



Revised August 2023

# Safeguarding Policy

# SAFEGUARDING POLICY

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**Completed by:** Sheree Vickers

**Role:** Artistic Director & Designated Safeguarding Lead (Level 4)

**Date:** 29<sup>th</sup> August 2023

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This Safeguarding Policy is for anyone in our SAVVY community who is involved with our work, including members, staff, partners, trustees, support and volunteers, but is primarily focused on safeguarding children, young people and vulnerable adults.

**This policy should be used alongside SAVVY Theatre’s Code of Conduct, Anti-Bullying, Equity & Diversity, Inclusion & Engagement, Behaviour Support Policies and our Company Handbook.**

SAVVY is committed to the development and implementation of Child Protection and Safeguarding policies and procedures. It is the duty of all employed facilitators (paid or voluntary), members of SAVVY and visitors to the group to uphold this policy and safeguard children, young people and vulnerable adults. It is not the responsibility of SAVVY Theatre Company or any employed facilitator or volunteer to decide whether or not abuse has taken place. However, it is their responsibility to act on any suspicion or disclosure of abuse. Failure to do so may result in disciplinary action.

## **SAFEGUARDING FOR CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

### **Definitions**

‘Children’ and ‘Young People’

SAVVY Theatre Company refers to 12-year olds and younger as ‘children’; and 13-year olds and older as ‘young people’. In general, ‘children’ are always accompanied by adults whereas ‘young people’ prefer to be accompanied by their peers and are often independent travellers.

‘Vulnerable Adults’

SAVVY Theatre Company defines Vulnerable Adults are people who are, or may be, in need of community care services because of disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

‘Child Protection’

In this document, ‘Child Protection’ is an umbrella term used to describe our safeguarding policies for Vulnerable Adults also.

‘Signs of Abuse’

A comprehensive definition on how to spot signs of abuse can be found in the Appendices.

The aim of SAVVY’s Safeguarding Policy is to promote good practice by:

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of SAVVY employees (paid and voluntary).
- Ensuring they feel safe while accessing SAVVY Theatre’s services, including our online communities.
- Enabling staff and volunteers to make informed and confident responses to specific child protection issues.

## **DESIGNATED SAFEGUARDING LEAD**

Sheree Vickers (SV), Artistic Director, is the Designated Safeguarding Lead (DSL) for SAVVY Theatre Company and her contact details are made available to all employed practitioners (paid and voluntary), children and young people, vulnerable adults and their parents/carers. Sheree Vickers is a licensed matron/chaperone, approved by Surrey County Council.

Sheree Vickers will undertake and maintain relevant training for both the DSL and wider SAVVY team, ensuring:

- all are informed about current legislation for the protection of children, young people and vulnerable adults,
- that SAVVY Theatre Company's Safeguarding policy is regularly reviewed and updated, and
- ensure all staff are made aware of any changes.

## **WHAT TO DO IF YOU SUSPECT ABUSE OR SOMEONE MAKES A DISCLOSURE**

All concerns or queries with regards to child protection issues should, in the first instance, be reported to the Designated Safeguarding Lead:

**Sheree Vickers, Artistic Director**  
**sheree@savvytheatre.co.uk**  
**07748 040614**

Where she is unavailable, they should be reported to:

**Alice Rayman, Associate Director**  
**alice@savvytheatre.co.uk**  
**07391 997 030**

These two SAVVY work numbers are made available to all staff, members and the wider SAVVY Community as are all staff work emails.

If a child, young person or vulnerable adults discloses information to a member of staff related to abuse, the person to whom it was disclosed will:

- ascertain whether the child/person involved is at immediate risk
- will inform them that you will seek advice from the DSL
- signpost if needed to a relevant organisation for support

If a declaration is made to a member of staff on their person phone or email, the correspondence is declared and recorded by the DSL and where possible, transferred to the work number/email.

If there is an incident requiring immediate attention, SAVVY staff are aware of the confidential phrase that ensures anyone involved can get immediate support, such as a safe space to talk in confidence, additional staff support or help in escorting someone from the venue.

