



## **The Theatre for a Change UK Child and Adults at Risk Safeguarding Policy**

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## 1. Introduction

Theatre for a Change (TfaC) UK is committed to providing a safe and supportive environment in its work with children and adults at risk. The formulation of this Safeguarding Policy reflects this commitment.

The rights of the child and adults at risk are central to the beliefs that underpin every aspect of our work. TfaC's vision is to empower vulnerable and marginalised groups with the knowledge, awareness and skills to positively transform their lives, and the lives of others, at local, national and international levels. Establishing and protecting the rights of children and adults at risk is thus integral to our work.

Our work with children is informed by a set of principles that derive from the **UN Convention on the Rights of a Child:**

- All children have equal rights to protection from abuse and exploitation
- All children should be encouraged to fulfill their potential and inequalities should be challenged
- Everybody has a responsibility to support the care and protection of children

However, we recognise that every child and young person is potentially at risk from abuse and exploitation, and that many of the young people that TfaC UK works with may be experiencing, or may have experienced, abusive relationships.

In order for our work to uphold and strengthen the rights of children and adults at risk, we recognise that we have a duty of care and have developed the following standards, which have been reviewed and approved by our board of Trustees.

## 2. Policy

This policy is a statement of intent that demonstrates our commitment at TfaC UK to safeguard children and adults at risk from harm and makes clear to all what is required in relation to their protection.

TfaC UK's Safeguarding Policy will be reviewed annually or sooner if the need arises. This will be led by the Executive Director and the Trustee Safeguarding Lead. All trustees must approve any proposed changes.

Theatre for a Change UK also seeks external advice and expertise as needed when reviewing its Safeguarding Policy, Practices and Guidelines.

## Aims

The aim of this Safeguarding Policy is to promote good practice by:

- Providing ALL children and adults at risk, whatever race, gender, age, religion, disability, sexual orientation, social background and culture with appropriate safety and protection whilst in the care and supervision of TfaC UK trustees, employees, workers, consultants, volunteers and representatives.
- Allowing all TfaC UK TfaC UK trustees, employees, workers, consultants, volunteers and representatives to make informed and confident responses to specific safeguarding issues through support in legal, health, psychosocial and safety matters.
- Ensuring safeguarding of TfaC UK trustees, employees, workers, consultants, volunteers and representatives from abuse, harassment and bullying.

## Definitions

- Safeguarding refers to institutional and internal safeguarding policies and procedures intended to protect children and adults at risk from harm and abuse through their contact with the organisation, its staff and their participation in programmes and projects.
- Child protection is part of safeguarding and refers to the specific action taken to protect a child when that child has been abused or is in immediate risk of harm.
- A child is defined as anyone who is under 18 years of age.
- 'Adult at Risk' or "Vulnerable Adult" refers to a person 18 years or over who is, who is, or may be in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation, as well as other factors contributing to risk include unequal power dynamics, socio-economic status and gender. These factors may be intersectional in their impact on risk.
- Abuse can be understood as:
  - Physical
  - Domestic violence
  - Sexual
  - Psychological or emotional
  - Neglect or acts of omission
  - Financial or material

- Modern Slavery
- Discriminatory
- Organisational or institutional
- Self-neglect (including hoarding)

Specific examples of abuse can be found at **Appendix A**.

## Scope

The scope of this policy applies to:

- Trustees of TfaC UK;
- Staff and volunteers of Theatre for a Change UK (including employees, trainees, temporary and sessional workers and consultants);
- Children and adults at risk both directly involved in TfaC UK programmes and indirectly in the local communities in which TfaC UK operates;
- Organisations with whom TfaC UK works in partnership (see section 10. below).

Although this document outlines procedures for trustees, employees, workers, consultants, volunteers and representatives whilst working with children and adults at risk, it also relates to their non-work-related personal conduct. Any inappropriate conduct outside work will be considered most seriously and appropriate action will be taken dependent on the situation.

## Values and Principles

In all work with children and adults at risk, TfaC UK will ensure that the welfare and security of the child/adult at risk is paramount and that we constantly strive to provide an environment which promotes their human rights and which is free from abuse. This is achieved both explicitly as part of the curriculum of training in our methodology and through the implementation of appropriate policies and guidelines.

We value and will respond promptly and constructively, to all information presented by children, adults at risk, or third parties regarding their safety and welfare.

## Sexual Harassment, Exploitation, and Abuse (SHEA)

TfaC UK values a safe working environment free from sexual harassment, bullying exploitation and abuse. TfaC UK operates a zero-tolerance policy for any form of sexual harassment, exploitation, or abuse at work carried out by any member of TfaC UK or a TfaC UK representative or partner organisation.

This applies to everyone irrespective of race, age, gender, gender identity, sexual orientation, culture, dress, language, political affiliation, health status, class, caste, ethnicity, marital status, disability, location, pregnancy, and religion.

This provides guidance and direction to anyone associated with TfaC so that:

- TfaC UK trustees, employees, workers, consultants, volunteers and representatives understand the importance of preventing sexual harassment, bullying, exploitation, and abuse, and their responsibility to ensure that they and their work do not deliberately or inadvertently cause harm to staff and other representatives.
- TfaC UK trustees, employees, workers, consultants, volunteers and representatives understand their role in preventing sexual harassment, bullying, exploitation, and abuse, and the consequences of breaching this policy.
- All TfaC UK trustees, employees, workers, consultants, volunteers and representatives understand their responsibility to report any concerns relating to sexual harassment, bullying, exploitation, and abuse, and have access to clear guidelines on how to report suspected harassment.
- All organisational processes and structures reflect our duty of care towards each other as staff and other representatives, and put in place safeguarding procedures in every aspect of our work so that we build a culture free from sexual harassment, bullying, exploitation, and abuse.
- TfaC UK commits to uphold the highest level of personal and professional conduct amongst its trustees, staff, volunteers, partners and other representatives working in or visiting all programming contexts, and particularly humanitarian settings, ensuring zero tolerance of all forms of sexual harassment, bullying, exploitation, and abuse.

## **Confidentiality**

TfaC UK will ensure access to confidential information is restricted to the appropriate TfaC UK staff and, if appropriate, to trustees and the relevant external authorities.

## **Equity**

All children and adults at risk are at risk of abusive relationships, and some are particularly vulnerable. TfaC UK exists to empower people who as a result of their social or cultural status, gender, religion, sexual orientation or physical disabilities are placed at risk of abusive relationships.

All our policies and practices must reflect the belief in the right of all TfaC participants, trustees, employees, workers, consultants, volunteers and representatives to absolute

equity with regard to their human rights. Any behaviour which is discriminatory, offensive or violent will not be tolerated and complaints will be acted upon.

## 3. Procedures and Systems

### Responsibilities

The implementation of this policy is mandatory across the full scope of TfaC's work, and specific responsibilities are outlined below. All TfaC UK trustees, employees, workers, consultants, volunteers and representatives are expected to follow the procedures and systems within this Safeguarding policy. Any behaviour by a trustee, employee, worker, consultant, volunteer or representatives that contravenes the terms of the Safeguarding Policy will be considered for disciplinary action, which in turn may lead to dismissal.

