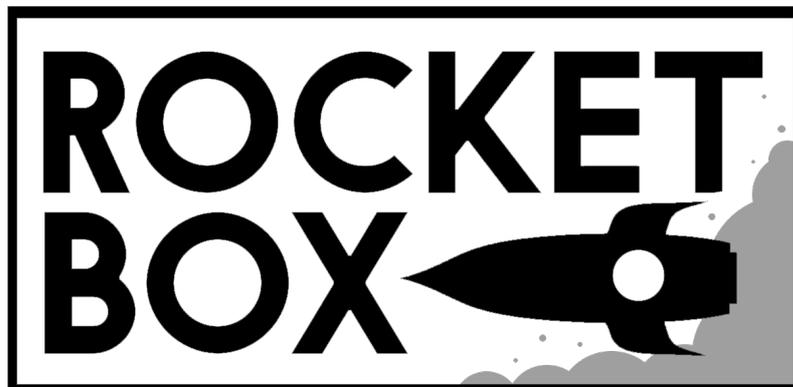


10 MARCH 2022

ROCKET BOX THEATRE

2022

**SAFEGUARDING
POLICY**



safeguarding policy

ROCKET BOX THEATRE

This policy applies to all paid employees, including casual workers and freelancers as well as volunteers, students and the Board of Trustees or anyone working on behalf of the Rocket Box Theatre Theatre.

Purpose

- To protect children, young people, vulnerable adults, freelancers (to include actors and stage management teams), students and anyone in receipt of a service or experience provided by Rocket Box Theatre;
- To provide staff, freelancers, and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- Rocket Box Theatre believes that any individual should never experience abuse of any kind. We have a responsibility to promote the welfare of anyone involved with Rocket Box Theatre and to keep them safe in all physical and digital spaces. We are committed to practise in a way that protects everyone involved with Rocket Box Theatre.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- *Children Act 1989*
- *United Convention of the Right of the Child 1991*
- *Data Protection Act 1998*
- *Human Rights Act 1998*
- *Sexual Offences Act 2003*

- *Children Act 2004*
- *Safeguarding Vulnerable Groups Act 2006*
- *Protection of Freedoms Act 2012*
- *Children and Families Act 2014*
- *Special educational needs and disability (SEND) code of practice: 0 – 25 years –*

Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

- *Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015*
- *Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015*

We recognise that:

- The welfare of the child is paramount, as enshrined in the *Children Act 1989*
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children, young people, and vulnerable adults safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) (Harry Brewer) for children and young people and a Deputy Designated Safeguarding Officer (Harry Brewer) for safeguarding
- adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment which extends to digital spaces and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people,

staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Covid-19 Safety Measures

Though Government guidelines are now redundant, Rocket Box Theatre are committed to a COVID-safe practice, recognising that clinically vulnerable people should be protected and included in safeguarding policies. We will seek to keep children, young people, vulnerable adults, freelancers and Rocket Box Theatre employees safe by:

- training leaders and assistants in COVID-19 health and safety measures, including mask-wearing, isolating, testing and social distancing
- encouraging all participants and leaders to wash hands and/or sanitise
- displaying adequate Covid-19 health and safety signage in all spaces
- providing a separate breakout space for anyone showing symptoms of Coronavirus, with PPE gloves, masks and shields available
- participants with Rocket Box Theatre showing symptoms of Coronavirus should immediately leave the rehearsal/ performance space and return home safely
- adhering to NHS test and trace procedures

Digital working safety measures

The Rocket Box Theatre's Safeguarding Policy extends to our digital spaces and should be adhered to for all digital activity. safeguarding measures:

PUBLIC NETWORKS

- Always use a safe and secure network, preferably in your own home. If you need to connect to public wifi to carry out Rocket Box Theatre work, don't:

- o Allow your Wi-Fi to auto-connect to networks
- o Login to any account via an app that contains sensitive information.
- o Leave your Wi-Fi or Bluetooth on when not in use
- o Access websites that hold your sensitive information, such as such as financial or healthcare accounts
- o Logon to a network that isn't password protected
- Make sure you do:
 - o Disable file sharing
 - o Only visit sites using HTTPS
 - o Logout of accounts when done using them
 - o Use a VPN, like Norton Secure VPN, to make sure your public Wi-Fi connections are made private

LIVE VIDEO CHAT

- ! Never use your full name, first names will do.
- ! Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- ! Remember it's easy to misinterpret things online
- ! Refer to a group leader directly if you feel worried about anything
- ! Do not record or take photos or screenshots of anything without everyone's consent.

