



## **The Theatre for a Change UK Child and Vulnerable Adult Safeguarding Policy**

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## 1. Introduction

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

The rights of the child and vulnerable adults are central to the beliefs that underpin every aspect of our work. The mission of Theatre for a Change UK is to use Interactive Theatre to provide a truly participatory context for vulnerable and marginalised people to articulate to themselves and to others their needs and aspirations and to identify the steps to be taken to achieve these aspirations.

Establishing and protecting the rights of children and vulnerable adults 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 recognize that every child and young person is potentially at risk from abuse and exploitation, and that many of the young people that Theatre for a Change UK works with in developing countries may be experiencing, or may have experienced, abusive relationships.

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

## 2. Policy

This section is an overview of the whole policy and may be used as a stand-alone document. This policy is a statement of intent that demonstrates our commitment at Theatre for a Change UK to safeguard children and vulnerable adults from harm and makes clear to all what is required in relation to their protection.

## Aims

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

- Providing ALL children and vulnerable adults of whatever race, gender, age, religion or disability, sexual orientation, social background and culture with appropriate safety and protection whilst in the care and supervision of Theatre for a Change UK staff and volunteers.
- Allowing all staff and volunteers to make informed and confident responses to specific Safeguarding issues through support in legal, health, psychosocial and safety matters.
- Ensuring safeguarding of staff and volunteers from abuse, harassment and bullying.

## Definitions

- Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.
- A child is defined as anyone who is under 18 years of age.
- ‘Vulnerable Adult’ or ‘Adult at Risk’ refers to a person 18 years or over who is, or may be, unable to take care of themselves against harm or exploitation, whether due to age, physical or mental disability or otherwise. It should also be acknowledged that other factors such as unequal power dynamics, poverty and gender amongst others, can also make a person more vulnerable.
- Vulnerability is understood to mean openness or under threat of harm, and is determined by, and correlated to, factors such as disability, gender and poverty. Theatre for a Change sees these factors as intersectional. As such, they have a multiplier effect on vulnerability, so that groups who are marginalized as a result of their gender, and their disability and their socio-economic status (i.e. poor, disabled girls), are at increased risk of abuse. See Appendix A for specific examples of abuse related to marginalization.
- Abuse can be understood as:
  - Physical
  - Sexual
  - Psychological or emotional
  - Financial or material
  - Discriminatory

- Organisational or institutional
- Neglect or acts of omission

Examples of child abuse can be found at **Appendix A**.

## Scope

The scope of this policy includes:

- Workers, including volunteers, trainees and also temporary and sessional workers
- Children and vulnerable adults both directly involved in Theatre for a Change UK programmes and indirectly in the local communities in which Theatre for a Change UK operates
- Organisations with whom Theatre for a Change works in partnership.

This policy applies to all staff, volunteers, freelance and sessional workers (and organisations with whom Theatre for a Change UK may be working in partnership – see 11. below) It relates to all children and vulnerable adults, but particularly those with whom Theatre for a Change UK comes into contact directly or indirectly.

In our work in the UK and in international contexts, the term ‘child’ or ‘children’ refer to young people under 18 years of age.

Although this document outlines working practices for staff and volunteers whilst working with children and vulnerable adults, 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 vulnerable adults, Theatre for a Change UK will ensure that the welfare and security of the child/vulnerable adults 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, vulnerable adults, or third parties regarding their safety and welfare.

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

Theatre for a Change values a safe working environment free from sexual harassment, bullying exploitation and abuse. Theatre for a Change operates a zero-tolerance policy for any form of sexual harassment, exploitation, or abuse at work carried out by any member of TfaC or a TfaC 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 Theatre for a Change so that:

- Theatre for a Change staff and other 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.
- Theatre for a Change staff and other representatives understand their role in preventing sexual harassment, bullying, exploitation, and abuse, and the consequences of breaching this policy.
- All Theatre for a Change and other 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.
- Theatre for a Change commits to uphold the highest level of personal and professional conduct amongst its staff, contractors, volunteers, board members and partners working in or visiting all programming contexts, and particularly humanitarian settings, ensuring zero tolerance of all forms of sexual harassment, bullying, exploitation, and abuse.