All TfaC UK trustees, employees, workers, consultants, volunteers and active representatives must review this policy on an annual basis and sign to say they have understood it – see section 12 below.

#### *Responsibilities of the Trustees*

The Trustees of TfaC UK are ultimately responsible for the implementation of its Safeguarding Policy. As a result, trustees must:

- Understand and review the safeguarding risks at TfaC UK. They must ensure safeguarding risks are recorded in the risk register and reviewed quarterly. They must review safeguarding reports as submitted by the Executive Team.
- Ensure TfaC UK has the right policies and procedures for safeguarding. They must make sure they are public and are used. They must jointly review and sign-off the Safeguarding Policy on an annual basis or sooner if there is a Safeguarding incident.
- Make sure that safeguarding is a key priority for TfaC UK as part of good governance. This includes having the right roles in place and adopting the right practices.
- Understand when it is appropriate and legal to carry out background checks on staff and volunteers, and put in place other measures in place to ensure they carry out their roles safely.
- Make sure staff and volunteers have appropriate training and review this annually.
- Ensure anyone involved in TfaC UK understands how to recognise, respond to, record and report a safeguarding concern.

Ensure any 'serious safeguarding incidents' are reported to the Charity Commission. Appoint and support a Trustee Safeguarding Lead who will work closely with TfaC UK's Executive Team on organisational safeguarding issues.

### *Responsibilities of the Executive Director*

The Executive Director acts as Safeguarding Officer and is responsible for:

- Ensuring that safeguarding implications are constantly reviewed and implemented across the geographical scope of the work of TfaC.
- Considering and authorising any immediate changes in operational policy required due to a safeguarding incident.
- Ensuring that safeguarding is considered in all appointment of staff including freelance and volunteers.
- Ensuring any updates or changes to the Safeguarding Policy are presented to the Trustees for approval. Supporting managers and staff with advice on safeguarding issues and advising Trustees and staff regarding decision and action to be taken in any safeguarding situation.
- Keeping and monitoring central records of all safeguarding cases.
- Ensuring that all staff receive necessary training and that they are able to discuss safeguarding issues confidentially and receive support and guidance as situations arise. An open and responsive management culture is essential if TfaC UK is to safeguard children and adults at risk and support staff effectively.
- Ensure quarterly safeguarding updates are provided to trustees on any known safeguarding concerns or incidents - covering both TfaC UK, direct in-country partners, as well as associated partners and consortium members.
- Ensure a detailed annual report on safeguarding across the organisation and partner projects is prepared and shared with trustees. It should include:
  - A summary of safeguarding incidents
  - Successes and challenges in implementing procedures
  - Update or recommendations on policies and guidelines related to safeguarding
  - Safeguarding training provided to staff and volunteers
  - Views on effectiveness of policies
  - DBS compliance and government advice updates for recruitment

## Raising and Reporting Safeguarding Issues

Everyone working within TfaC UK can play an important part in promoting the safety and protection of young people and adults at risk with whom they are working, and fellow members of staff. Staff must raise all cases of suspected or alleged child abuse, safeguarding incidents, and staff complaints of bullying or harassment, in line with the procedures identified in the following steps.

### *Key steps in protecting children and adults at risk*

#### **Step 1: Recognise** possible abuse

You identify that an individual has been abused, or is at risk of being abused either because:

- an individual tells you that they have been abused,
- someone tells you that an individual is being abused,
- you suspect that an individual might be abused as a result of physical or behavioural signs, or,
- you suspect an individual is at risk of abuse as a result of lack of recognition, support and safeguarding for that individual.

#### **Step 2: Respond** appropriately

In responding to disclosures of abuse, it is important to always remember that:

- Suspected abuse must be treated seriously and reported.
- When a child discloses abuse, particular care should be taken to ensure that the child or adult at risk has the support they need upon making the disclosure.
- When responding to a disclosure:
  - React calmly.
  - Reassure them that it is not their fault.
  - Remind them that there are reporting procedures at TfaC UK that you have to adhere to, and that you may not be able to keep this to yourself.
  - Listen carefully.
  - Clarify what you have heard.
  - Explain what you will do next.

### **Step 3: Report** your concerns

- Follow the steps in reporting procedures as outlined below.
- Do not delay.
- Be aware of mandatory reporting requirements.
- Consider the best interests of the child or adult at risk when deciding where to report.
- **Confidentiality** is key. It is equally important to let the individual know when confidentiality may be broken. In addition, the child or adult at risk must participate in the decision-making process, taking into account their age and capacity. Adult consent must always be sought before disclosure externally.

### **Step 4: Record** your observations<sup>1</sup>

- You must make a record of what you have seen, heard and what you have done with your concerns.
- Respond to the immediate needs of the person if it is a direct disclosure or you suspect the person may be at immediate risk. Then record everything you can as soon as possible.
- When recording an observation:
  - Record all actions and decisions.
  - Be clear, concise, accurate and up to date.
  - Separate fact from fiction.
  - Record the exact words used.
  - Record consent to share information.
  - Share recorded information on a need-to-know basis.

Remember that your record may be used as evidence and to determine outcomes.

**Remember the Four Rs - Recognise, Respond, Report, Record.**

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<sup>1</sup> Taken from NSPCC 'Child Protection: an introduction' training resources, 2020.

*Steps in Reporting Abuse of Children in the UK*

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?  
SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a)** Have you received a disclosure about or from a child that needs immediate action, or you have assessed and observed that a child is at significant risk of harm? **YES/NO**
- b)** Is there evidence consistent with abuse and unlikely to have been caused in any other way? **YES/NO**  
This evidence could be:  
-In form of injury or behaviour  
-Consistent signs that a child is suffering from emotional or physical neglect
- c)** Are you in doubt of a child’s safety or parent’s ability to protect a child? **YES/NO**
- If you answered **YES** to a) or b) or c) **GO TO STEP 1.**
  - If you answered **YES** to the above questions and you are not sure of what to do **GO TO STEP 2.**
  - If you answered **NO**, then no action is required.

**STEP 1: REPORT**

- a)** If there is immediate danger, a medical emergency, or a serious crime has been committed you **MUST** contact the emergency services ***straight away.***
- b)** You **MUST** report to TfaC’s Executive Director ***as soon as possible*** (or line manager if not available).
- c)** If the child is not in immediate danger and not facing a medical emergency, but TfaC’s Executive Director is not available, you **MUST** report to Children’s Social Care or the NSPCC ***as soon as possible.***
- d)** Consider if there are any specific project or partner reporting steps to follow.
- If you are unsure of what to do **GO TO STEP 2**, otherwise **GO TO STEP 3.**

**STEP 2: ASSISTANCE IN REPORTING**

- a)** If you need any assistance on how to respond to or report a case, speak immediately to TfaC’s Executive Director.
- b)** If TfaC’s Executive Director is not available you can seek advice from your line-manager, the NSPCC or Children’s Social Care.
- c)** If your report involves a TfaC or partner staff member, trustee, volunteer, or anyone working on our behalf of TfaC or a TfaC partner: you can also report (and maintain your anonymity if you choose) using ***TfaC’s Whistleblowing procedure.*** You can also report to TfaC UK’s Chair of Trustees.