If either SV or AR are unavailable and you are concerned about a child, young person, or vulnerable adult, there are a number of relevant local agencies you can contact, who's details are included at the end of this document.

## **In an emergency contact the Police by telephone on 999**

Once you have spoken to the DSL an incident report and/or safeguarding concern form may need to be completed. The DSL can support with this.

Safeguarding Concerns Forms are kept on file (in line with our data protection policy) with recorded follow-up actions, which may include actions such as:

- monitoring the person involved and ensuring they are supported as necessary while at SAVVY (including travelling to and from SAVVY)
- ensuring SAVVY staff are made aware of any children, young people, vulnerable adults of concern, and asked to monitor any patterns of behaviour or incident.
- signposting and/or speaking to a relevant local agency for additional support
- a review of SAVVY policies
- additional training for SAVVY staff

In extreme circumstances (where the police and/or other relevant agencies are involved), staff/volunteers may need to undertake further procedures including additional interviews, training, adhering to recommendations etc... The DSL and/or SAVVY board will also support with this.

**Should a safeguarding concern need to be raised about the DSL or a member of staff, a confidential disclosure can be made directly to our chair of Trustees, Rob Watt:**

[info@robwatt.co.uk](mailto:info@robwatt.co.uk)

In this case, the staff member involved will go through our internal review policies, in line with our Company Handbook.

## **ABSENTEE & TRAVEL POLICY**

SAVVY will follow-up on any member who has not attended a session where they are expected. For children, young people and vulnerable adults who are independent travellers, we will first contact them for an expected time of arrival and may then follow-up with parents/carers to ensure they arrive at SAVVY safely.

All members who are not independent travellers will be expected to arrive and be collected from SAVVY sessions by a parent/carer. For members who are independent travellers, SAVVY will double check on their travel arrangements for any late or extra rehearsals.

Individual risk assessments are done for members who may be in a vulnerable situation, or who are not allowed to have contact with certain family members to ensure they are safe while attending SAVVY.

## **MENTAL HEALTH & SELF-HARM DISCLOSURES**

It is not the responsibility of SAVVY staff to act as therapist or provide ongoing support for anyone (staff or member) who makes a mental-health or other well-being disclosure to them.

It is the responsibility to record the disclosure in line with our policies and (just like with a cut on the hand), apply first aid to ensure they are in no immediate danger, and then signpost them to the appropriate help. Specialist agencies are listed on our website and in our appendix.

### **RECORDING INJURY**

Should a child, young person or vulnerable adult arrive at SAVVY with an injury and staff suspect it may be due to abuse or neglect, they must report this.

A Safeguarding Concern Form is to be completed with the injury documented, using a body map diagram if necessary. Under no circumstances should a photograph of the injury be taken.

Any injury that occurs at SAVVY will be recorded in the Accident & Emergency book and dealt with according to our Health & Safety procedures.

### **SAFER RECRUITMENT**

All applications to work with us (both paid and voluntary) are reviewed by a panel of at least three people, one of which must be the DSL.

A shortlist of applicants is then invited to interview with a minimum of two people on the panel.

All employed practitioners (paid and voluntary) are expected to undertake an enhanced DBS check and adhere to our code of conduct in respect of their contact with children, young people and vulnerable adults. This is stipulated in the job application process.

If a candidate for a job has a past offence, it does not necessarily preclude them from employment, however we would expect any offence to be disclosed at interview stage, where the suitability of the candidate in relation to the past offence can be discussed. Failure to do this will result in the person not being able to work with SAVVY Theatre Company.

The final decision as to whether to employ someone with a past offence will lie with the DSL in consultation with the board of Trustees.

### **APPROPRIATE CLOTHING**

Members attending SAVVY Theatre Company's various ongoing groups must adhere to our Code of Conduct in relation to appropriate clothing. Separate changing rooms for girls and boys are provided and all cast members must wear a basic black outfit of leggings, trousers and top underneath all costumes.

At no point is any cast member expected to strip to underwear backstage for a costume change or wear anything deemed inappropriately revealing.

SAVVY Theatre Company provides leggings and t-shirts for members who may arrive at sessions without appropriate clothing.

