

Sadler's Wells Safeguarding Policy

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Introduction

Safeguarding is a term used to describe the measures taken to prevent abuse and protect the safety, wellbeing and human rights of individuals. That is the purpose of the Safeguarding Policy

Mission Statement

At Sadler's Wells we believe that everyone has the right to live free from abuse of any kind.

Sadler's Wells recognises safeguarding is a shared responsibility. Everyone in our theatre community has a duty to safeguard themselves and others. We are committed to promoting a culture of safeguarding in all areas of our activity. We are committed to protecting children and adults, including adults at risk¹ in all our activities.

Safeguarding is central to our values. Sadler's Wells delivers work locally, nationally, and internationally in our venues, in the community and when touring. Our organisational values are collaboration, excellence, inclusion and innovation. We strive to reflect this in all that we do at Sadler's Wells.

Sadler's Wells' Safeguarding Policy covers all areas of activity, both on site (Sadler's Wells Theatre, Peacock Theatre and Sadler's Wells East) and off-site activities (including national and international touring as well as national outreach and engagement) organised by us. The focus of the policy is prevention of abuse. This ensures that all our activities are considered through a safeguarding lens for all those involved, including staff.

This policy applies to our trustees, colleagues, including temporary, freelance and agency, sub-contractors, partners, performers and volunteers, henceforth to be referred to as trustees, staff and volunteers. It also applies to artists and visiting companies. All listed have a legal responsibility to take seriously any concerns about maltreatment that come to their attention and to follow the procedures set out in this policy.

NOTE: You can report a safeguarding concern or disclosure using this [Safeguarding Reporting Form](#).

Safeguarding Principles

- Safeguarding and promoting well-being and welfare means protecting the rights of adults, including adults at risk, to live in safety, free from abuse and neglect and protecting children from maltreatment; preventing

¹ There is no legal definition of the term "adult at risk" but as the legal definition of a "vulnerable adult" is so narrow and there is recognition that there are many adults at risk of abuse, who would not be deemed to be "vulnerable adults" this policy will use the broader definition of "adults at risk".

impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes;

- The welfare of children and adults, including adults at risk, is paramount
- A child is anyone under the age of 18
- All people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability, age or other factors
- We have a commitment to safer recruitment, see Appendix Eight for further detail. Selection and vetting that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect contact with children or adults at risk Sadler's Wells will undertake appropriate checks
- Working in partnership with children and adults at risk, parents, carers and other agencies where relevant, is essential in promoting their welfare
- Children, parents and carers will be informed of the policy and procedures as appropriate
- All concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately. If the alleged victim is a child this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO), or equivalent. If the alleged victim is an adult at risk this may require a referral to the local Safeguarding Adults Board. In the case of an individual being at risk of imminent harm contact with the police may be required
- We have a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour

This policy covers all areas of our work, including the National Youth Dance Company (NYDC), Breakin' Convention projects, the Rose Choreographic School and Academy Breakin' Convention. These specific programmes will also have additional documents and guidelines for their needs.

The safeguarding policy should be read in conjunction with all other relevant policies and procedures, including Health and Safety, Safe Spaces and Dignity at Work, Social Media, Whistleblowing, Bullying, Harassment and Victimisation, complaints, Data Protection and GDPR, Confidentiality, Equality and Diversity, and Mental Health and Wellbeing.

Code of Conduct

We will seek to keep children and adults safe by:

- Valuing them, listening to and respecting them
- Keeping them at the centre of everything we do
- Adopting safeguarding practices through procedures and policies for staff and volunteers
- Ensuring that artists and companies commissioned and/or presented as part of Sadler's Wells' artistic programme have appropriate safeguarding processes in place
- Providing effective management for staff and volunteers through supervision, support and training
- Sharing information about child protection and protection of adults at risk and good practice with trustees, staff and volunteers

Purpose of the Policy

- protect children and adults who come into contact with Sadler's Wells in the course of its work
- inform our partners, beneficiaries and the general public of our overarching principles in relation to safeguarding
- provide all trustees, staff and volunteers with the overarching principles and procedures that guide our approach to safeguarding

If you are unsure what this policy means, or how it relates to you, please contact the Designated Safeguarding Lead

Scope of the Policy

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance and sets out the responsibilities of those who work for Sadler's Wells, including trustees, staff and volunteers and those who work with Sadler's Wells, including external partners, freelancers and contractors.

We will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For those who work with us, we reserve the right to immediately terminate your contract and, for trustees, to require you to immediately cease being a trustee.

All safeguarding concerns and allegations of abuse will be taken seriously.