## **Responses: Team, Organisational and External**

Theatre for a Change UK responds swiftly and appropriately to all concerns or allegations of abuse with a procedure that:

1. Respects and empowers the child or vulnerable adult
2. Is supportive of Theatre for a Change UK workers

3. Avoids collusion with the suspected perpetrator of abuse

Theatre for a Change UK has an appointed Safeguarding Officer, who is the Executive Director. The overlap of these two roles is to ensure that wherever the Programme is being implemented that the Child Safeguarding policy is implemented.

The Safeguarding Officer has specific responsibility for monitoring and evaluating Safeguarding practice, ensuring the organisation is kept up to date with evolving Safeguarding practice and providing the main reference point for advising and coordinating any Safeguarding cases that arise.

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

### **Confidentiality**

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 the relevant external authorities.

### **Equity**

All children and vulnerable adults are at risk of abusive relationships, and some are particularly vulnerable. Theatre for a Change 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 this belief in the right of all staff and participants in the work 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 Theatre for a Change's work, and specific responsibilities are outlined below. All staff, as part of their contract, are expected to operate within codes of conduct outlined within the policies that support the work of Theatre for a Change. Any behaviour by a member of staff towards children or vulnerable adults or other staff members that contravenes the terms of the Safeguarding Policy will be considered for disciplinary action, which in turn may lead to dismissal.



The Trustees of Theatre for a Change UK are ultimately responsible for the implementation of its Safeguarding Policy.

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 Theatre for a Change.
- Considering and authorizing 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.
- Supporting managers and staff with advice on Safeguarding issues and advising Trustees and Project Management Committees 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 Theatre for a Change UK is to safeguard children and vulnerable adults and support staff effectively.

## Raising and Reporting Safeguarding Issues

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

### *Key steps of identifying and responding to disclosures of abuse*

#### **Step 1: Disclosure**

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 has the support she/he needs upon making the disclosure.
- **Confidentiality** is key in promoting the welfare. It is equally important to let the individual know that confidentiality may be broken if there is a threat to life, there is

a risk of further harm/abuse or where laws have been broken. In addition, the individual must participate in the decision-making process, taking into account their age and maturity. Adult consent should always be sought.

- When responding to a disclosure:
  - React calmly
  - Reassure him or her that it is not their fault
  - Remind them that there are reporting procedures at Theatre for a Change 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
  - Make notes during or immediately after the interview
  - Follow the reporting procedure below

### **Step 2: Identification**

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 3: Assessment**

Assess the child's immediate needs, their physical and emotional wellbeing, and their level of risk.

### **Step 4: The Three Rs-Remember, report, record**

**Remember** to make notes of details and facts of what the individual has told you or what has been reported to you. Then **report** by following the reporting mechanism below. Make sure you keep accurate **records** of everything you have done on the relevant forms.

*Steps in Reporting Abuse of Children in the UK*

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?**

- 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?
- b) Is there evidence that is consistent with abuse and unlikely to have been caused in any other way? This evidence could be:
  - In form of injury or behaviour
  - Consistent signs that a child is suffering from emotional or physical neglect
  - An account from a person who saw the child being abused

If you answered **YES** to a) or b)  
**GO TO STEP 1**

If you answered **NO**, **GO TO SCENARIO 2.**

**SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a) Is a child saying or indicating by other means that he or she has been abused? **YES/NO**
- b) Admission or indication by an adult or a child of an alleged abuse they committed? **YES/NO**
- 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**

Make sure you have obtained relevant facts and:

- a) If the child is in immediate danger you **MUST** call the police **STRAIGHT AWAY** and inform your line manager.
- b) In cases of **physical or sexual abuse**, you **MUST** support, signpost or refer the child to health care as a **PRIORITY**.
- c) If the child is not in immediate danger, a decision on who to report to **MUST** be made based on the **safety** and the **best interests** of the child. Options include Social Services, NSPCC, police and your line manager. You **MUST** report as soon as possible.
- d) If you are unsure of what to do **GO TO STEP 2.**
- e) Report to your line manager or the Executive Director **within 24 hours.**

**STEP 2: ASSISTANCE IN REPORTING**

- a) If you need any assistance on how to respond or report a case, speak immediately to your Line Manager.
- b) If your report involves a TfaC employee, anyone working on behalf of TfaC, a TfaC partner or TfaC board member: you can also report (and maintain your anonymity if you choose) using **TfaC's Whistleblowing procedure**. Under this policy you can also report to TfaC UK's Executive Director or the Chair of Trustees.

**STEP 3: FOR LINE MANAGERS**

- a) **ALL** suspected child protection concerns **MUST** be reported to the Executive Director within **24 hours** of receiving the report/raising the concern.
- b) **ALL** suspected child protection concerns **MUST** be followed-up **within 24 hours** of receiving the report/ raising the concern.



*Steps in Reporting Abuse of Vulnerable Adults in the UK*

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?**

- a) Have you received a disclosure from or about a vulnerable adult that needs immediate action, or you have assessed and observed that a vulnerable adult is at significant risk of harm?
- b) Is there evidence that is consistent with abuse and unlikely to have been caused in any other way? This evidence could be:
  - In form of injury or behaviour
  - Consistent signs that a child is suffering from emotional or physical neglect
  - An account from a person who saw the child being abused

If you answered **YES** to a) or b)  
**GO TO STEP 1**

If you answered **NO**, **GO TO SCENARIO 2.**

**SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a) Is a vulnerable adult saying or indicating by other means that he or she has been abused? **YES/NO**
- b) Admission or indication by an adult of an alleged abuse they committed? **YES/NO**
- c) Are you in doubt of a vulnerable adult'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**

Make sure you have obtained relevant facts and:

- a) If there is an immediate danger to life you **MUST** call the police **STRAIGHT AWAY** and inform your line manager.
- b) In cases of **physical or sexual abuse**, you **MUST** support, signpost or refer the vulnerable adult to health care as a **PRIORITY**.
- c) If there is no immediate danger to life, you **MUST** discuss with the vulnerable adult what support and action **they** would like to take.
- d) You **MUST** gain consent to report to Social Services, 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**.
- e) If you are unsure of what to do **GO TO STEP 2.**
- f) You **MUST** report to your Line Manager or the Executive Director with **24 hours**.

**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 or your Line Manager.
- b) If your report involves a TfaC employee, anyone working on behalf of TfaC, a TfaC partner or TfaC board member: you can also report (and maintain your anonymity if you choose) using **TfaC's Whistleblowing procedure**. Under this policy you can also report to TfaC UK's Executive Director or the Chair of Trustees.

**STEP 3: FOR LINE MANAGERS**

- a) ALL suspected vulnerable adult abuse concerns **MUST** be reported to the Executive Director within **24 hours** of receiving the report/raising the concern.
- b) ALL suspected vulnerable adult concerns **MUST** be followed-up **within 24 hours** of receiving the report/ raising the concern.



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

- When a child discloses abuse, particular care should be taken to ensure that the child has the support she/he needs upon making the disclosure.
- **ALWAYS** observe the guiding principles of **confidentiality, safety, respect, dignity and the best interests** of the individual.
- If the child is in immediate danger you **MUST** call the police.
- **ALL** suspected child protection concerns **MUST** be reported to either Social Services, the police, the NSPCC or your line manager. A decision on who to report to, when and how **MUST** consider the safety and best interests of the child to reduce additional harm. **DO NOT** report, signpost or refer to people/services if there is a risk the child may be placed in further harm.
- Where possible, dependent on age and maturity, young people should participate in decisions on the reporting process. For adolescents their consent **MUST** be sought before reporting to the police.
- For adults their consent **MUST** be sought before reporting externally. Where there is an immediate danger to life you **MUST** report to the police. If the vulnerable adult 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- support, refer or signpost the child to access free healthcare (within 3 days for HIV prevention and within 5 days for emergency contraception and treatment of physical injuries). If available a One Stop Centre is the best referral option. **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 your Line Manager **or the Executive Director within 24 hours**.