## **SAFE TOUCH POLICY**

During rehearsals or workshop sessions, some physical contact may be necessary between SAVVY staff and members (including children, young people or vulnerable adults). Physical instruction which involves safe touch is sometimes essential to aid teaching and learning e.g. awareness of correct posture, lifting or falling techniques. It may also be appropriate where a child is in distress and needs comforting, where a member of staff is giving first aid, or as a positive reinforcement.

Some pointers for good practice when dealing with children, young people and vulnerable adults:

- Care must be taken at all times to ensure that any necessary physical contact is welcome and does not give cultural offence, fear of harm or arouse sexual feelings or expectations.
- All touch should have a clear and legitimate purpose. Ensure that the intention behind all physical contact is professional and unambiguous.
- Treat everyone with dignity and respect and never touch a child in a way that would be considered indecent. Always put their welfare first.
- When physical contact is made, this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and ability (adults need to use their professional judgement at all times and be sensitive to reactions or feelings).
- Physical contact which occurs regularly with an individual is likely to raise questions and be open to scrutiny.
- Physical contact should take place openly, avoiding unobserved situations and open communication and secrets should not be encouraged.
- Recognise that not everyone is comfortable with physical contact (there may also be cultural, gender or religious issues to consider).
- Always explain why contact is necessary and what form it will take.
- Do not 'indulge in rough and tumble play' or allow physical or sexually provocative games.
- Always be prepared to report and explain your actions as a teacher or student, and accept that all physical contact is open to scrutiny
- Know who to contact e.g. the Designated Safeguarding lead if you have a concern about any inappropriate contact.

**We ensure that any physical contact within a session, whether directed as part of a show or between members on a break, is appropriate, consensual and (if part of the onstage action) negotiated with those involved. This is also highlighted in our Code of Conduct.**

## **LONE WORKING POLICY**

SAVVY always ensures we have two facilitators in each workshop/rehearsal session, however we also recognise there will be times when individuals will be left on their own with children, young people and vulnerable adults, such as escorting them to parents/carers or transport, if there is an incident or declaration.

Should a member of SAVVY Staff find themselves unexpectedly alone with a child, young person or vulnerable adult, they should report this after the event to the DSL.

**Please refer to our Company Handbook for our full lone working policy.**

## **USE OF TOILETS**

SAVVY has access to a unisex toilet just outside our studio, which is also accessible to other users/staff of Fairfield Halls. There is a private bathroom (with a toilet, sink and shower) available in our dressing room which is available to staff or anyone not wanting to use the unisex toilet. There are also additional backstage toilets (including a disabled toilet) in the access corridor (leading from our dressing room) which is used by Fairfield Halls staff and outside delivery people. These toilets are only used on show days or other events, where there are more than 30 people in the SAVVY Studio. Fairfield Halls has public toilets, however we encourage children, young people and vulnerable adults to use the designated SAVVY toilets.

Anyone needing 1:1 support for personal care must bring support with them to SAVVY, however any incidents requiring a SAVVY Staff member to support with personal care must be reported in line with our Safeguarding Policy.

**All other venues and events are risk assessed accordingly.**

## **ONLINE COMMUNITIES**

SAVVY Theatre Company has an active online community where we encourage the sharing of project ideas and aim to develop a wider artistic knowledge. We also promote proper protocol while using social media. The following is an overview of our online communities and safeguarding measures.

### **Facebook Page**

- This is our public page for anyone to view, comment and get in touch. Content on this page is posted and monitored by the site Admins, SV and AR.

### **Group Chats on WhatsApp and Google**

- These are used for passing on information to specific groups, usually for the upcoming week. Often Young Company members will use group chat services to let us know if they're running late. No one is added to these groups without their or their parent/guardian's permission. Although SAVVY is unable to monitor every message sent by individuals to other members, we WILL act should any inappropriate behaviour be reported.

### **Instagram**

- Responsibility for posting to this site is sometimes given over to members of our various groups for promotion of upcoming projects. Content is monitored by SV and AR and when each individual's responsibility for the site is finished, the password is changed.

### **Twitter**

- Twitter content is only managed by Sheree Vickers.