**STEP 3: FOR TFAC’S EXECUTIVE DIRECTOR / LINE MANAGERS**

- a)** **ALL** suspected child protection concerns **MUST** be followed-up **within 24 hours** of receiving the report/ raising the concern.
- b)** If TfaC’s Executive Director not available, the above action must be completed by the line-manager of the person submitting the report.
- c)** If the report involves a TfaC employee, anyone working on behalf of TfaC, a TfaC partner or TfaC board member, ***TfaC’s Investigation Procedure*** must be triggered. TfaC’s Trustee Safeguarding Lead must be notified.
- d)** For any serious incident the Charity Commission must be notified. See additional guidance.

*Steps in Reporting Abuse of Adults at Risk in the UK*

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?  
SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a) Have you received a disclosure from or about an adult at risk that needs immediate action, or you have assessed and observed that an adult at risk is at significant risk of harm? **YES/NO**
- b) Is there evidence consistent with abuse and unlikely to have been caused in any other way? **YES/NO**  
This evidence could be:  
-In form of injury or behaviour  
-Consistent signs that an adult at risk suffering from emotional or physical neglect
- c) Are you in doubt about an adult at risk's ability to protect themselves? **YES/NO**
- If you answered **YES** to a) or b) or c) **GO TO STEP 1.**
  - If you answered **YES** to the above questions and you are not sure of what to do **GO TO STEP 2.**
  - If you answered **NO**, then no action is required

**STEP 1: REPORT**

- a) If there is immediate danger, a medical emergency, or a serious crime has been committed, you **MUST** contact the emergency services **straight away**.
- b) You **MUST** report to TfaC's Executive Director **as soon as possible** (or line manager if not available)
- c) -If the adult is not in immediate danger and not facing a medical emergency, discuss with the adult what support and action **they** would like to take.  
-You **MUST** gain consent to report to Adult Social Care, the police or other support agencies. If they lack capacity to give consent you will need to make a decision to report based on their **best interests**.  
-In cases of **physical or sexual abuse**, you **MUST**, signpost, support or refer the vulnerable adult to health care as a **priority**.
- d) Consider if there are any specific project or partner reporting steps to follow.
- If you are unsure of what to do **GO TO STEP 2**, otherwise **GO TO STEP 3**.

**STEP 2: ASSISTANCE IN REPORTING**

- a) If you need any assistance on how to respond to or report a case, speak immediately to TfaC's Executive Director.
- b) If TfaC's Executive Director is not available you can seek advice from your line-manager or Adult Social Care.
- c) If your report involves a TfaC or partner staff member, trustee, volunteer, or anyone working on our behalf of TfaC or a TfaC partner: you can also report (and maintain your anonymity if you choose) using **TfaC's Whistleblowing procedure**. You can also report to TfaC UK's Chair of Trustees.

**STEP 3: FOR TFAc's EXECUTIVE DIRECTOR / LINE MANAGERS**

- a) **ALL** suspected child protection concerns **MUST** be followed-up **within 24 hours** of receiving the report/raising the concern.
- b) If TfaC's Executive Director is not available, the above action must be completed by the line-manager of the person submitting the report.
- c) If the report involves a TfaC employee, anyone working on behalf of TfaC, a TfaC partner or TfaC board member, **TfaC's Investigation Procedure** must be triggered. TfaC's Trustee Safeguarding Lead must be notified.
- d) For any serious incident the Charity Commission must be notified. See additional guidance.

*Key Reporting Contacts*

<b>Reporting abuse in the UK</b>		
UK Emergency Services	999	Report if immediate danger; medical emergency; serious crime
National Society for the Prevention of Cruelty to Children (NSPCC)	0808 800 5000	Report if a child is not in immediate danger and not facing a medical emergency, but TfaC's Executive Director is not available; also contact for advice or guidance
Children's Social Care	Dependent on Local Authority: please contact the local council department	Report if a child is not in immediate danger and not facing a medical emergency, but TfaC's Executive Director is not available; also contact for advice or guidance
Adult Social Care	Dependent on Local Authority: see <a href="https://adults.ccinform.co.uk/local-contacts-page/">https://adults.ccinform.co.uk/local-contacts-page/</a>	To seek advice and guidance on reporting regarding an adult at risk if TfaC's Executive Director is not available; consent must be gained from the adult at risk for disclosure of personal details.
TfaC's Executive Director – Fiona Morrell	0044 7802 876 196 fiona.morrell@tfacafrika.com	Reporting all cases of or suspected abuse
Chair of Trustees	0044 7977 279 355 chaston@watermarkco.com	TfaC's Executive Director is not available/appropriate to report to

<b>Reporting Abuse on Remote International Projects</b>		
TfaC Malawi Safeguarding and Protection Manager	00265 993 90 28 65 thandiwe.mbene@tfacafrika.com	For reporting any concerns related to TfaC Malawi projects
TfaC's Executive Director – Fiona Morrell	0044 7802 876 196 fiona.morrell@tfacafrika.com	If you are concerned about the partner response or no action is being taken

### *Key Notes for Reporting Abuse in the UK*

- When a child or adult at risk discloses abuse, particular care should be taken to ensure that they have the support they need upon making the disclosure.
- **ALWAYS** observe the guiding principles of **confidentiality, safety, respect, dignity and the best interests** of the individual.
- If the child or adult at risk is in immediate danger, or there is a medical emergency, or a serious crime has been committed, you **MUST** call the emergency services.
- **ALL** suspected child protection concerns **MUST** be reported to TfaC's Executive Director and either Children's Social Care, the emergency services or the NSPCC. A decision on who and where to report to, as well as when and how **MUST** consider the safety and best interests of the child to reduce additional harm.
- Where possible, dependent on age and maturity, young people should participate in decisions on the reporting process. For adolescents (age 13 and above) their consent **MUST** be sought before reporting to the police (except in an emergency).
- For adults at risk protection concerns, if there is a) immediate danger to any person b) a medical emergency or c) a serious crime has been committed, you **MUST** report to the emergency services.

**ALWAYS** try to obtain consent from an adult at risk before reporting externally. If they refuse consent to report externally, this should be respected **UNLESS** it is one of the three scenarios listed above - in which case you **MUST** still report. If the adult at risk lacks capacity to give consent, you will need to make a decision on reporting based on their **safety and best interests**.

- For reports of sexual or physical assault (including rape), the **PRIORITY** is health care. For rape and sexual assault, ensure the child or adult at risk is supported, referred or

signposted to healthcare. **DO NOT** report, signpost or refer to people/services if there is a risk the individual may be placed in further harm.

- **ALL** suspected and reported cases **MUST** be reported to the Executive Director as soon as possible (or to the Chair of the Board, if the Executive Director is not available).