### *How to Report in the UK:*

- Reports **MUST** be made within **24 hours**.
- **ALL** suspected and reported cases **MUST** be reported to your Line Manager **or the Executive Director within 24 hours**.
- Please complete and email a digital copy of the 'Reporting Form' (see **Appendix 1**) to the Line Manager/Executive Director.



- If for whatever reason you cannot complete or send the form, please phone, text, WhatsApp or email your Line Manager/Executive Director with as much information as you can.
- If you do not have all the information – still submit your report within 24 hours.

### *Follow-up of Reported Cases in the UK – for Line Managers*

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

In the first instance, line managers are responsible for providing follow-up for reported cases. If the line manager is not available, the Executive Director must provide the follow-up.

- **ALL** child protection cases **MUST** be reported to Social Services, the police 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 – the individual **MUST** be supported, referred or signposted to access free healthcare within **72 hours** for HIV prevention, emergency contraception and treatment of physical injuries). **DO NOT** report, signpost or refer to a particular person/service if there is a risk the child may be placed in further harm.
- All reports **MUST** be added to the TfaC’s project or organisational child protection log.
- 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 the 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.

#### **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 children victims of abuse based on their particular needs.

***Confidentiality:***

At the earliest opportunity remind the child or vulnerable adult that you may not be able to keep this information to yourself, and that you may have to report it to your line manager for their protection.

Information held internally by Theatre for a Change UK will be stored in a secure place with limited access to designated people.

***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, disclosures 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.



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

**SCENARIO A: ARE YOU RESPONDING TO A DISCLOSURE OF CONCERN/ALLEGATION?**

a) Have you received a disclosure about or from a child / vulnerable adult that needs immediate action, or you have assessed that they are significant risk of harm?

If you answered **YES**, GO TO STEP 1

If you answered **NO**, GO TO SCENARIO 2.

**SCENARIO B: DO YOU HAVE REASONABLE GROUNDS FOR CONCERN?**

- a) Is a child / vulnerable adult saying or indicating by other means that they have been abused? **YES/NO**
- b) Admission or indication by an adult or a child of an alleged abuse they committed? **YES/NO**
- c) Are you concerned no action has been taken in response to a report/disclosure? **YES/NO**

If you answered **YES** to a) or b) or c),  
**GO TO STEP 1.**

If you answered **YES** and you are not sure of what to do, **GO TO STEP 2.**

If you answered **NO**, no action is required.

**STEP 1: REPORT**

- a) **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/raising the concern.
- b) Check additional project reporting guidelines or requirements and ensure your actions are aligned.
- 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.
- d) If you are unsure of what to do **GO TO STEP 2.**
- e) Proceed 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 employee, board member or anyone working on our behalf anyone working on behalf of TfaC, a TfaC partner or TfaC board member: you can also report (and maintain your anonymity if you choose) using **TfaC's Whistleblowing procedure**. Under this policy you can also report to TfaC UK's Executive Director or the 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.



## 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.

Theatre for a Change 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 Theatre for a Change UK (including any casual or temporary staff) who may from time to time feel that they need to raise certain issues relating to Theatre for a Change 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 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 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, she or he will be immediately handed over to the Police.
- At all times, it must be remembered that the protection of the child or vulnerable adult is paramount, and these procedures must be known by all staff working for Theatre for a Change, 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), 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

Theatre for a Change UK recognizes 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 Theatre for a Change.

