welfare of children. The definitions from the original 2010 guidance are still relevant and are as follows:

Physical Abuse: This 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 persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse: This 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, 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 images, 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.

The new Working Together to Safeguard Children 2013 streamlines previous guidance to clarify the responsibilities of professionals in terms of safeguarding children. There is greater emphasis on effective systems to ensure that the child's needs are paramount, and that all professionals who come into contact with children and families are alert to their needs and any risks of harm, and to share information in a timely way.

Bullying:

The Anti-Bullying Alliance defines bullying as:

- Bullying behaviour deliberately causes hurt (either physically or emotionally)
- Bullying behaviour is repetitive (though one-off incidents such as the posting of an image, or the sending of a text which is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour)
- Bullying behaviour involves an imbalance of power (the person on the receiving end feels like they cannot defend themselves)

Bullying is not:

- Teasing and banter between friends without intention to cause hurt
- Falling out between friends after a quarrel or disagreement
- Behaviour that all parties have consented to and enjoy (though observe with this one as coercion can be very subtle)

Bullying can take the following forms:

- Emotional – being unfriendly, ignoring someone, not involving them in activities, sending hurtful or tormenting texts, humiliating or ridiculing someone

- Physical – pushing, kicking, hitting, punching or pinching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Disability – bullying because of how somebody looks or presents related to their disabilities. Children with disabilities are more likely than their non-disabled peers to be excluded from activities
- Sexual – unwanted physical contact or sexually abusive comments. Sexual bullying can also relate to gender and gender identity and includes those who do not fit with the gender role prescribed to them
- Homophobic – because of, or focussing, on the issue of a young person's actual or perceived sexual orientation
- Verbal – in the case of children with disabilities this can take place in sign language – name calling, sarcasm, spreading rumours or teasing

Self-Harm:

Self-harm is where a person hurts himself or herself intentionally and this can occur in a range of ways:

- Cutting themselves (usually with a knife or razor)
- Burning their body
- Bang their heads (not to be confused in situations when working with a young person who may have additional (special) needs, but this could be an indicator)
- Throw their body against something hard
- Punch themselves
- Stick things in their body
- Swallow inappropriate objects or tablets

Eating disorders:

Eating disorders are not just about food, they are a way of coping with emotional distress. Eating disorders can affect both sexes, people of any background and any age. About 10% of people with eating disorders are male. 18% of anorexics will die. Eating disorders can be recognised by a persistent pattern of unhealthy eating or dieting behaviour that can cause health problems and/or emotional and social distress.

There are three official categories of eating disorders:

- Anorexia nervosa
- Bulimia nervosa
- Eating disorder not otherwise specified (EDNOS)

People with EDNOS do not have the full set of symptoms for either anorexia or bulimia but may have aspects of both. EDNOS is as serious as other eating disorders and as potentially damaging to health.

Anorexia Nervosa:

- The rarest – 10% of eating disorders – typically affects young people aged 12-20 years
- Individuals with anorexia nervosa do not maintain or have a body weight that is normal or expected for their age and height – they are usually less than 86% of their expected weight
- Even when underweight, individuals with anorexia continue to be fearful of weight gain. Their thoughts and feelings about their size and shape have a profound impact on their sense of self-esteem as well as their relationships
- Women with anorexia often stop having their periods
- They often do not recognise or admit the seriousness of their weight loss and deny that it may have permanent adverse health consequences

Bulimia Nervosa:

- 40% of cases mainly with adolescent onset – affects individuals between the ages of 18-25 years
- Individuals with bulimia nervosa experience binge-eating episodes which are marked by eating an unusually large amount of food within a couple of hours, feeling compelled to eat and find it difficult if not 'impossible' to stop eating
- This is then followed by attempts to 'undo' the consequences of the binge by using unhealthy behaviours such as self-induced vomiting, misuse of laxatives, enemas, diuretics, severe caloric restriction or excessive exercising
- Individuals are obsessed and preoccupied with their shape and weight and often feel their self-worth is dependent on their weight or shape

Binge Eating Disorder:

- Individuals with binge eating disorder (BED) engage in binge eating, but do not regularly use inappropriate or unhealthy weight control behaviours such as fasting or purging to counteract the binges
- BED is more common amongst individuals who are overweight or obese, terms used to describe these problems include; compulsive overeating, emotional eating or food addiction
- BED is not an officially recognised disorder, but is included in the EDNOS category

Eating problems never exist in isolation; they are usually a symptom of other problems e.g. coping with painful feelings and/or situations, boredom, anxiety, anger, shame, sadness, loneliness. Adolescence can be a key time. Stressful or traumatic events can trigger an eating problem; e.g. bullying, bereavement, family tensions, school problems, self-harm, low self-esteem, sexual, physical, emotional abuse or neglect, negative criticism, fragile sense of self, and it can be more about control than about food itself.