### *How to Report in the UK*

- Reports **MUST** be made within **as soon as possible**.
- **ALL** suspected and reported cases **MUST** be reported to **the Executive Director as soon as possible** (or to the Chair of the Board, if the Executive Director is not available).
- Please complete and email a digital copy of the 'Reporting Form' (see **Appendix 1**) to the Executive Director..
- If for whatever reason you cannot complete or send the form, please phone, text, WhatsApp or email the Executive Director (or Chair of the Board) with as much information as you can.
- If you do not have all the information – still submit your report as soon as possible.

### *Follow-up of Reported Cases in the UK – for the Executive Director*

#### **Minimum standards of follow-up:**

In the first instance, the Executive Director is responsible for providing follow-up for reported cases. If the Executive Director is not available, the Chair of the Board / Safeguarding Trustee must provide the follow-up.

- **ALL** child protection cases **MUST** be reported to Children's Social Care, the emergency services or the NSPCC **within 24 hours**. A decision of who to report must be made in the **best interests** of the child. If you are advised a report has already been made – check independently with the relevant authority that this has been completed.
- For reports of sexual or physical assault (including rape), the **PRIORITY** is health care. For rape and sexual assault – ensure the individual **is** supported, referred or signposted to access healthcare within **72 hours** for HIV prevention, emergency contraception). A decision of who or where to refer or signpost to must be made in the **best interests** of the child or adult at risk.
- All reports **MUST** be added to TfaC UK's safeguarding log (UK cases).

- The log **MUST** be updated with details of what action has been taken.
- After a report is received, where possible and appropriate, the person who received the report should update the person who made the report as soon as possible, telling them what action they have taken and who it has been reported to.
- If the report includes an allegation against a TfaC employee, anyone working on behalf of TfaC, a TfaC partner or TfaC board member you **MUST** trigger ***TfaC's Investigation Process***. This can be done by reporting directly to the Executive Director or the Chair of Trustees. You can also use ***TfaC's Whistleblowing Policy*** which provides for anonymity for the person/s making the disclosure if required.
- For serious incidents TfaC's Executive Director should inform the Trustee Safeguarding Focal Person and must notify the ***Charity Commission*** as soon as possible. See 'Data Recording and Sharing Procedures' below.

***Additional follow-up actions:***

- The safeguarding response of TfaC and individual TfaC projects will vary based on capacity and responsibility. All project staff **MUST** be aware of the required follow-up actions and responsibility within their relevant projects.
- Examples of additional follow-up actions include: referrals to counselling, referrals to legal support, referrals to shelter, scheduled visits and follow-up meetings with external support agencies.
- TfaC has additional ***Standard Operating Procedures on Supporting Survivors of Abuse*** which can be referred to.

***Please note:***

TfaC ***does not*** conduct external investigations and medical examinations on suspected and alleged perpetrators of abuse, make arrest of perpetrators of abuse, or provide shelter to victims of abuse in need of such. There are government agencies and departments who provide such services. TfaC staff will however refer to or work with relevant government and external agencies to ensure proper support and care is provided to survivors of abuse based on their particular needs.

***Safeguarding on Remote International Projects***

The majority of TfaC's work is carried out through in-country or regional partners internationally. As a result, TfaC employees are more likely to receive safeguarding reports, disclosers or indicators linked to these projects.

Responding to these reports, concerns or indicators is mandatory and specific responsibilities and steps are outlined below.

If you are in any doubt, report and follow-up – never assume it has been done.

For serious incidents <sup>2</sup>directly involving TfaC UK as an organisation, TfaC’s Executive Director should inform the Trustee Safeguarding Focal Person and must notify the **Charity Commission** as soon as possible. See ‘Data Recording and Sharing Procedures’ below.

<b>Reporting Abuse on Remote International Projects</b>		
TfaC Malawi Safeguarding and Protection Manager	00265 993 90 28 65 thandiwe.mbene@tfacafrika.com	For reporting any concerns related to TfaC Malawi projects
TfaC’s Executive Director – Fiona Morrell	0044 7802 876 196 fiona.morrell@tfacafrika.com	If you are concerned about the partner response or no action is being taken

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<sup>2</sup> For the definition of ‘serious incidents’, please see ‘Reporting to the UK Charity commission’ entry on page 21 and refer to external guidance on the charity Commission’s website.

*Steps in Reporting / Follow Up of Abuse of Children / Adults at Risk on Remote International Projects*

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?  
SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a) Have you received a disclosure about or from a child / adult at risk that needs immediate action, or you have assessed that they are significant risk of harm? **YES/NO**
- b) Are you concerned no action has been taken in response to a concern/disclosure of abuse? **YES/NO**
- c) Is there evidence consistent with abuse and unlikely to have been caused in any other way? **YES/NO**  
This evidence could be:  
-In form of injury or behaviour  
-Consistent signs that an adult at risk suffering from emotional or physical neglect
- d) Are you in doubt of a child's safety or an adult at risk's ability to protect themselves? **YES/NO**
- If you answered **YES** to a) or b) or c) or d) **GO TO STEP 1.**
  - If you answered **YES** to the above questions and you are not sure of what to do **GO TO STEP 2.**
  - If you answered **NO**, then no action is required.

**STEP 1: REPORT**

- a) Check the reporting guidelines for the specific project and follow the steps it outlines.
- b) **ALL** suspected protection concerns **MUST** be reported to the project's Safeguarding Focal Point (within TfaC or partner) or their Line Manager within **24 hours** of receiving the report/concern.
- c) If there are allegations against a TfaC employee, board member, anyone working on behalf of TfaC or a TfaC partner, ensure the appropriate organisation's **investigation policy** is triggered.
- If you are unsure of what to do **GO TO STEP 2**, otherwise **GO TO STEP 3**.

**STEP 2: ASSISTANCE IN REPORTING**

- a) If you need any assistance on how to respond or report a case, speak immediately to the project Safeguarding Focal person, your Line Manager or a suitable partner focal person.
- b) If your report involves a TfaC or partner staff member, trustee, volunteer, or anyone working on our behalf of TfaC or a TfaC partner: you can also report (and maintain your anonymity if you choose) using **TfaC's Whistleblowing procedure**. You can also report to TfaC UK's Chair of Trustees.

**STEP 3: FOLLOW-UP**

- a) You **MUST** follow up with the Safeguarding Focal Person or their Line Manager no more than **48 hours** after reporting. Confirm they have taken the necessary steps to report and follow-up as per project guidelines/requirements.
- b) If you have ongoing concerns than action is not being taken, raise this immediately with your line manager, the Executive Director, as well as a suitable partner focal person.
- c) For any serious incident directly concerning TfaC UK, TfaC UK's Executive Director must inform the Charity Commission. See additional guidance.

### *Data Recording and Sharing Procedures*

#### ***Key procedures for recording data:***

- Any information about abuse or suspected abuse must be recorded using the appropriate reporting form (for TfaC UK see **Appendix B**).
- A summary of all cases and their status must be kept in a project/partner safeguarding log (for international cases) or TfaC UK's safeguarding log (UK cases).
- All documents will be stored digitally under password protection or as hard copies in a secure file.
- Reasons for deciding to share information externally must be recorded.
- Once the Executive Director is content that the risk or issue has been addressed, the case should be closed by adding a 'Date of closure' to the safeguarding log.
- Theatre for a Change UK will ensure access to confidential information is restricted to the appropriate Theatre for a Change UK workers and, if appropriate, to relevant in-country partners and external authorities.
- In the UK, care must be taken to ensure records and personal details are maintained in accordance with General Data Protection Regulation (GDPR) and TfaC's Data Protection Policy.