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

- All staff and volunteers must complete an application form. The application form should elicit information about the applicant's past and self-disclosures about any criminal record.
- All prospective staff 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
- Two confidential references must be taken up in writing in all cases, including wherever possible one regarding previous work with children and vulnerable young people and confirmed through telephone contact.
- Evidence of identity such as passport or driving licence with photo in addition to the original birth certificate must be obtained, photocopied and kept in the personnel file.
- Evidence of qualifications must be obtained and must include sight of original certificates.

## **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**

Theatre for a Change UK will ensure that all its staff, trustees volunteers receive ongoing Safeguarding awareness training, recognizing that a proper awareness and understanding of child abuse and Safeguarding is crucial for prevention and reporting of incidents.

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

All paid staff and Volunteers must demonstrate exemplary behaviour in order to uphold the rights of the children and vulnerable adults in their care and to protect themselves from false allegations.

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

### **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 vulnerable adults 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 to the Executive Director – take action!
8. Involve young people and vulnerable adults in decisions that affect them
9. Encourage young people and vulnerable adults 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 vulnerable adult
2. Take young people or vulnerable adults 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 vulnerable adults can do for themselves, i.e. getting dressed
5. Engage in rough or sexual games
6. Allow any discriminatory, sexualized or foul language

## **6. Safeguarding in an International Context**

Theatre for a Change UK recognizes 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 vulnerable adults 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
- Are based on carefully conducted research into what constitutes abuse in each cultural context within which Theatre for a Change UK operates
- Distinguish between conditions related to poverty and those that are the direct result of abusive relationships
- Invite dialogue rather than confrontation where there is difference between culturally acceptable behaviour and this Safeguarding policy
- Works in partnership with local agencies such as WAJU (Women and Juvenile Unit) in Ghana which are established to protect the rights of children and young people and which are established by the Executive Director to be working with the same guiding principles and practices.

## 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 Theatre for a Change. Wherever possible, information will be made available for children, vulnerable adults and guardians about where to access local support and information relating to Safeguarding, and their views sought about the effectiveness of Theatre for a Change’s Safeguarding policy.

### External communication

- Theatre for a Change will promote depictions of children and vulnerable adults that emphasise their ability to take positive action to change their lives and the lives of those around them.
- Permission of children, vulnerable adults 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 vulnerable adults should be encouraged to give their own accounts as much as possible, rather than letting others speak on their behalf.

- Portrayals of children and vulnerable adults should take into account how they say they wish to be depicted.
- Groups identified by Theatre for a Change 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 / vulnerable adult 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.
- No personal information (such as location, real name) which could put a child/vulnerable adult at risk, should be posted on a Theatre for a Change 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 Theatre for a Change pictures or case studies should be required to sign up to Theatre for a Change’s stipulated regulations for the proper use of the materials. Third parties such as photographers and journalists should sign a ‘Statement of Commitment for Third Parties’ and receive an induction into Theatre for a Change’s Code of Practice and Behaviour before visiting any project location.
- Social media – including Facebook, Twitter or blogs – as well as video footage generated by Theatre for a Change should be subject to the same guidelines as outlined above.

## 8. Education and Training

Theatre for a Change UK recognizes 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 trainees to safeguard children and vulnerable adults 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 will receive induction, which will include familiarization with the existing Safeguarding policy and procedures.

- The policy and procedures will be reviewed whenever the need arises, but certainly on an annual basis, by all involved in the work of the organisation. This is in order to ensure that the policy and procedures are appropriate and relevant to the cultural context that Theatre for a Change UK is operating within, and are being successfully implemented.
- The rights of children and vulnerable adults are integrated into the training and education work of Theatre for a Change.

## **9. Access to Advice and Support**

Children and vulnerable adults working with Theatre for a Change UK must be given access to the advice and support that they need.

Theatre for a Change UK will endeavour to:

- Make contact with relevant and appropriate support agencies to help deliver a joined-up service for young people and vulnerable adults
- Provide the best available contacts for children and vulnerable adults 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

## **10. Implementation and Monitoring**

The monitoring of this implementation is integrated into the monitoring, evaluation and appraisal of the work of all members of staff and trainees. 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.