More information available on: www.b-eat.co.uk

APPENDIX 2

ATS Employees	Permanent employees, temporary workers, Examiners, freelance tutors, teachers and pianists, mentors, practical teaching supervisors, chaperones, Examination Attendants (doorkeepers), volunteers or any other person working on a paid or voluntary basis on behalf of the ATS.
The Policy	The ATS's Safeguarding Policy and Procedures: Children and Vulnerable Adults.
ATS	Aigburth Theatre School
Students	ATS Dance School students, students attending regional events, Examination candidates.
Visitors	External hirers, contractors, delivery persons, general visitors, parents/guardians attending a ATS activity on or off ATS premises.
Child / Children	Persons under the age of 18 years.
Vulnerable adults	Persons aged 18 or over who still attend ATS.
SAP	Senior Appointed Person – The most senior role within the reporting structure of the ATS's Safeguarding Policy
ATS Main premises	St.Margaret's Church of England Academy, Liverpool, L17 6AB
Appropriate Authority	This is the correct authority to refer the incident, allegation or suspicion. It might include the police, social services (children's social care or adult social care), the local safeguarding children's board or statutory committee.
Third parties	Other schools or employers, universities and agencies.
L.A.D.O. Local Authority Designated Officer.	The role of the LADO is set out in the HM Government guidance 'Working Together to Safeguard Children (2023)'. The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who

	<p>works with children has:</p> <ul style="list-style-type: none">▪ behaved in a way that has harmed, or may have harmed, a child,▪ possibly committed a criminal offence against children, or related to a child, or▪ behaved towards a child or children in a way that indicates they are unsuitable to work with children <p>The LADO helps co-ordinate information sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. You can find your local LADO via the local authority in the area where the child/young person resides.</p>
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GLOSSARY OF TERMS

APPENDIX 3:

INCIDENT, ALLEGATION & SUSPICION OF ABUSE (HEREAFTER 'INCIDENT') REPORT FORM

Date Incident reported:	
Person recording the incident:	

Person reporting the incident:	
Name:	
Job role:	
Knowledge of and relationship to the child/vulnerable adult:	
Contact address:	
Telephone numbers(s):	
E-mail:	

Child/Vulnerable adult Details:	
Full name of child/vulnerable adult:	
Date of birth:	
Contact address:	
Telephone numbers(s):	
Disability (if applicable):	

Incident Details:	
Location of incident (if relevant):	Date and time of incident (if relevant):
Detailed information (where applicable in child/vulnerable adults own words if possible):	



Alleged abuser's details (if known):	
Name:	
Date of birth/age:	
Relationship with child/vulnerable adult:	
Occupation:	
Address:	
Telephone numbers(s):	
Disability:	

<p>Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adults emotional state). N.B. Make a clear distinction between what is fact and hearsay:</p>
<p>Actions taken so far:</p>

External agencies contacted:						
AGENCY	YES / NO	CONTACT NAME	CONTACT TEL NO	DATE	TIME	DETAILS OF ADVICE RECEIVED
Police						
Social Services						
Local Authority (state if L.A.D.O .contacted						
NSPCC						
Other						

(please specify)						
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I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself.

Signed.....

Date.....

Please submit this form immediately to the SAP.

APPENDIX 4: A QUICK GUIDE TO REPORTING PROCEDURES

If you see, hear of or suspect abuse, are aware of serious poor practice or have concerns about a breach of ATS's code of behaviour in relation to child abuse or a vulnerable adult. Full details can be found in Section 2 of the Safeguarding Policy and Procedures,

If concerned about a child – report your concern to a Senior Appointed Person within 24 hours. If this is not possible and if there is an immediate risk, report it to the appropriate authority, e.g. police, NSPCC, children’s social care or adult social care (social services).



Record the details of the abuse/allegation/suspicion. Record accurately what the child has said or what has been seen or reported.



Include information about how the child appeared (angry/upset), recording any visible signs on the child e.g. burn on the hand. Do not ask the person to remove clothing. Do not ask leading questions or investigate. Complete the form in Appendix 6 the same day.



Senior Appointed Person will make a decision regarding the concern/incident within 24 hours of receiving the information.



Action by Senior Appointed Person – concern allayed – record the decision and store securely in the Incident Report file.



Still concerned: Make a referral to the local Children’s Social Services, LADO, Police, NSPCC (0808 800 5000) or Childline (0800 1111)

APPENDIX 5: NOMINATED SENIOR OFFICERS AND SUGGESTED DESIGNATED SAFEGUARDING OFFICERS AS AT MARCH 2014

DUTIES OF THE SENIOR APPOINTED PERSON (SAP)

- To be accountable for the ATS's safeguarding practice
- To ensure safeguarding is afforded priority at the most senior level within the ATS
- To ensure that the ATS has a committee structure in place to fulfill its safeguarding responsibilities
- To ensure funding and resources are available to fulfill safeguarding responsibilities
- To ensure monitoring and review systems are in place to respond to new guidance and legislation and to test existing systems
- To ensure that the ATS has procedures for dealing with incidents, allegations or suspicions of abuse against ATS employees, Students and Visitors
- To ensure all ATS employees are trained appropriately according to their roles
- To refer incidents, allegations or suspicions of abuse to relevant investigating agencies
- To securely keep detailed and accurate records of any incidents, allegations or suspicions of abuse
- To keep up to date to the most relevant safeguarding procedures for dealing with children and vulnerable adults.
- To act as a first point of contact and source of support, advice and expertise within the ATS
- To ensure that there is always cover for this role
- To keep under review any ATS activities which involve children and vulnerable adults, and
- To ensure that individuals assisting in the ATS activity, be they ATS employees, students or visitors are suitable to work with children or vulnerable adults and that they have had the necessary Vetting and Barring checks done which have been followed up and checked via the Disclosure and Barring Service and records kept securely in the 'People' file.