Safeguarding Roles & Responsibilities

All those who work for or with Sadler's Wells share the responsibility for safeguarding but there are individuals within Sadler's Wells with specific safeguarding responsibilities. The details of their specific roles are set out in Appendix Five.

Trustee with responsibility for safeguarding:

Clare Connor – Trustee & Chair of the Learning Committee

Designated Safeguarding Lead and Sponsor:

Rebecca Webber – Director of People and Culture
rebecca.webber@sadlerswells.com

Deputy Designated Safeguarding Leads:

- **Joce Giles** - Director of Learning and Engagement
- **Hannah Kirkpatrick** - Head of National Youth Dance Company
- **Shay Rafati** – Breakin' Convention Learning Projects Manager
- **Jean Saliah** – ABC Co-Course Leader

The Designated Safeguarding Lead and the Deputy Designated Safeguarding Leads can be contacted by emailing safeguarding@sadlerswells.com

If not available, speak to the following colleagues who are our Safeguarding Champions:

- **Richard Cross** – Head of Programme Management
- **Becky Leslie** – NYDC Company Manager
- **Waddah Sinada** – NYDC Company manager
- **Suzanne Walker** – Executive Producer
- **Hannah Gibbs** – Senior Producer
- **Mark Smedley** – Director of Operations
- **Hamble Wallace** – Director of Development

Understanding and recognising abuse

The categories of abuse for children and adults at risk are different, see Appendix Four.

At Sadler's Wells we define abuse in its widest possible terms i.e. as treatment that causes harm to a child or adult, including adults at risk. The protection of children and adults is our shared responsibility and if you have any concerns a child or adult is being maltreated, or you have safeguarding concerns about the behaviour of another member of staff or someone working with or for Sadler's Wells, do something about it, by following the flow charts set out below.

Remember

It is better to err on the side of caution and get it wrong than do nothing and then something happens to that child/adult.

Safeguarding Practice

What you should do to safeguard children and adults

You must:

- Be aware of situations which may present risks to children and adults, particularly adults who are vulnerable
- Assess, plan and organise your work so as to minimise these risks
- Always be visible to others when working with children and adults at risk. There should never be a situation in which anyone employed by, representing, volunteering with, or working with Sadler's Wells in any way is alone with a child or adult at risk. Staff should be accompanied at all times by an appropriate individual (e.g. a project worker, relative, carer or teacher) when interacting with children or adults at risk in school or community settings
- Sign up to the safeguarding policy, as a requirement of your contract

For further information see Appendix Eight

The reporting process

If you have a safeguarding concern about a child or adult, or a child or adult makes a disclosure of possible abuse to you, or you have a concern a member of staff, or equivalent, may be abusing a child or adult – **follow the flowchart** and fill in the Safeguarding Concern Form.

Reporting and Responding to Concerns

What to do if you have a safeguarding concern

Flowchart

Staff member has a safeguarding concern about a child/adult, or a child or adult makes a disclosure of possible abuse



Inform the Designated Safeguarding Lead, in their absence the relevant Deputy Designated Safeguarding Lead. If the concern is about any of these individuals inform the Executive Director

You can report a safeguarding concern or disclosure using this [Safeguarding Reporting Form](#).



If necessary the Designated Safeguarding Lead/Executive Director & Co-CEO makes contact with local children's social care, or the local Adults Safeguarding Board, or the Local Authority Designated Officer (LADO) for advice and guidance, if the concern is in respect of the staff member's behaviour with a child.

Escalating Concerns

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed to your satisfaction you should escalate the matter to the Executive Director & Co-CEO and then, if necessary, to the Trustee with responsibility for safeguarding.

If your concern is about a child follow the local escalation guidance set out by the relevant local Safeguarding Children Partnership, see Appendix Nine

Remember

If you are worried do something about it and you will always be protected by the law if you are following the reporting process set out in this policy and you are sharing information in good faith that you think someone is being abused

Supporting Staff

Sadler's Wells recognises that reporting concerns and dealing with matters concerning potential abuse can be traumatic. The Designated Safeguarding Lead will always take this into account and will ensure individuals are offered support as appropriate. Those with designated safeguarding roles will also be given support, as appropriate.

The Employee Assistant Program (EAP) service should be recommended to all staff. If the EAP service is needed for a volunteer, then a request needs to be made to the Director of People.

Safeguarding Training

It is essential that all staff and volunteers understand what "safeguarding" means, who it relates too, how to put protective measures in place and know how to report any concerns. Training requirements are set out in Appendix Eight.

Prevention and risk management

All risk assessments must have a safeguarding component to them. Guidance, where needed, should always be sought from the Designated Safeguarding Lead and remember that safeguarding does not just apply to activities with children and/or adults at risk. Safeguarding applies to all of Sadler's Wells' activity.