## **11. Working with Partner Organisations**

Where Theatre for a Change 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.





Where Theatre for a Change UK is building the capacity of partner NGOs to develop and deliver programmes of Interactive Theatre, the development of Safeguarding policies will be targeted as an integral part of strategic planning.

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

## **12. 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 - Types of child abuse

**Physical abuse:** is when another person causes any non-accidental injury to a child. Examples include hitting and beating a child, burning a child, severely shaking a child or tying up a child.

**Sexual abuse:** occurs when another person uses a child for sexual stimulation. Examples include engaging in sexual activities with a child (whether by asking or pressuring), child sexual exploitation, indecent exposure (of the genitals, female nipples, and buttocks), child grooming (establishing an emotional connection with the child to lower their guard so as to sexually abuse them later), and child pornography (showing children pornographic materials or making pornography with the involvement of children).

**Emotional abuse:** is when another person harms a child's mental and social development or causes severe emotional harm. Examples include insulting a child or name calling, threatening violence and withholding love, support or guidance.

**Child neglect:** occurs when a parent or caregiver does not give the care, supervision, affection and support needed for a child's health, safety and well-being. Examples include chronic exposure to spouse or domestic violence, withholding healthcare, inadequate supervision and protection and failure to provide basic school and educational needs.

Child abuse can occur in the child's home or outside the family and it can have long lasting and more negative impacts on children. It is as such important to report any suspicions or allegations of abuse in order to protect the welfare of the child and promote their good physical and cognitive development. There are some forms of child abuse that may cut across the different types of abuse e.g. child marriage.

***The examples above are not exhaustive.***

## Appendix B – Reporting Template

<p><b>Part One: About You</b></p> <p>Name (optional):</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/Vulnerable Adult(s)</b></p> <p>Name(s)</p> <p>Male/female?</p> <p>Age:</p> <p>Address if know. If address is not known, how can we find this child to help him/her:</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?</p> <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:</p> <p>Is there any other relevant information we should be aware of?</p>



Have you reported the incident to anyone else? If yes, please specify

Time and date of reporting:

Person(s) to whom report was made:

Advice given by the person you reported to:

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

Do you have any recommendations for us as to actions to take (for example who to contact in country that can help the child/vulnerable adult)?

**Part Four: 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.



## Appendix C

# Theatre for a Change Communications Consent Form for Participants

### Note to Participant

Dear Participant,

Please complete **either section one or section two** of this consent form – as advised by the Theatre for a Change representative present.

(Section three is to be completed by a Theatre for a Change staff member only).

Many thanks for your time.

Best wishes,

Communications and Development Manager  
Theatre for a Change

### Note to Theatre for a Change staff member

Please submit completed forms to the Communications and Development Manager for filing.

## Section One – Parental/Guardian Consent

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 and/or my child;
- (b) 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); and,
- (c) to use my or my child’s image (whether photographic, video and/or electronic), interview statements/quotes (and excerpts of statements/quotes) and written questionnaire answers from me or my child, in whole or in part, in Theatre for a Change’s publications, in print media, on electronic media (including the internet) in mailings for educational and awareness campaigns by Theatre for a Change and/or to help raise funds for Theatre for a Change.

This consent is given **without expiration**, and futures uses do not require additional permission from me.

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

Name: .....

Signature: .....

Date: .....

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;
- (b) to use my first name and the country (and where appropriate the city or region) where I live (surnames and specific locations will not be used to protect your privacy); and,
- (c) to use my image (whether photographic, video and/or electronic), interview statements/quotes (and excerpts of statements/quotes) and written questionnaire answers, in whole or in part, in Theatre for a Change’s publications, in print media, on electronic media (including the internet) in mailings for educational and awareness campaigns by Theatre for a Change and/or to help raise funds for Theatre for a Change.

This consent is given **without expiration**, and futures uses do not require additional permission from me.

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: .....

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 photos, film, interviews (case-studies) and questionnaire data for our communications:

.....  
.....