#### ***Sharing and reporting information externally:***

In deciding whether to report concerns or allegations of abuse externally, TfaC UK staff will:

- Seek advice from other practitioners if there is any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case.
- Consider safety and well-being: base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.
- Ensure that the information shared is necessary for the purpose for which 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.

- Keep a record of the decision to share 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.
- Not make decisions about external reporting in isolation, and if unsure will consult with other staff, trustees or external practitioners.

UK staff and trustees should report abuse externally in the following cases (unless there are exceptional reasons not to):

- where a serious crime, has been or could be committed;
- where the allegation involves a trustee, member of staff or volunteer;
- where others are at risk;
- where the alleged perpetrator is also at risk because of their own care and support needs;
- where the person does not have capacity to make a decision;
- where the person does not consent because they are being coerced.

***Reporting to the UK Charity Commission:***

TfaC UK must make a report to the Charity Commission if a serious safeguarding incident occurs within its UK-based work or if associated with a trustee, employee, worker, consultant, volunteer or representative. This will usually be if any of the following occur:

- Incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and:
  - this happened while they were under the care of the charity;
  - someone connected with the charity, for example a trustee, staff member or volunteer, was responsible for the abuse or mistreatment (alleged or actual).
- Other incidents of abuse or mistreatment (alleged or actual) of people who come into contact with the charity through its work, which have resulted in or risk significant harm to them and are connected to the charity's activities.
- Breaches of procedures or policies at the charity which have put people who come into contact with it through its work at significant risk of harm, including failure to carry out relevant vetting checks which would have identified that a person is disqualified in law from holding their position within the charity. This might be, for example, because they are disqualified under safeguarding legislation from working with children and/or adults at risk.

Reports to the Charity Commission should be made where the level of harm to the survivors and/or the likely damage to the reputation of or public trust in the charity is particularly high. The Charity Commission would also expect to receive a report if the number and nature of staffing incidents indicate there are widespread or systematic issues connected to sexual harassment, abuse and/or other misconduct in a charity.

TfaC UK's Trustees are responsible for ensuring a report for an actual or alleged incident is made promptly. This means as soon as is reasonably possible after it happens, or immediately after your charity becomes aware of it. Further guidance is available from the Charity Commission.

TfaC UK's Chair of Trustees or TfaC's Executive Director will submit the report to the Charity Commission.

### ***Reporting to the UK Disclosure and Barring Service***

If as a result of a TfaC UK Safeguarding Investigation against a TfaC UK trustee, employee, workers, consultant, volunteer or representative, they are removed from their position or dismissed because they harmed or might have harmed someone, the Executive Director must notify the ***UK Disclosure, Barring and Services Scheme***. This applies if they were planning to remove or dismiss them for either of these reasons, but they resigned or left first.

### **Whistleblowing (Public Interest) Policy**

Employees who raise concerns or report another's wrongdoing are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith, even if they turn out to be mistaken. Employees raising concerns or reports ***can choose to remain anonymous***.

TfaC UK recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with.

This policy is designed to provide guidance to all those who work with or within TfaC UK - including trustees, staff, volunteers and representatives - who feel that they need to raise certain issues relating to TfaC UK with someone in confidence.

Any person who in the public interest raises genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns. The victimisation or harassment of an individual making a protected disclosure is a disciplinary offence.

This policy applies where you reasonably believe that one of the following sets of circumstances is occurring, has occurred or may occur within TfaC UK or a partner organisation and that your disclosure is in the public interest:

- A criminal offence or a breach of this policy has been committed, is being committed or is likely to be committed;
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- A miscarriage of justice has occurred, is occurring or is likely to occur;
- Information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

It is not necessary that you prove the breach or failure that you are alleging has occurred or is likely to occur, you may simply raise a simple suspicion. However, you should note that you will not be protected from the consequences of making such a disclosure if, by doing so, you commit a criminal offence or if you make the disclosure motivated by a reason which is not in good faith.

If you believe that any of the above practices are happening within TfaC UK or a partner organisation the following procedure should be followed:

- First raise the issue with the Executive Director who will treat the matter in confidence;
- If it is not appropriate to raise the issues with the Executive Director you should raise the issue with a Trustee.
- If there are grounds to believe that the allegations of illegal activity are well founded, the member of staff will:
  - be informed and given the opportunity to respond;
  - be removed from duties without prejudice and the case will be considered by Trustees and the Executive Director for handing over to the appropriate local authorities, e.g. the Police.
- If there is no doubt that the report against the member of staff is accurate and a crime has been committed, they will be immediately reported to the police.
- At all times, it must be remembered that the protection of the child or adult at risk is paramount, and these procedures must be known by all staff working for Theatre for a Change UK, and, if it is felt appropriate, by children and young people and their guardian.
- If it is likely that an investigation will be necessary you may be required to attend an investigatory meeting and/or a disciplinary hearing (as a witness).
- At the investigation meeting you will need to explain fully the nature and extend of what you believe is the problem. You may bring a colleague to help you explain the situation more clearly if you wish.

- Depending on the nature of your complaint, it may not be possible to find an immediate solution but your concerns will be investigated as quickly as possible and you will be advised of the outcome of the investigation in due course.
- Where it is necessary for you to attend a disciplinary or investigative hearing as a witness, appropriate steps will be taken to ensure that your working environment and/or working relationship is/are not prejudiced by the fact of the disclosure.
- If you are dissatisfied with the outcome of this procedure, you may raise the matter with the Chair of the Board of Trustees. If you remain dissatisfied with the outcome you have the right to express your concerns to the relevant Prescribed Person designated by the Public Interest Disclosure (Prescribed Persons) Order 2014 or any statute or statutory instrument which subsequently supersedes this legislation.
- If you reasonably believe that the relevant failure as listed in any of the above practices relates wholly or mainly to the conduct of a person other than someone in TfaC UK or any other matter for which an organisation other than TfaC UK has legal responsibility, then you should make that disclosure to that other organisation.
- Also, you may make such a disclosure to Public Concern at Work (<http://www.pcaw.org.uk/>), the leading authority on public interest whistleblowing, if you consider that it has an interest in the matter and, despite the best efforts of TfaC UK, you believe that disclosure within TfaC UK is inappropriate or as noted previously has been unsuccessful. Disclosures made to legal advisors in the course of obtaining legal advice will be protected.
- If any disclosure concerns information which you do not substantially believe is true or is made in bad faith (for instance, in order to cause disruption within TfaC UK), or indeed if the disclosure is made for personal gain, then the person issuing the false claim will become subject to action under the Disciplinary Procedure, which could include dismissal.

## 4. Prevention

### Recruitment and vetting

TfaC UK recognises that anyone may have the potential to abuse a child or a vulnerable adult in some way and therefore all reasonable steps are taken to ensure that unsuitable individuals are prevented from working in and for TfaC.