For further information see Appendix Eight.

Allegations Against Staff or Volunteers

If a child or adult, including adults at risk, makes an allegation or disclosure against a staff member or volunteer follow the flowchart – report to the Designated Safeguarding Lead who will then decide on what action needs to be taken and whether advice needs to be sought from, or a referral made to, statutory services.

Confidentiality needs to be maintained, with no discussion regarding the allegation with anyone else. It is essential that any investigations are not compromised by staff or volunteers sharing information or attempting to investigate before reporting – this would include asking leading questions to the person making the allegation. It is also essential to maintain confidentiality and not to speak to anyone other than the Designated Safeguarding Lead because there may be a misunderstanding and that person may be entirely innocent.

If a referral needs to be made to a statutory services the Director of People and Culture will make a decision about possible suspension, during any investigation.

If statutory services become involved the outcome of the external investigation will inform the action taken by Sadler's Wells. There may also be an internal investigation, in line with Sadler's Wells Disciplinary policy.

The staff member will be given a staff liaison point for the period of any investigation.

If an allegation is made against a Director or Trustee of Sadler's Wells, the Designated Safeguarding Lead should discuss with the Executive Director & Co-CEO. If an allegation is made against the Executive Director & Co-CEO, the Designated Safeguarding Lead should discuss or Chair of the Board.

Legal Framework

Information Sharing & Confidentiality

You can never guarantee confidentiality to a child, or adult who is deemed to be at risk. Information should always be shared if you think a child or adult at risk is suffering, or likely to suffer, abuse.

The protection of children and adults at risk must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see the statutory guidance on information sharing https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

It is a requirement of the Care Act 2014, which is legislation that covers adults at risk, that there are local arrangements in place for information sharing about adults at risk. For further information see <http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

Serious Incidents

It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as "an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property

- harm to your charity's work, beneficiaries or reputation"²

It is the responsibility of the trustees to report a serious incident. More details can be found on the Charity Commission website

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>

Policy Review and Communication

The safeguarding policy will be reviewed, approved and endorsed by the board of trustees annually or when legislation changes or substantive organisational change. Further information on the monitoring and reviewing of this policy and safeguarding procedures are attached as Appendix Ten.

This policy is posted on Sadler's Wells' website, and associated websites for our engagement projects, and is communicated to colleagues, visiting companies, volunteers, contractors and participating artists through induction.

² <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Appendices

Appendix 1 - Safeguarding Concern Form

You should report a safeguarding concern or disclosure using this [Safeguarding Reporting Form](#).

This form **MUST** be completed for all safeguarding concerns and it should be recorded as close as possible to the time of the incident, if a specific incident has taken place. Details of any concern/incident should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made should state exactly what was said. Do not try and interpret any of the information, or use more general terms. Just record exactly what was said and/or witnessed.

This form **MUST** be kept in a secure and safe place, in compliance with Sadler's Wells *Data protection policy*.

Appendix 2 - Definitions

“Safeguarding” and “Child Protection”

In terms of adults The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “*Working Together to Safeguard Children 2023 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2023 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical

abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is inline with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17 year olds are children, in legal terms.

Adult at Risk

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

There is a significant difference between the terms “adult” and “adult at risk”/“vulnerable adult”. Adults are allowed to make unwise choices and adults can choose if they want to keep any information about them confidential. Adults, including adults at risk can choose not to press charges against an individual who may have assaulted them. These choices can only be overridden by agencies such as the police and social care if it is believed the adult did not have the mental capacity to make the decision in the first place.

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by the local authorities duties under section 11 of the Children Act 2004.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

Regulated Activity

The new definition of regulated activity in relation to children comprises, in summary:

- i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly³

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

The position of trustee of a vulnerable groups' or children's charity is not a regulated activity in itself. It is only if trustees have close contact with these vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check. A trustee of a charity who no longer falls within the definition of regulated activity would be eligible to obtain an enhanced DBS check (but without a barred list check)⁴.

'Chaperone' - refers to an adult being paid specifically to supervise a group of participants.