SUBMITTING VIDEOS & PHOTOS

! Don't use your full name

! Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity)

! Don't post anything online which reveals your location in real time, it is safer to post with a slight delay away from the posted location

! Don't film anyone else under the age of 18

! Keep yourself safe - don't share something that feels very personal, complicated or distressing.

WORKING FROM HOME

All files with personal and contact details are password protected in line with GDPR.

- No young people's details or images will be downloaded or saved on personal computers (unless it is a computer provided by Rocket Box Theatre Theatre for work use only).
- Artists who need access to creative content including videos will be given links which enable them to watch videos online but not download.

COMMUNICATION VIA TELEPHONE

If using their personal mobile phones Rocket Box and associated staff should hide their number when communicating externally with young people or vulnerable adults.

COMMUNICATION VIA EMAIL

Staff will be required to email young peoples' personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the

recipient. The Designated Safeguarding Officer and Deputy Designated Safeguarding Officer should always be cc'd in for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSO or DDSO for guidance.

COMMUNICATION VIA SOCIAL MEDIA

Rocket Box Theatre may use social media to communicate with young people. Current social media applications the Rocket Box Theatre staff will use may include whatsapp, twitter, facebook, tiktok and instagram. Contact with young people through such forums should only take place through organisational accounts.

If a Rocket Box Theatre staff member receives content from a young person which they believe is inappropriate they will not forward the content or delete it but immediately contact the DSO and DDSO to report the content and the DSO will follow the safeguarding incident procedure of Rocket Box Theatre (see main safeguarding policy).

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people or vulnerable adults via digital platforms Rocket Box Theatre staff will use Rocket Box Theatre accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

Rocket Box Theatre staff and associated staff will set clear rules of engagement for working on digital platforms.

Any person who breaks the above rules will be removed from the platform by Rocket Box Theatre staff.

RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, those who come into contact with Rocket Box might disclose information to staff members via texts, calls or digitally.

If a Rocket Box staff member or associated staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for

action to an executive staff member (DDSO/DSO), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSO/DSO will follow the procedure below. If the staff member cannot get hold of the DDSO/DSO, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member should **not** attempt to solve the problem themselves.
- Contact the young person's/ vulnerable adult's carer/ social worker/ parent/ guardian/ key worker associated with that person. If there is no response:
- Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- Write up an incident report on the situation within 24hrs.

SHARING WORK CREATED ONLINE

When Rocket Box Theatre share work created online they will take the following steps;

- Share the final edits with the young people/ vulnerable adults and their parents/ carers/ key workers/ social workers before sharing.
- Not use a child's/ young person/ vulnerable adult's surname in photo or video content.
- Gain parental/guardian/ social worker/ key worker/ carer consent for the child/ vulnerable adult/ young person to be photographed and videoed
- Only use images of children/young people/ vulnerable adults in appropriate clothing to reduce the risk of inappropriate use.
- Only share content through Rocket Box Theatre's official accounts.

If, for whatever reason, a parent/carer/key worker/ social worker/ guardian or young person/ vulnerable adult is not happy with the use of content, then Rocket Box Theatre will not share the content.

Contact details

Designated Safeguarding Officer (DSO)

Name: Mischa Jones

Phone/email: mischarocketbox@gmail.com

Deputy DSO

Name: Harry Brewer

Phone/email: harryrocketbox@gmail.com

Trustee Senior Lead for Safeguarding

Name: Grace Fortune

Email: gracerocketbox@gmail.com

CEOP

www.ceop.police.uk

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed March 2022.

POLICY SIGNATORIES

Mischa Jones

Harry Brewer

Grace Fortune