On an annual basis, TfaC UK will review the latest UK government advice for recruitment and compliance with England's Disclosure and Barring Service.

All staff and volunteer positions will be recruited in line with the following guidelines:

- All must complete an application form. The application form should elicit information about the applicant's past and self-disclosures about any criminal record.
- All must be vetted through the Disclosure and Barring Service in England and Wales, the Criminal Records Office in Scotland and through the appropriate social service in other countries of operation. The level of check must be appropriate to their role and follow official guidance.
- Two confidential references must be taken up in writing in all cases, including wherever possible one regarding previous work with children or young people and confirmed through telephone contact.
- When taking up references, a systematic check must be made with previous employers about any sexual exploitation and abuse issues related to the recruit. This is conducted using a template approved by the SCHR Misconduct Disclosure Scheme<sup>3</sup>.
- Evidence of identity such as passport or driving licence with photo in addition to the original birth certificate should be obtained, photocopied and kept in the personnel file. Reasonable consideration should be given to the ability to provide these documents for certain individuals (e.g. refugees, those from countries where access to records may be challenging).
- Evidence of qualifications must be obtained and must include sight of original certificates.
- Roles with safeguarding responsibilities will be subject to specific safeguarding competency questions at interview.

All trustee positions will be appointed in line with the following guidelines:

- All must be vetted through the Disclosure and Barring Service in England and Wales, the Criminal Records Office in Scotland and through the appropriate social service in other countries of operation. This would be a 'basic' rather than 'enhanced' check as appropriate to their role and following official guidance.
- Two confidential references may be asked for, including one regarding previous work with children or young people as appropriate. References checks will be confirmed through telephone contact.

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<sup>3</sup> Theatre for a Change is signed up to the SCHR Misconduct Disclosure Scheme. Under this scheme the organisation commits to: a) *systematically* check with previous employers about any SEA issues relating to potential new hires, b) to *respond systematically* to such checks from others and c) share annual data on the extent of our implementation. For more information see: <https://www.schr.info/the-misconduct-disclosure-scheme>

- Evidence of identity such as passport or driving licence with photo in addition to the original birth certificate should be obtained, photocopied and kept in the personnel file. Reasonable consideration should be given to the ability to provide these documents for certain individuals (e.g. refugees, those from countries where access to records may be challenging).

### **Do No Harm**

TfaC's work will follow the principles of Do No Harm. Each project will undergo the following three step analysis:

1. Understand the context in which you operate, including drivers of conflict, political dynamics, social norms adhered to by communities and the services available there;
2. Understand the interaction between your intervention and the context; and
3. Use this understanding to avoid negative impacts and maximise positive impacts of your intervention.

### **Safeguarding Awareness Training and Education**

TfaC UK recognises that effective safeguarding needs to be integrated into every aspect of our work. As a result, we will seek opportunities to develop and maintain the necessary skills and awareness among our staff, volunteers and trustees and participants to safeguard children and adults at risk in proactive and responsible ways.

The following procedures will be followed in order to establish a learning culture within the organisation with regard to Safeguarding:

- All new members of staff, volunteers and trustees must receive a safeguarding induction, which will include familiarisation with the existing Safeguarding Policy and procedures.
- All staff, volunteers and trustees must receive safeguarding awareness training, including a refresher on the Safeguarding Policy and its reporting procedures at least every year. Additional external training will be provided as appropriate.
- The rights of children and adults at risk, and how to report abuse or safeguarding concerns are integrated into the training and education work of TfaC.

## **5. Code of Practice and Behaviour**

All staff and volunteers must demonstrate exemplary behaviour in order to uphold the rights of the children and adults at risk and to protect themselves from false allegations.

The following code of practice is vital to creating a positive and proactive culture within TfaC.

## **Code of Practice for all staff and volunteers at Theatre for a Change**

### **DO**

1. Always put the welfare of each child or vulnerable adult first before achieving goals.
2. Treat all young people and adults at risk with respect.
3. Integrate these values into the delivery of training and educational programmes.
4. Work in an open environment where no sense of secrecy can be fostered.
5. Respect the physical boundaries of all participants.
6. If the need arises for physical contact of a personal nature in an emergency, always inform the person what you are proposing to do and ask their permission to do it. Record all such actions and do not undertake any that you are not qualified to do unless in an absolute emergency.
7. Report all concerns and follow the appropriate reporting procedures.
8. Involve young people and adults at risk in decisions that affect them.
9. Encourage young people and adults at risk to involve family members in work that they are doing with Theatre for a Change, so that the activities of the company may be well known and understood.
10. Actively promote equality of opportunity and respect for diversity in all areas of your work.

### **DON'T**

1. Use language or actions that could humiliate a child or adult at risk.
2. Take young people or adults at risk to your home or give them a lift in your car individually without informing another member of staff.
3. Make sexually suggestive comments to anyone.
4. Do things of a personal nature that young people and adults at risk can do for themselves, i.e. getting dressed.
5. Engage in rough or sexual games.
6. Allow any discriminatory, sexualized or abusive language.

## 6. Safeguarding in an International Context

TfaC UK recognises that as an International Non-Governmental Organisation it operates in a wide variety of cultural as well as geographical settings which have great variations in understanding what constitutes abuse and safeguarding. The Trustees, staff, partner and funding organisations will all be involved in a dialogue about how this Safeguarding Policy can be adapted and applied to the different circumstances we operate in while at the same time being assertive about the rights of the child and adults at risk as a standard to work to.

The guidelines in this document will be applied carefully and precisely in ways that:

- Assert the United Nations Convention on the Rights of the Child as the foundation of Theatre for a Change's work
- Invite dialogue rather than confrontation where there is difference between culturally acceptable behaviour and this Safeguarding policy.
- Works in partnership with local agencies - working with the same guiding principles and practices - to protect the rights of children and adults at risk.

## 7. Communications Systems

### Internal communication

- This document will be openly available to all staff and participants and its principles will be constantly refreshed as the foundation of the work for TfaC.
- Wherever possible, information will be made available for children, adults at risk and guardians about where to access local support and information relating to safeguarding, and their views sought about the effectiveness of TfaC's Safeguarding Policy.
- TfaC UK will ensure access to confidential information is restricted to the appropriate TfaC UK staff and, if appropriate, to trustees and the relevant external authorities.