Appendix 3 - Categories of Abuse

Child Abuse

³https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

⁴ <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#endnote>

The categories of abuse of children are set out in the statutory guidance *Working Together to Safeguard Children 2023* and are as follows:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

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

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter(including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger
3. ensure adequate supervision (including the use of inadequate care-givers)
4. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Although not specifically a category of abuse extremism is something we are very aware of at Sadler's Wells. As set out in *Working Together to Safeguard Children 2023* "Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

For possible indicators of child abuse click on the following link

<https://www.nspcc.org.uk/keeping-children-safe/spotting-signs-child-abuse/>

Adult Abuse

There are ten categories of abuse for adults:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse

- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For details of types of each kind of abuse and possible indicators, click on the following link: <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

Appendix 4 - Roles and Responsibilities (Detailed)

The role of the Trustee Safeguarding Lead:

- Ensure Sadler's Wells has an adequate safeguarding policy, code of conduct and any other safeguarding procedures.
- Regularly review and update the policy and procedures (at least annually) to ensure they are fit for purpose, including learning from any serious incident or 'near miss'.
- Identify possible risks, including risks to beneficiaries or to anyone else connected to Sadler's Wells and any emerging risks on the horizon.
- Consider how to improve the safeguarding culture within the organisation.
- Ensure that everyone involved with the organisation knows how to recognise, respond to, report and record a safeguarding concern.
- Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
- Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service.
- Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults 'at risk'.
- The position of Trustee Safeguarding Lead will always be occupied by someone with direct experience of working with young people who will possess an Enhanced DBS Certificate. This trustee will also have the role of Chair of the Learning Committee.

The role of the Designated Safeguarding Lead and Sponsor:

- Ensure Sadler's Wells has a safeguarding policy and safeguarding procedures in place which are implemented and adhered to across all departments
- Ensure the Safeguarding policy and associated procedures are regularly reviewed and updated (at least annually), in line with legislative and regulatory requirements and best practice, and that related information, advice and guidance is effectively communicated to colleagues in a timely manner
- Act as the first point of contact to colleagues, volunteers, visitors, audience members, artists, creatives, freelancers, children or parents/carers with safeguarding concerns and consulting with,

referring to and working with statutory services, where applicable, and within required timescales

- Receive and collate all safeguarding concerns
- Advise and assist the Senior Leadership Team on issues of safeguarding
- Engage with the Board on issues of safeguarding, as appropriate, including producing a quarterly report for the Board covering all concerns and/or incidents
- Ensure safeguarding record keeping is accurate and secure and having quarterly meetings with the Trustee Safeguarding Lead setting out how Sadler's Wells has discharged its duties
- Ensure all safeguarding serious incidents are reported to the Charity Commission, or equivalent
- Appoint Deputy Designated Safeguarding Leads
- Attend safeguarding training every two years and keep up to date with current legislation and developments in the field of safeguarding
- Ensure all trustees, staff and volunteers receive all appropriate levels of training and are aware of the safeguarding policy, including the system for reporting and support
- Receive and record information from colleagues, who have safeguarding concerns. Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary
- Advise and support all departments in relation to safeguarding risk assessments
- Monitor and report on all safeguarding incidents to SLT

The role of the Deputy Designated Safeguarding Leads:

- Assist the Designated Safeguarding Lead in their role and stand in for them, in their absence
- Ensure Sadler's Wells's safeguarding policy and procedures are implemented and adhered to across all departments
- Ensure that safeguarding policy and procedures, information, advice and guidance updates are effectively communicated to colleagues in a timely manner
- Act as a point of contact to colleagues, volunteers, visitors, audience members, artists, creatives, freelancers, children or parents/carers with safeguarding concerns and consult with, refer to and work with statutory services alongside the Designated Safeguarding Lead, where applicable, and within required timescales
- Ensure safeguarding record keeping is accurate and secure
- Attend safeguarding training every two years and keep up to date with current legislation and developments in the field of safeguarding
- Receive and record information from colleagues, who have safeguarding concerns. Working alongside the Designated Safeguarding Lead, assess the information properly and carefully,

- clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary
- Advise and support all departments in relation to safeguarding risk assessments

The role of Safeguarding Champions:

- Having detailed and authoritative knowledge of safeguarding and child protection.
- Acting as the primary contact for young people, adults 'at risk' or any other adults in the programmes and projects they deliver.
- Ensuring that partners, parents/carers, young people, and adults 'at risk' or any other adults associated with Sadler's Wells are aware of the Safeguarding policy through their communication channels and processes.
- Maintaining an accurate and secure record of any referral, complaint, or concern (even where the concern does not lead to a referral).
- Escalating any safeguarding issues quickly with the relevant Safeguarding Lead or Deputy Safeguarding Lead.
- Supporting colleagues and other parties working with Sadler's Wells to ensure they have appropriate safeguards in place and providing advice and guidance where necessary.
- Promoting safeguarding updates through a number of communication platforms to further support all colleagues and other parties who work with us.

The role of the People Team includes:

- Carrying out appropriate checks on applicants, including DBS checks at the correct level.
- Ensuring that safeguarding policies and practices are a core part of the colleague induction.
- Ensuring that colleagues are regularly trained to an acceptable standard, by establishing and maintaining a training plan/schedule and monitoring compliance with this, taking action to address non-compliance.
- Developing, monitoring, and advising on the implementation of procedures for dealing with allegations against colleagues.
- Managing the progress of allegations against colleagues with the Designated Safeguarding Lead, and other agencies as required.