APPENDIX 6: STATEMENT OF AGREEMENT FOR ALL IN RELATION TO ATS'S SAFEGUARDING POLICY AND PROCEDURES

All ATS employees, (freelance and permanent), Volunteers, and visitors will be expected to sign this statement of understanding as part of their terms and conditions relating to their employment or placement.

I..... acknowledge that I have read and understood the Aigburth THEATRE SCHOOL'S Safeguarding Policy and Procedures.

I agree to adhere to this policy and the respective procedures and take action as required in the event of any concerns relating to children, young people or vulnerable adults. Should any concerns arise which indicate that I may be in breach of this policy, I understand that action may be taken in accordance of the ATS's disciplinary policy and procedures.

Name:

Date:

Signature:

Name of SAP Georgina Cant (07444 041056)

Date: 2st September 2024

Signature:

APPENDIX 7: SAFEGUARDING TRAINING STRATEGY

The Aigburth Theatre School (ATS) is committed to Safeguarding children. As part of this commitment the ATS have a dedicated safeguarding training strategy as set out below.

ATS EMPLOYEES

Permanent employees

Upon recruitment all staff will be given an induction within which a copy of the safeguarding policy and procedures will be issued and special attention will be drawn to the reporting procedures and types and definitions of abuse.

The policy will be available to staff on request where they will be able to see any updates or amendments to the policy.

Permanent employees that work directly with children will be required to undertake regular training at least every year in relation to safeguarding children.

ATS casual and freelance employees

Within the terms and conditions of engagement, casual and freelance workers will be made aware of where to find the ATS safeguarding policy and procedures and will be asked to read this to ensure they understand it in relation to their roles and responsibilities. Acceptance of the engagement will indicate an agreement to comply.

VOLUNTEERS

Upon appointment, volunteers will be made aware of where to find the ATS Safeguarding Policy and Procedures with special attention drawn to the report procedures and types and definitions of abuse.

EXTERNAL HIRERS

Within the terms and conditions of hire, external hirers will be made aware of where to find the ATS safeguarding policy and procedures, and will be asked to read this to ensure they understand it in relation to the activity. Acceptance of the hire agreement will indicate an agreement to comply. In addition to this, where external hirers are working with children they will be required to sign a declaration stating that their staff and/or volunteers have had the necessary criminal records checks and have their own safeguarding policy and procedures in place before the ATS will accept their booking.

CONTRACTORS

Within the contract, contractors will be made aware of where to find the ATS safeguarding policy and procedures and will be asked to read this to ensure they understand it in relation to the activity. Acceptance of the contract will indicate an agreement to comply.

VISITORS

All visitors to ATS premises (or to a venue where an ATS activity involving children or vulnerable adults is taking place) will be directed to a signing in/out sheet which informs them of the ATS's Safeguarding Policy and Procedures and a display copy will be made available. By signing the sheet, they are agreeing to comply. The premises or venue will clearly display notices informing visitors of the ATS's Safeguarding Policy and Procedures and where it can be found.

PARENTS/GUARDIANS

Within the activity Terms and Conditions, parents and guardians of students attending a ATS activity on or off ATS premises will be made aware of the safeguarding policy and procedures and will be asked to read this to ensure they understand it in relation to the activity. Acceptance of the Terms and Conditions will indicate an agreement to comply. The premises or venue will clearly display notices informing parents and guardians of the ATS's Safeguarding Policy and Procedures and where it can be found.

ADULT STUDENTS

Within the activity terms and conditions, adult students attending a ATS activity on or off ATS premises will be made aware of the safeguarding policy and procedures and will be asked to read this to ensure they understand it in relation to the activity. Acceptance of the terms and conditions will indicate an agreement to comply. The premises or venue will clearly display notices informing students of the ATS's Safeguarding Policy and Procedures and where it can be found.

Aigburth Theatre School has a Data Protection Policy and Privacy Notice

ATS complies with General Data Protection Regulation (UK GDPR) and the Data Protection Act of 2018.

ATS agrees to:

1. Be open and honest with the person (and/or with their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
2. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
3. Where possible, share with consent and respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
4. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
5. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
7. Ensure the school's 'Privacy Notice' is freely available to all new members.
8. Audit the Data Protection Policy and Privacy Notice annually.