### **Vimeo**

- This is purely used for archival purposes and all videos on our site are password protected.

### **YouTube**

- The ability to post comments on any video is disabled and some of our uploaded content remains either Private or Unlisted.

## **SAVVY Blog**

- This is a shared blog on the SAVVY website with posts shared on social media. Content is written by multiple contributors from across the SAVVY Community, however all content is monitored and edited prior to posting by Sheree Vickers.

It is important that anyone accessing these sites feels safe and conducts themselves with the same discipline and respect they would if attending a SAVVY workshop or rehearsal.

These additional measures have also been put in place:

- Any photographs posted online are done so with the express permission and knowledge of those involved and are in accordance with our own permission procedures.
- The online community will be monitored by an appointed SAVVY staff member and any inappropriate behaviour deleted.
- Parent/Guardian permission is sought for anyone under 14 years before they are allowed to join our online community.
- Staff/Volunteers are to not 'friend' anyone under the age of 18 years.
- Staff/Volunteers are to ensure their Facebook profiles have HIGH PRIVACY settings and are encouraged to create a 'work' profile with no personal details.

Should there be any incident of bullying or inappropriate messaging the same disciplinary procedure as outlined in our Behaviour Support and Anti-Bullying policies will take place.

Should the bullying or inappropriate behaviour come from outside the SAVVY community, then action will be taken through official channels (notification to the site so as to block the communication and if judged serious enough, the police will be informed).

## **YOUTH PRODUCED SEXUAL IMAGERY**

Sexting is when people share a sexual message and/or a naked or semi-naked image, video or text message with another person. It's also known as nude image sharing.

Children and young people may consent to sending a nude image of themselves. They can also be forced or coerced into sharing images by their peers or adults online. If a child or young person originally shares the image consensually, they have no control over how other people might use it.

If the image is shared around peer groups it may lead to bullying and isolation. Perpetrators of abuse may circulate a nude image more widely and use this to blackmail a child and/or groom them for further sexual abuse.

It's a criminal offence to create or share explicit images of a child, even if the person doing it is a child. If sexting is reported to the police, they will make a record but may decide not take any formal action against a young person.

Safeguarding Leads should always use their professional judgement in conjunction with their colleagues to assess incidents and seek advice from the Education Safeguarding Advice Service if unsure about any Youth Produced Sexual Imagery (Sexting).



No one at SAVVY print, forward, distribute or save any images or content believed to be an indecent image.

**Please see the additional guidance on Youth Produced Sexual Imagery in our appendices.**

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## **EXTREMISM, RADICALISATION AND THE PREVENT DUTY**

SAVVY has a duty of care under section 26 of the counter-terrorism and security Act 2015 in the exercise of their functions to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

When operating this policy, SAVVY uses the following accepted Governmental definition of extremism which is:

*‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.*

**Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

**Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**Terrorism** an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

SAVVY does not tolerate extremist views of any kind whether from internal sources; members staff or trustees, or external sources; college community, external agencies or individuals. SAVVY must be seen as a safe place, free from harm or risk of harm and where necessary we will action referrals or processes to ensure the college remains a safe place for all.

We will support anyone who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe someone is being directly affected by extremist materials or influences. We will ensure that we follow procedure as directed by the local authority, police, social care and any other agency necessary to safeguard and support that person. Additionally, in such instances our internal behaviour support and safeguarding policies may be actioned to prevent risk of harm.

**Please see the additional guidance on The Prevent Duty in our appendices.**

## **PHOTOGRAPHS & VIDEO FOOTAGE**

SAVVY ensures that we have written permission from members/their parent/carers for the taking of any photographs or video footage during rehearsals and performances. Those giving consent for

permission are made aware of both WHAT the photos may be used for and HOW photos are stored (in line with our data protection policy).

Photographs of the rehearsal process are not permitted without STRICT permission from those within the rehearsal room or workshop. This is to not only ensure that our policies are adhered to, but to maintain a safe working environment for the creative process to occur.

No one at SAVVY should be required to fully change their clothes or undress backstage (as we deliberately design costumes to go over a basic black outfit), and therefore any photos taken by members of themselves and friends in dressing rooms or backstage on show days should not involve ANYONE in a state of undress. Our Code of Conduct on photo permissions is reiterated on special events and show days.