All Sadler's Wells colleagues are expected to:

- Undertake the relevant training and development to understand safeguarding in their role.
- Implement the Safeguarding policy in their teams and wider projects and understand what to do if they suspect or witness harmful behaviour.

- Establish and maintain an ethos and environment which aligns with our values where everyone feels safe, are encouraged to speak up with any concerns and are genuinely listened to.
- Report any concerns or anything they experience or witness that may not align with our Safeguarding policy, using the outlined process in this policy.

All others who engage with us (such as performers, volunteers, visitors etc.) are expected to:

- Establish and maintain an ethos and environment which aligns with our values where everyone feels safe, are encouraged to speak up with any concerns and are genuinely listened to.
- Report any concerns or anything they experience or witness that may not align with our Safeguarding policy, using the outlined process in this policy.

Appendix 5 - Monitoring and Reviewing Safeguarding

The Designated Safeguarding Lead is responsible for the monitoring, revision, and updating of this policy. On a quarterly basis, the Designated Safeguarding Lead will produce a report to the SLT which provides assurance for the implementation of this policy across the following areas:

- The number of safeguarding concern forms completed in that quarter and from which teams/departments the concerns are coming from and a broad description of what those concerns are
- The number of referrals to external agencies, which those agencies were and what their response was
- How many of the concerns in that quarter are now resolved and how many are outstanding
- A summary of how the organisation is working effectively to safeguard all those that work with/for Sadler's Wells
- Robust processes in place to learn lessons from cases where anyone been seriously harmed, and/or abuse is suspected
- Sadler's Wells is appropriately engaged with relevant external agencies, in terms of safeguarding
- The number of staff that has been trained on safeguarding

In addition to the quarterly report, on an annual basis, the Designated Safeguarding Lead will produce a report which is reviewed and signed off by the SLT and any key findings are reported to the Board. The report has the dual purpose of not only providing assurance but also enabling any themes, common issues, emerging trends and system-wide learning to be identified from across the organisation. Any issues identified through this process where a coordinated and/or system-wide response is needed are captured and monitored through the Risk Register, and where necessary, are escalated to SLT.

Appendix 6 - Reporting & Responding Guidelines

Sadler's Wells recognises the importance in having clear procedures available to enable colleagues to handle situations where an appropriate response is needed to a safeguarding concern.

It is not the responsibility of anyone working at Sadler's Wells, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns, and to share the information/your concerns, following the procedure set out in this policy.

We encourage all parties working with or come through the doors of Sadler's Wells to speak up at the earliest opportunity and raise it with the Designated Safeguarding Lead or relevant Deputy Designated Safeguarding Lead and, where appropriate, the responsible authorities. There are other ways that a concern may arise, including when a disclosure of abuse is made by a child or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously.

You do not have to wait for 'proof' before sharing concerns – where relevant, social care and the police have the role of looking at the evidence and forming judgements about intervention. Sadler's Wells is committed to ensure that anyone sharing a safeguarding concern will be able to do so safely, without fear or reprisal.

If you have serious concerns about the immediate safety of a child, young person, adult, including an adult at risk, and believe any delay poses an imminent serious risk of harm, contact the police. Record the name of the person you spoke to and then contact the Designated Safeguarding Lead or relevant Deputy Designated Safeguarding Lead.

Responding to a concern – The Four Rs

Receive	• Listen to the individual • Take them seriously • Keep an open mind
React	• Stay calm, stay professional • Ask open questions to establish what happened • Don't criticise • Explain the next steps • Contact Sadler's Wells' Designated Safeguarding Lead
Reassure	• "You've done the right thing!" • Be honest about outcomes • Never promise confidentiality – find an appropriate early opportunity to

	explain that information will need to be shared with others, as appropriate
Record	• Make brief notes immediately and keep them secure • Record the actual words used by the individual • Record impartially

DO NOT SEEK TO INVESTIGATE YOUR CONCERN FURTHER.

Your report should include:

- The nature of your concern. The **Who, What, Where** and **When**.
- A description of any visible bruising or other injuries.
- If it is another individual who has come to you with a concern, rather than you seeing something yourself use the exact words they have used and where possible complete the form with them
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion, or hearsay.

Appendix 7 – Safeguarding Procedures

Safeguarding in recruitment procedures

Employees

We will implement pre-employment checks to ensure suitability of individuals working with people and/or groups considered 'at risk'.