### External communication

- All collection of participant or stakeholder stories/images for sharing externally will adhere to the procedures outlined in the document: 'A Guide to Collecting Stories at TfaC'.
- TfaC will promote depictions of children and adults at risk that emphasise their ability to take positive action to change their lives and the lives of those around them.
- Permission of children, adults at risk as well as their parent/guardian should be obtained before pictures are taken and images used for publicity, fundraising or awareness-raising purposes. Wherever possible the child/vulnerable adult/parent/guardian NGO should sign a Media Consent form, which should subsequently be filed in a secure location.
- Children and adults at risk should be encouraged to give their own accounts as much as possible, rather than letting others speak on their behalf.
- Portrayals of children and adults at risk should take into account how they say they wish to be depicted, and where they wish to be depicted or not depicted.
- Groups identified by TfaC as being particularly vulnerable, such as children affected by sexual exploitation, should always have their names changed in external communications and any photos taken should not make the child / adult at risk identifiable. There may be cases when it is not appropriate to approach certain children for photos at all and careful prior consideration must be given. Decisions should be made by TfaC staff in consultation with their line manager and/or safeguarding lead/focal person.
- No personal information (such as location, real name) which could put a child/ adult at risk, should be posted on a TfaC website or published in public-facing literature. No personal stories (even if they lack identifiable personal information) should be shared internally or publicly without consent – see **Appendix C** for consent forms.
- Images should always be accompanied by appropriate captions.
- Any third parties requesting the use of TfaC pictures or case studies should be required to follow TfaC's guidance for the proper use of the materials. Third parties such as photographers and journalists will be required to read and sign TfaC's Safeguarding Policy, receive an induction into Theatre for a Change's Code of Practice, and adhere to any additional safeguarding conditions added within their terms and conditions.
- Social media – including Facebook, Twitter or blogs – as well as video footage generated by TfaC should be subject to the same guidelines as outlined above.

## 8. Access to Advice and Support

Children and adults at risk working with TfaC UK must be given access to the advice and support that they need.

TfaC UK will endeavor to:

- Make contact with relevant and appropriate support agencies to help deliver a joined-up service for young people and adults at risk.
- Provide the best available contacts for children and adults at risk to go to for help and advice in dealing with situations of abuse, whether emotional, physical or sexual.
- Provide supervision and support for members of staff involved directly or indirectly in incidents or allegations.

## 9. Implementation and Monitoring

The monitoring of the implementation of this policy is integrated into the monitoring, evaluation and appraisal of the work of all members of employees, workers, consultants and volunteers. All personnel will receive a copy of this document, be expected to know the policy and the procedures for reporting incidents of abuse and will be involved in reviewing these policies and practices on an annual basis.

## 10. Working with Partner Organisations

Where TfaC UK is working in partnership with other organisations, agreement must be reached with regard to the responsibilities procedures and practices contained in this document. This must be reflected in an agreement by both parties to commit to common safeguarding practices and whilst working in partnership.

Failure to reach agreement, or a situation arising that causes concern with regard to the partner organisation's practice, will lead to cessation of that partnership.

It is hoped that the dialogue that ensues as a result is a creative and progressive one that enables the rights of children and adults at risk to be established clearly and supported in the work of partner organisations.

TfaC UK will ensure the partner agrees to have in place, or to be in the process of putting in place, the following minimum safeguarding standards:

- A safeguarding policy that respects and empowers children and adults at risk; supports and enables staff to respond to safeguarding concerns; avoids collusion with the suspected perpetrator(s) of abuse; lays out a clear reporting and referral pathway for when safeguarding concerns are reported
- The appointment of at least one safeguarding focal person who staff can report to with any safeguarding concerns.
- Conduct of criminal records checks and references on all trustees, staff, volunteers and representatives who come or are expected to come into contact with children and/or adults at risk.
- Implementation of a code of conduct for all staff and partners.
- Safeguarding is included in the organisational risk register and there is a safeguarding incident log.
- Safeguarding is included in the project risk register which contains clear strategies for mitigating risks.

TfaC UK will ensure there is a clear reporting and referral mechanism for reporting abuse and safeguarding concerns within the partnership. This must include clear lines of responsibility for reporting and responding to concerns or incidents. There must be confirmation or evidence of how this mechanism will be communicated to project participants and stakeholders.

TfaC UK will ensure that the partner agrees to allow TfaC UK to review and sign off on the partner’s safeguarding policies.

## 11. Agreement to Comply with this Policy

In order to work with Theatre for a Change, you must have read and agree to comply with this policy. Please write your name, sign, date and return this to your line manager.

I have read this policy, and agree to abide by its principles and procedures.

Name.....

Signed..... Date.....

## Appendix A - Examples of abuse<sup>4</sup>

**Physical abuse** - including assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing; rough handling; scalding and burning; physical punishments; inappropriate or unlawful use of restraint; making someone purposefully uncomfortable (e.g. opening a window and removing blankets); misuse of medication (e.g. over-sedation); forcible feeding or withholding food; unauthorised restraint; restricting movement (e.g. tying someone to a chair).

**Domestic violence or abuse** - can be characterised by any of the indicators of abuse outlined in this appendix relating to psychological, physical, and emotional abuse. It includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' based violence, female genital mutilation and forced marriage. Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include: acts of assault, threats, humiliation and intimidation; harming, punishing, or frightening the person; isolating the person from sources of support; exploitation of resources or money; preventing the person from escaping abuse; regulating everyday behaviour.

**Sexual abuse** - including rape, attempted rape or sexual assault; inappropriate touching anywhere; non- consensual masturbation of either or both persons; non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth; any sexual activity that the person lacks the capacity to consent to; inappropriate looking, sexual teasing or innuendo or sexual harassment; sexual photography or forced use of pornography or witnessing of sexual acts; indecent exposure.

**Psychological or emotional abuse** - including enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends; removing mobility or communication aids or intentionally leaving someone unattended when they need assistance; preventing someone from meeting their religious and cultural needs; preventing the expression of choice and opinion; failure to respect privacy; preventing stimulation, meaningful occupation or activities; intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse; addressing a person in a patronising or infantilising way; threats of harm or abandonment; cyber bullying.

**Financial or material abuse** - including theft of money or possessions; fraud, scamming; preventing a person from accessing their own money, benefits or assets; employees taking a loan from a person using the service; undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial

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<sup>4</sup> Types and indicators of abuse (Social Care Institute for Excellence, published Jan 15, updated June 20)

transactions; arranging less care than is needed to save money to maximise inheritance; denying assistance to manage/monitor financial affairs; denying assistance to access benefits; misuse of personal allowance in a care home; misuse of benefits or direct payments in a family home; someone moving into a person's home and living rent free without agreement or under duress; false representation, using another person's bank account, cards or documents; exploitation of a person's money or assets, e.g. unauthorised use of a car; misuse of a power of attorney, deputy, appointeeship or other legal authority; rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship.

**Modern slavery** - including human trafficking; forced labour; domestic servitude; sexual exploitation, such as escort work, prostitution and pornography; debt bondage – being forced to work to pay off debts that realistically they never will be able to.

**Discriminatory abuse** - including unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010 ); verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic; denying access to communication aids, not allowing access to an interpreter, signer or lip-reader; harassment or deliberate exclusion on the grounds of a protected characteristic; denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic; substandard service provision relating to a protected characteristic.

**Neglect and acts of omission and harm** - including ignoring medical or physical care needs; failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and undermining personal beliefs. Harm should be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioural development, this may be physical, threats or harassment or verbal abuse.

**Organisational or institutional abuse** - discouraging visits or the involvement of relatives or friends; run-down or overcrowded establishment; authoritarian management or rigid regimes; lack of leadership and supervision; insufficient staff or high turnover resulting in poor quality care; abusive and disrespectful attitudes towards people using the service; inappropriate use of restraints; lack of respect for dignity and privacy; failure to manage residents with abusive behaviour; not providing adequate food and drink, or assistance with eating; not offering choice or promoting independence; misuse of medication; failure to provide care with dentures, spectacles or hearing aids; not taking account of individuals' cultural, religious or ethnic needs; failure to respond to abuse appropriately; interference with personal correspondence or communication; failure to respond to complaints.