## **USE OF NAMES**

SAVVY uses the following policy when using the names of children, young people and vulnerable adults for various marketing and promotional activities.

1. Press releases, photographs and articles for public viewing (including local and national media)
  - First names only are provided, and additional permission (verbal or written) is sought for use.
2. Social Media
  - First names only are used.
3. Show Programmes
  - First names only are used.
4. Incident Reports, including reporting pupils of concern and safeguarding issues.
  - First names or abbreviated initials are used.

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This policy will be reviewed by SAVVY Theatre Company every 2 years, or earlier if there are changes to legislation or an incident relating to these policies. Copies of this document are made available to all employed facilitators (paid or voluntary), group members of SAVVY Theatre Company and their parent/carers via our website and on request.

Any questions or concerns regarding this policy should be forwarded to:

**SAVVY Theatre Company  
Fairfield Halls  
Park Lane, Croydon, CR9 1DG**

Charity Number: 1179492  
Company Number: 6357764

[www.savvytheatre.co.uk](http://www.savvytheatre.co.uk)

## SIGNS OF ABUSE

Abuse is a powerful and emotive term. It is a term used to describe ways in which children, young people and vulnerable adults are harmed, usually by individuals and often by those they know and trust. Workshop leaders and others working with young people hold this trust and may be at risk of misusing their power over children, young people and vulnerable adults. In order to provide young people with the best possible experiences and opportunities in theatre, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures that theatre makes a positive contribution to the development of young people and safeguards their welfare, but also protects all personnel from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of employees or volunteers in theatre to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person or vulnerable adult. The following list highlights the main categories of abuse and it must be remembered that abuse may occur in more than one category at any one time. It is not an exhaustive list and is merely there to act as a guide.

### **1. Neglect**

Signs to be aware of:

- A child/vulnerable adult is constantly hungry or secretes away food for later consumption
- A child/vulnerable adult who arrives dirty or inappropriately dressed for the weather conditions
- A child/vulnerable adult who appears to be grossly underweight and is constantly tired
- A child/vulnerable adult talks to others of being left unsupervised at inappropriate times

In a theatre situation, neglect may occur when:

- Children, young people and vulnerable adults are left alone without proper supervision;
- A young person is exposed to unnecessary heat or cold without adequate sustenance or protection;
- A young person is expected to work for an unreasonable length of time without adequate breaks, sustenance and rest.
- A young person is exposed to an unacceptable risk of injury.

### **2. Physical**

Cuts and bruises are normal incidents in most children's lives. However, unexplained injuries, especially on areas of the body not normally exposed, could indicate physical abuse.

Signs to be aware of:

- Unexplained injuries on any part of the body
- Bruising
- Burns and scalds
- Bite marks or marks left by pinching
- Refusal to discuss injuries and implausible excuses for these
- Unwillingness for parents to be contacted if the injuries occurred before the child arrived
- Aggression towards others

- Fear of treatment of injuries
- Withdrawn behaviour
- Flinching when approached or touched
- Arms and legs covered and an unwillingness to get changed
- If the abuse has occurred at home, a fear of returning there

In a theatre situation, physical abuse may occur when:

- Workshop leaders or helpers expose children, young people and vulnerable adults to exercise/games which disregard the capacity of the persons physical ability;
- Workshop leaders or helpers expose children, young people and vulnerable adults to over rehearsing, over working or fatigue;
- Workshop leaders or helpers expose children, young people and vulnerable adults to alcohol, or give them the opportunity to drink alcohol below the legal age;

### **3. Emotional**

This can be the result of an overprotective parent who will not allow the child to associate with other children. It may however arise when a child is belittled or ignored and receives no love or affection from parents/guardians especially when that affection is poured on to a sibling. The situation could also arise during SAVVY activities such as when preference is given to other company members.