An enhanced DBS (Disclosure and Barring Service) check is required for all colleagues of the Learning and Engagement team, this includes Academy Breakin' Convention. In addition, any volunteers or placement student or various other roles in the organisation that may work with children, young people or adults 'at risk' will require an enhanced DBS check. The DBS application process will be facilitated by the People team.

Where a DBS check is a requirement of the role, this will be clearly stated in the recruitment advertisement and a copy of the Safeguarding policy statement supplied with the recruitment information for these posts. In the case of any DBS check, other than a basic check, the results of the DBS check will be considered and discussed before work starts.

Contractors and self-employed people

Those self-employed contractors/freelancers, artists or educators who have contact with children, young people or adults at risk as part of their work at Sadler's Wells should be able to present evidence of a valid DBS disclosure no more than 12 months old. This should be presented, and a record kept of the date and certificate number.

Where such evidence is not available, a new disclosure application should be made. Sadler's Wells can process applications and the cost may be passed onto the contractor.

Working practice prior to Enhanced DBS clearance

If clearance has not been received by the start of work or project, managers should ensure that additional protective measures are taken when the new employee or contractor is working with children, young people/adults at risk or other vulnerable groups. In the interim period, it is essential that if an employee/contractor is working prior to an Enhanced DBS certificate the following control measures should be used:

- The employee/contractor should never be alone with a child/adult at risk. There should always be another member of staff present
- Follow the Sadler's Wells guidelines for working with children and adults 'at risk' in Appendix Two.
- Make sure the person is not in any position which may place themselves or a child/adult 'at risk'.

Safeguarding training

Sadler's Wells will provide suitable safeguarding training and guidance to all colleagues with specific responsibilities in relation to children, young people and adults 'at risk'. This will include:

- Induction training which includes familiarisation with Sadler's Wells' Safeguarding policy
- General safeguarding training to all staff and trustees every three years
- Specialist advice and training for Safeguarding Lead, Deputy Safeguarding Leads and Safeguarding Champions every three years
- Specialist safeguarding training to colleagues in the Learning and Engagement department, Breakin' Convention department and to other colleagues or freelancers where deemed necessary by the Safeguarding Lead

Safeguarding on residential-based activities with children and young people and adults at risk

- Good practice in residential-based safeguarding means:
- Employing services of appropriately qualified chaperones.
- Member of staff available at all times in case of emergency.
Emergency contact phone number given to participants and parents/guardians.
- Undertaking a thorough risk assessment of all residential-based activities to include project schedules, meal times, leisure time and accommodation arrangements. Individual risk assessments to be undertaken when necessary.

- Reminder of residential rules and agreement at the start of every residency
- Ensure accommodation arrangements are suitable to the needs of the group – such as under 18s are not permitted to share with over 18s, and not allocating participants to share mixed gender rooms.
- At the beginning of the child's involvement/contract - securing parental or carer's consent in writing to act in loco parentis, should the need arises at a later time to administer emergency first aid and/or other medical treatment.
- Ensure that if children of mixed genders are to be supervised they should always be accompanied by a male and female member of staff.
- Ensuring comprehensive handbook supplied to young people and their parents/carers to prepare them to residential situation.
- Maintaining an appropriate relationship with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with an adult participant or to share a room with them).
- Ensuring that at residential events, adults should not enter children's rooms or invite children into their rooms. Participants should also not enter or visit other participants' rooms.
- Specific check in time agreed with participants where they must be in their own rooms and a member of staff checks them in.
- Question any unknown adults who enter the premises and attempts to engage with the children.

Performance content for child audience members

Where a performance contains explicit content which may be considered inappropriate for children or young people, it is the Head of Programme Management's responsibility to consult with the Safeguarding Lead and the Executive Team to reach agreement on what guidance should be communicated to patrons and whether there should be any restricted entry.

Children under the age of five are not permitted into Sadler's Wells performances unless otherwise indicated. Some performances are specifically promoted for family audiences, in which case there is free entry for children under 2 where permitted.

Learning and participation events organised by Sadler's Wells

Such events are generally organised by Learning and Engagement, Breakin' Convention, and Programming. Sadler's Wells recognises that making arrangements for the proper supervision of children and adults at risk in particular is one of the most effective ways of minimising opportunities for anyone to suffer in our care.

Sadler's Wells also recognises and understands safeguarding risks to all adults. A risk assessment will be completed for each event at Sadler's Wells by the person or department in charge.

Planning

- Project leads should plan and prepare a detailed programme of activities for the children/adults, including adults at risk, involved in the project.
- Planning should ensure that all children and adults, including adults at risk, should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, parental consent to children joining an organised project. The purchase of a ticket or place on a project shall be deemed to be such consent.
- Parents and carers should be given full information about a project/event, including details of the programme of events, the activities, and the supervision ratios.