**Neglect and acts of omission** - including failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care; providing care in a way that the person dislikes; failure to administer medication as prescribed; refusal of access to visitors; not taking account of individuals' cultural, religious or ethnic needs; not taking account of educational, social and recreational needs; ignoring or isolating the person; preventing the person from making their own decisions; preventing access to glasses, hearing aids, dentures, etc.; failure to ensure privacy and dignity.

**Self-neglect** - including lack of self-care to an extent that it threatens personal health and safety; neglecting to care for one's personal hygiene, health or surroundings; inability to avoid self-harm; failure to seek help or access services to meet health and social care needs; inability or unwillingness to manage one's personal affairs.

## Appendix B – Reporting Template

<p><b>Part One: About You</b></p> <p>Name:</p> <p>Your role (for example staff, contractor, fund recipient):</p> <p>Your relationship to the child or children or vulnerable adult concerned:</p> <p>How can we contact you if we need more information to help the child/vulnerable adult:</p>
<p><b>Part Two: About the Child/Children/Adult(s) at risk</b></p> <p>Name(s)</p> <p>Gender:</p> <p>Age:</p> <p>Address if know. If address is not known, how can we find this child to help them:</p> <p>Disabilities or impairments (if known):</p> <p>Ethnicity (if known):</p> <p>Religion (if known):</p> <p>Contact details of parent/guardian (if known):</p>
<p><b>Part Three: About Your Concern</b> (continue on a separate sheet if necessary)</p> <p>Date, time and place of any incident(s):</p> <p>Nature of concern/allegation:</p> <p>Observations made by you (e.g. child's/vulnerable adult's emotional state, any physical evidence):</p> <p>How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did a child/vulnerable adult disclose abuse? If the concern was shared with you by someone else then provide their details.</p>

If the child/vulnerable adult reported the incident to you directly, please write down exactly what the child/vulnerable adult said and what you said:

Is there any other relevant information we should be aware of?

Are you aware of any actions that have been taken to respond to this incident yet:

Provide any interpretations/conclusions drawn from what was observed, said, alleged or actions taken so far – and why?

**Part four: Consent and information sharing**

Have you reported/shared the incident to/with anyone else? If yes, please specify.

Time and date of reporting:

Person(s) to whom report was made:

Response/ advice given by the person you reported to:

**Part Five: Other Information (Optional)**

Please add any other relevant information below about yourself or the concern you are raising that has not been covered in the previous questions.

Date:

Signature of person submitting the report:

**Part-six: Follow-up and Closure** (only to be completed by TfaC UK's Executive Director, or relevant line manager if not available).

Allocated case number:

Detail any actions or follow-up, including any results of external reporting and referral; additional notes can also be added:

Date of case closure:

## Appendix C - TfaC Communications Consent Form for Participants

### Note to Participant

Dear Participant,

Please complete this consent form as advised by the Theatre for a Change representative present.

Feel free to ask if there is anything you don't understand and remember you do not need to give consent if you are not completely comfortable.

Many thanks for your time.

Best wishes,

*[insert name of staff member responsible]*

Theatre for a Change

### Note to Theatre for a Change staff member

Please submit completed forms to the *[insert name of staff member responsible]* for filing.

### Section One – Parental/Guardian Consent

To support Theatre for a Change's charitable mission, and without expectation of compensation or other remuneration, now or in the future, I hereby give consent to Theatre for a Change for the following:

(a) to interview, film, photograph, tape or otherwise make a video reproduction of me and/or my child (**cross out any that do not apply**);

(b) **where applicable**<sup>5</sup>, to use my first name and/or my child's first name and the country (and where appropriate the city or region) where we live (surnames and specific locations will not be used to protect your privacy);

(c) to use my or my child's image (whether photographic or video), interview statements/quotes/stories (and excerpts of statements/quotes/stories) or written questionnaire answers from me or my child (**tick below where you consent to give information**):

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<sup>5</sup> For survivors of abuse, real name, location and any identifying information will not be used



on TfaC website     
  in TfaC newsletter     
  on TfaC social media  
 in TfaC annual report     
  in project evaluation     
  in donor report

This consent is valid within the specific project cycle/implementation years. You have a right to withdraw consent at any given time, by contacting [*insert name ad contact details of staff member responsible*].

I also confirm the following:

- (a) Theatre for a Change have explained to me, and I understand **why** they want to interview/film/photograph me/my child.
- (b) Theatre for a Change have explained to me, and I understand **how** my contribution will be used and who will have access to it.

The below signed individual, parent or legal guardian hereby understands, consents to and gives permission to the above:

Name: .....  
 Signature: .....  
 Date: .....  
 Relation to child: .....

To be completed by Theatre for a Change staff member present:

Name: .....  
 Signature: .....  
 Date: .....  
 Theatre for a Change Project: .....

What materials have we/will we be gathering from this participant?:

.....

## Section Two – Participant Consent (over 18)

In furtherance of Theatre for a Change’s charitable mission, and without expectation of compensation or other remuneration, now or in the future, I hereby give consent to Theatre for a Change for the following:

(a) to interview, film, photograph, tape or otherwise make a video reproduction of me (cross out any that do not apply);

(b) **where applicable**<sup>6</sup>, to use my first name and (and where appropriate the city or region) where we live (surnames and specific locations will not be used to protect your privacy);

(c) to use my image (whether photographic, video), interview statements/quotes/stories (and excerpts of statements/quotes/stories) and written questionnaire answers from me, in whole or in part. **(Tick below where you consent to give information):**

on TfaC website       in TfaC newsletter       on TfaC social media  
 in TfaC annual report       in project evaluation       in donor report

This consent is valid within the specific project cycle/implementation years. You have a right to withdraw consent at any given time, by contacting the Communications Officer (0982477770).

I also confirm the following:

(a) Theatre for a Change have explained to me, and I understand **why** they want to interview/film/photograph me

(b) Theatre for a Change have explained to me, and I understand **how** my contribution will be used and who will have access to it

The below signed individual hereby consents to and gives permission to the above:

Name: .....

Signature: .....

Date: .....

To be completed by Theatre for a Change staff member present:

Name: .....

\_\_\_\_\_

<sup>6</sup> For survivors of abuse, real name, location and any identifying information will not be used

Signature: .....

Date: .....

Theatre for a Change Project: .....

What materials have we/will we be gathering from this participant?:

.....

### Section Three

#### Verbal Consent from a Community Group

Please complete the following details:

Theatre for a Change staff member name: .....

Date: .....

Theatre for a Change Project: .....

Location of community group: .....

Approximate number of women, men and children present:

Women: .....

Men: .....

Children: .....

Total: .....

Details of the verbal consent given by all community group members for the gathering and use of group photos or film for our communications:

.....

.....

First Representative: Name..... Signature.....

Second Representative: Name..... Signature.....