Signs to be aware of:

- Over reaction to mistakes
- Aggression
- Bed wetting
- Fear of new situations
- Inferiority complex
- Neurotic behaviour
- Self-harming
- Attention-seeking
- Fear of parents being contacted

In a theatre situation, emotional abuse may occur when workshop leaders:

- Provide repeated negative feedback;
- Repeatedly ignore a young person's efforts to progress;
- Repeatedly demand performance levels above those of which the young person is capable;
- Over-emphasise the 'star' ethic.

#### **A note on Self-Harm.**

Self-harm is a complex issue and can have signs from both emotional and physical abuse. Self-harm is when somebody intentionally damages or injures their body. It's usually a way of coping with or expressing overwhelming emotional distress.

More than half of people who die by suicide have a history of self-harm, but the intention is more often to punish themselves, express their distress, or relieve unbearable tension. Sometimes it's a mixture of all three. Self-harm can also be a cry for help. The signs of someone who is self-harming can be similar to those of both physical and emotional abuse.

### **4. Sexual**

Children or young people who have been sexually abused may exhibit physical and emotional behaviour which will give cause for concern. They should always be taken seriously and allowed to speak freely of their predicament. Very often they will find this very difficult to discuss as they may

have been told that 'it is a secret' by the perpetrator and warned of the danger of not being believed.

At SAVVY we also consider the distribution of (or the encouragement of distributing) inappropriate material via social media and/or mobile technology as a form of Sexual Abuse.

Signs to be aware of

- Physical difficult in walking or sitting, stomach pains
- Bruising
- Becoming either aggressive or withdrawn
- Sleep disturbance
- Bed wetting
- Eating problems
- Secretiveness
- Fear of being left with a certain person or group
- Sexual knowledge far above that which is normally expected of their age group.
- Sexually inappropriate behaviour with their peers and/or adults
- Self-harm
- Drug or alcohol abuse
- Obsessional washing
- Running away

In a theatre situation, sexual abuse may occur when:

- The close proximity of workshop leaders and those working with young people is used by potential abusers to exploit their position of trust to sexually abuse.
- Workshop leaders and those working with young people engage in inappropriate physical contact that is or could be deemed to be sexual in nature.
- Young people are exposed to inappropriate language or discussion of a sexual nature, or given access to inappropriate material (i.e. pornography) either knowing or unknowingly.

### **A note on Female Genital Mutilation (FGM)**

FGM is a criminal offence and there is a mandatory duty to report a disclosure concerns about the risk of FGM without delay. It is believed that FGM may happen to girls in the UK as well as overseas. Girls of school age who are subjected to FGM overseas are likely to be taken abroad, often to the family's country of origin, at the start of the school holidays, especially in the summer, so there is enough time for her to recover before the start of school.

Potential risk factors to consider when thinking about the risk of FGM include:

- whether the girl's family has a history of practising FGM and whether it is known to be practised in her community or country of origin.
- a girl confides that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'
- a girl talks about a long holiday to her country of origin or another country where the practice is prevalent
- parents state that they or a relative will take the girl out of the country for a prolonged period
- a girl requests help because she is aware or suspects that she is at immediate risk of FGM
- a girl/family from a country with a history of practising FGM has a limited level of integration within UK community
- a parent or family member expresses concern that FGM may be carried out on the girl
- a family is already known to social care in relation to other safeguarding issues

- a girl talks about FGM in conversation; for example, a girl may tell other children about it
- a girl has attended a travel clinic or equivalent for vaccinations

Signs that FGM may have taken place:

- ask for help or confide that FGM has taken place or they may ask for help but are not explicit about the problem
- have difficulty walking, sitting or standing or look uncomfortable
- find it hard to sit still for long periods of time, and this was not a problem previously
- spend longer than normal in the bathroom or toilet due to difficulties urinating
- spend long periods of time away from a session with bladder or menstrual problems
- have frequent urinary, menstrual or stomach problems
- avoid physical exercise or require to be excused from such activity
- have increased emotional and psychological needs; for example, withdrawal or depression, or a significant change in behaviour
- talk about pain or discomfort between the legs.

**Please note:** This is not an exhaustive list and they should be considered in the light of other behavioural factors and what you already know about the child or young person. However, if you have any concerns, you should discuss them with SAVVY Theatre's safeguarding lead.