Supervision

- Project leads must be satisfied that all adults who work on projects are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, preferably by two or more adults who have a current and verified enhanced DBS check.
- Children or adults at risk must not be left unsupervised at any venue, indoors or out.
- Workers should know at all times where children and adults at risk are and what they are doing.
- For all children and adults engaging in the activities, they must be made aware of Sadler's Well's Safeguarding Policy and what to do if they have a safeguarding concern

Photography and filming

All photographs and film footage of children, young people and adults, including adults at risk participating in Sadler's Wells events will be obtained with the correct permissions; school/parent/carer/individual as appropriate ([Media Consent Form Template](#)). The images will be kept securely, stored in limited access files and used only in accordance with the consent provided. The details of images will be used sensitively and there will be no identifying features, such as name, age, school etc.

Photography and filming in public spaces with large numbers of participants or audience members for example will only be allowed with clear signage to inform the public that if they enter the space, they are agreeing to the possibility of being filmed.

When working with professional photographers/press, Sadler's Wells will always issue written expectations to photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to safeguarding.

Photographers/filmmakers will not be allowed unsupervised access to children or adults at risk.

Working with partnership organisations

On occasion, Sadler's Wells works in partnership with external organisations such as schools, youth groups, community groups or arts organisations. All partner organisations when working at Sadler's Wells will be issued with a copy of the Safeguarding Policy. Each group will be responsible for the children, young people and adults, including adults at risk, in their care and must follow their own Safeguarding/Child Protection policy. The teacher/group contact is the designated responsible person for the participants.

External hires (for any space in Sadler's Wells, Peacock Theatre or Sadler's Wells East)

External hiring organisations and individuals are responsible for the children, young people and adults, including adults at risk in their care and must follow their own Safeguarding/Child Protection policy. We ensure that all external organisations have this in place as a condition of hire.

The teacher/group contact is the designated safeguarding lead for the participants and they are responsible for ensuring compliance with requirements in relation to supervision ratios and chaperones.

Individuals visiting backstage areas as guests of visiting companies/performers

Guests are only permitted backstage with the prior agreement of the Company Manager (and/or Technical Manager/Technical Director) and only if accompanied by a member of the visiting/performing company or a senior colleague. Any visitors/guests must be signed in at Stage Door when they enter the building.

Sadler's Wells does not permit children/infants on or around the stage areas at any time without prior permission.

Child performers

Child performers are occasionally used in Sadler's Wells performance events. There are no age limits for the performers, however there are strict guidelines on the length and number of performances in which they are allowed to participate.

The child must be licensed to perform by the local authority of the area in which they live. The relevant Sadler's Wells team will co-ordinate the engagement and participation of child performers, liaising with the event producer to ensure necessary licences and working conditions are in place.

A child may perform up to four days out of every six months without licence or pay, or if the performance is organised by the school or certain other bodies and the child is not paid. It is the responsibility of the licence holder to provide a suitable adult to act as chaperone for the child. Child performer licences are held at Stage Door and available for inspection by the Local Authority if requested.

Children taking part in performances need to be accompanied by a parent, carer or registered chaperone at all times. The parent / carer / chaperone will be responsible for ensuring the welfare need of the child is met, including the child's journey to the performance, during the performance, and during any intervals or periods of quiet.

A thorough risk assessment of hazards must be undertaken, and suitable precautionary measures must be in place. The Head of Programme Management is responsible for ensuring the event producer (Sadler's Wells or a visiting company) adheres to the following responsibilities:

- Undertake/obtain a suitable risk assessment
- Obtain a copy of the local authority licence for the child/children and ensure compliance by cross checking with any updates to the proposed performance and rehearsal times
- Ensure that suitable security arrangements are in place for the child/children
- Ensure separate dressing rooms are set aside for the child/children
- Monitor rehearsals and performances for risks and hazards to the child/children

Queries relating to children in performance can be directed to Islington Council Access and Engagement Service (AES), 2nd Floor, 222 Upper Street London, N1 1XR Telephone: 020 7527 3747

Email: PupilServices@islingtoncouncil.gov.uk

Relationships at Work Policy

To safeguard participants, personal relationships are not permitted between colleagues and participants of any Sadler's Wells project or programme whilst they are engaged with us. Any concerns must be raised with the People team. Sadler's Wells has a more detailed policy that can be [found here](#).

Missing Persons

A missing person is defined as any colleague, participant or visitor who is absent from their duty, or usual activity, under circumstances that are out of the ordinary and which raise concern for their safety or wellbeing.

The following should be considered and followed:

- Any colleague who notices a missing person must immediately report it to the Safeguarding lead contact or relevant lead manager.
- If the missing person is a performer or contractor, the responsible production lead/ manager must also be informed.
- The Safeguarding Lead or People team will contact the missing person's emergency contacts to inquire about their whereabouts and well-being.
- If appropriate, the security team will assist in conducting an initial search of the relevant premises, if necessary.
- If there is a suspicion that the missing person may be at risk, the Safeguarding Lead or People team may contact the local law enforcement authorities.
- Appropriate support will be provided to ensure smooth reintegration following the return of a missing person.

Information on counselling services and wellbeing resources are made available for Sadler's Wells' colleagues.

Communications/safe social networking

Sadler's Wells acknowledges that social networking sites are a key tool for communication and marketing of its performances and participatory projects and can act as effective recruitment tools for projects and events. However, all colleagues and contractors should limit communication with individuals to official Sadler's Wells phone or email communications channels. Colleagues should not use their personal mobile devices for communication with children or adults at risk unless in an emergency.

Colleagues, or any individual working with Sadler's Wells (including casual workers or freelancers), should not have any current project participant or student as their 'friend' on any of the social networking sites such as Facebook, Instagram and X (formerly known as Twitter). From a child protection and/or adults at risk perspective, direct communication should not take place via personal accounts.

Colleagues should refer to the [Sadler's Wells Social Media policy](#) for more information.

Appropriate and responsible use of Artificial Intelligence (AI) in the workplace and for work activity, should have specific consideration for safeguarding. AI refers to the development or use of computer systems to performing tasks that would typically require human intelligence intervention.

All colleagues must adhere to ethical standards to ensure fairness, transparency, and accountability in decision-making. Data privacy and

security must be protected, and no personal identifying information should be used when working with AI systems. Safeguarding principles should be integrated into AI systems use to protect individuals from harm, abuse, or exploitation.

Data and record-keeping

The People team is responsible for the management of data relating to employees. Learning and Engagement, Breakin' Convention, Programming and other departments engaging colleagues will manage records of DBS certificates for contractors working on projects they have initiated, as well as personal details of children, young people and adults, including adults at risk participating in Sadler's Wells events.

All personal information relating to children, young people and adults, including adults at risk participating in Sadler's Wells' events must be kept securely in a restricted access folder. Personal information will be kept in compliance with the Data Protection Act 1998.

Appendix 8 - External Agencies

Sadler's Wells Angel

Children's social care <https://www.islingtonscp.org.uk>

Safeguarding Adults Board <https://www.islingtonsab.org.uk>

Sadler's Wells East

Children's social care <https://www.newhamscp.org.uk>

Safeguarding Adults Board <https://www.newham.gov.uk/health-adult-social-care/safeguarding>

Appendix 9 - FAQs

1. Who is covered by this Safeguarding policy?

This Safeguarding Policy applies to all individuals engaged in Sadler's Wells activity, globally, including trustees, colleagues, performers, volunteers, contractors and visitors.

2. What is the purpose of this policy?

We aim to have a culture where everyone feels respected and protected. The purpose of this policy is to ensure the safety and wellbeing of all individuals connected to Sadler's Wells through its activities. It outlines our commitment to preventing harm, responding effectively to any safeguarding concerns and creating a safe environment.

3. How can I report a safeguarding concern?

If you have a safeguarding concern, you should report it promptly to the Safeguarding Lead or the relevant Deputy Safeguarding Lead or a Safeguarding Champion. They will guide you through the reporting process and ensure that appropriate actions are taken.

4. What happens after I report a safeguarding concern?

Once a safeguarding concern is reported, it will be taken seriously, and an investigation will be initiated, following the appropriate procedure. Confidentiality will be maintained throughout the process, and support will be provided to all individuals involved.

5. How is confidentiality maintained during safeguarding investigations?

Confidentiality is essential to protect the privacy and wellbeing of all individuals involved. Safeguarding concerns are handled with utmost confidentiality. Information will only be shared on a need-to-know basis, and it will be in line with relevant data protection regulations.

6. What support is available for individuals raising safeguarding concerns?

We are committed to providing support to individuals who raise safeguarding concerns. This may include guidance on available resources, access to advice or counselling through our EAP and referral to appropriate agencies or support services.

7. How often will this policy be reviewed?

This Safeguarding policy will be reviewed annually to ensure its continued effectiveness and compliance with relevant legislation. Any updates or revisions will be communicated.

8. Whom should I contact if I have further questions or concerns?

If you have any further questions or concerns about this policy or safeguarding matters, please reach out to the Safeguarding Lead or Deputy Safeguarding Lead.

You may also contact the People team. They will be able to provide you with assistance and guidance.