## 5. Financial

As SAVVY regularly works with vulnerable adults we need to be aware of the indicators of financial abuse. This type of abuse is usually only applicable to adults and not children.

Types of financial or material abuse can include:

- Theft of money or possessions
- 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 transactions
- Arranging less care than is needed to save money to maximise inheritance
- Misuse of personal allowance in a care or the 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
- Fraud, scamming, rogue trading (such as unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship)

Signs to be aware of:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- The family or others show unusual interest in the assets of the person
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house

- Unnecessary property repairs

In a theatre situation, financial abuse may occur when:

- Excessive tickets to see a show are bought
- The person taking part is suddenly or consistently in arrears with any workshop fees
- Workshop leaders or others in the group borrowing money or personal items from vulnerable adults or asking them to buy things for them.

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## **SAFEGUARDING AGENCIES & HELPLINES**

### **SAVVY Theatre's Designated Safeguarding Lead:**

Sheree Vickers, Artistic Director

07748 040 614

[sheree@savvytheatre.co.uk](mailto:sheree@savvytheatre.co.uk)

Alice Rayman, Associate Director

07391 997030

[alice@savvytheatre.co.uk](mailto:alice@savvytheatre.co.uk) or [admin@savvytheatre.co.uk](mailto:admin@savvytheatre.co.uk)

Rob Watt, Trustees (chair)

[info@robwatt.co.uk](mailto:info@robwatt.co.uk)

### **Croydon Local Authority Designated Officers (LADO):**

Steve Hall

Tel: 020 8255 2889 or 07825 830328

Email: [steve.hall@croydon.gov.uk](mailto:steve.hall@croydon.gov.uk) or [LADO@croydon.gov.uk](mailto:LADO@croydon.gov.uk)

Jane Parr (Assistant LADO)

Tel: 020 8255 2889

Email: [Jane.parr@croydon.gov.uk](mailto:Jane.parr@croydon.gov.uk)

**Website for the Single Point of Contact (SPOC), made up of the Multi-Agency Safeguarding Hub (MASH) and practitioners from Early Help:**

[www.croydon.gov.uk/healthsocial/families/childproctsafe/childprotect](http://www.croydon.gov.uk/healthsocial/families/childproctsafe/childprotect)

**For urgent child protection matters needing immediate attention call: 0208 255 2888**

**Croydon consultation line for the DSL: 0208 726 6464**

Should the DSL not be available, SAVVY staff and members of the public can call: 0208 726 6400

**HUB OF HOPE:** <https://hubofhope.co.uk>

**NSPCC:** [www.nspcc.org.uk](http://www.nspcc.org.uk)

Call: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Further advice on Youth Produced Sexual Imagery:**

<https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals>

**Further advice on The Prevent Duty:**

<https://childlawadvice.org.uk/information-pages/radicalisation-in-schools-and-the-prevent-duty/>

**Childline:** [www.childline.org.uk](http://www.childline.org.uk)

Call free on: 0800 1111

**National Online Safety:** <https://nationalonlinesafety.com>

**BullyingUK:** [www.bullying.co.uk](http://www.bullying.co.uk)

**The freephone, 24-hour National Domestic Abuse Helpline:** 0808 2000 247

**MIND Mental Health Charity:** [www.mind.org.uk](http://www.mind.org.uk)





CREATING COMMUNITY THROUGH THEATRE

## **SAFEGUARDING CONCERN FORM**

**When completing this form, please use only first names or initials.**

Please only state the facts, avoid using emotional language or assumptions.

Pass this form onto SAVVY Theatre Company's Designated Safeguarding Lead when completed.

<b>Name of Child / Young Person / Vulnerable Adult:</b>			
<b>Their D.O.B.</b>		<b>Borough they live in:</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Location of Incident:</b>			
<b>Report Written by:</b>			
<b>Any other witnesses:</b>			

**Nature of concern.** *(please describe as fully as possible)*

**Any other notes.**

**Follow-up action taken.**

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Witnessed by:</b>	
<b>Signed:</b>	
<b>Date:</b>	

**Please tick here if you would like feedback or support with this concern.**