

Inclusive

Safeguarding/PREVENT

Safeguarding and Welfare of

Adults at Risk Policy

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Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Introduction to Chickenshed Safeguarding of Adults at Risk/Vulnerable Adults Policy

Everyone over the age of 8 is Vulnerable Adult at various times in their life.

1. Chickenshed believes passionately in an inclusive definition of 'Adults at Risk/Vulnerable Adults' and the need to 'Safeguard Vulnerable Adults' will single out certain perceived categories of individuals as coming under the 'Adults at Risk/Vulnerable Adults' term and certain other groups of individuals as not coming under the term.

Chickenshed believes that this is not necessarily an inclusive perspective and would not wish to separate people in this way by definition.

Therefore though a 'Safeguarding of Vulnerable Adults' would generally apply to individuals over the age of 18 with, for example, 'disabilities' or 'learning difficulties' or various forms of mental illness, the need to oversee and pay attention to the needs of all adults at any time in its activities is a vital goal for Chickenshed to aspire to.

Chickenshed is totally thus committed to the safeguarding of both the 'Vulnerable Adults' for whom a policy is a requirement and individuals who would normally not be represented by the policy – but who at various times may also be vulnerable.

2. It is vital to offer individuals the security of a 'Welfare and Safeguarding Policy' in as sensitive a way as possible. Adults will be extra – sensitive to the need for 'support' as they will have clear views of their own adulthood independence and ability to be proactive in the management of their needs. Chickenshed staff must be aware of these sensitivities.

Some adults over the age of 18 may be aware of the definition of 'Child' as applying to individual under 18 or 'under 25 with special education/learning needs'. These individuals should be reassured of Chickenshed's inclusive approach to such definitions with every adult involved in Chickenshed activities being given the status of adult and being entitled to appropriate support to meet their needs.

3. Adults who see themselves as 'Vulnerable' or are defined by parents/carers or agencies as such will have different ways of communicating information including regarding potential 'abuse'. Their sensitivities may be more acute and any 'disclosure' possibly less clear because of potential additional feelings of embarrassment due to them, as adults, being not been able to sort out problems. Chickenshed staff must be aware of this and again be sensitive if disclosures or partial disclosures occur. However when disclosures are made the processes set out in this policy can be followed.

4. Chickenshed staff should be aware of the role of the parent/carer and the potential relationship to the 'vulnerable' adult. The parent/carer may not be the individual the adult who reports abuse wants to be informed of the situation. This may be due to their feelings about what they want or do not want the parent/carer to know. They are adults and may want more control of this flow of information. The range of relatives, friends, reliable adults and agencies who can support the issue and help with communication needs to be constantly presented and represented so the adult feels in control.

The individual may also wish to have support to communicate information regarding abuse to those closest to them.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Introduction

Chickenshed believes every adult should have access to a safe, creative inclusive environment. Where members are adults it is necessary to ensure that their welfare, care and protection are actively planned for.

The key to planning for the welfare, care and safeguarding of adults is knowledge of the individual adult and his/her needs, experiences, hopes, fears and anxieties. This information will inform all aspects of an adult's inclusive progress, welfare, care and protection.

Chickenshed will ensure that all adults are treated as individuals with their progress, welfare and needs monitored and planned for on an individual basis. This policy will outline the ways in which an adult's welfare and safeguarding protection can be planned for through procedures that emanate from knowledge of the individual adult's needs and inclusive development. The policy and procedures reflect the adult's right in Chickenshed to have their welfare and protection needs met in a genuinely inclusive way which supports their individual, creative progress and development.

The following policy is presented in two sections:

Section 1 addresses the procedures and practices that will actively and positively promote an individual adult's welfare and protection in the context of their progress and development.

Section 2 outlines procedures to be implemented where it becomes apparent that there are concerns about an adult's welfare and possible abuse either outside the theatre in the adult's own social environment or within the activities of the theatre.

Section 3 Outlines general Safeguarding management and oversight factors which Chickenshed takes into account when delivering and developing positive Safeguarding practice.

This policy applies to all individuals who are over 18 and thus classed as adults under UK Law. The policy thus applies to the following groups;

- 1. Students over 18 – in the main older BTEC Further Education students or Higher Education students and/or have been placed with Chickenshed by Schools or Local Authorities with agreement in place.**
- 2. Individuals and Adult Members over 18 years of age.**
- 3. Individuals over 18 years of age from external organisations and agencies visiting Chickenshed for Inreach activity.**
- 4. Individuals over 18 who connect with Chickenshed for 'Tales from the Shed' Early Years work or holiday activity.**
- 5. Youth Members over 18 who are volunteering with Chickenshed for formal organised or informal 'Work Experience'. In situations where external organisations are involved, Chickenshed will liaise with those organisations if needed so that Safeguarding and Prevent Practice and oversight can be shared and maintained.**

Safeguarding and Prevent Policies for both Children and Adults at Risk/ Vulnerable Adults are reviewed annually by Chickenshed's Trustee Board and Chickenshed Trustee Education Committee. The Trustee Board sign off annually on the Prevent Policy and Report as part of their ongoing Safeguarding oversight.

Safeguarding reporting happens regularly at all Management Board and Staff Meetings and the Trustee Board Education Committee. The Education Committee then report to the full Trustee Board.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Section 1

Guidelines to promote the inclusive welfare and protection of adults within Chickenshed

1. **Staff – Adult and Inclusive Support Worker – Adult Ratios** – Chickenshed will ensure that there are very good Staff to Adult and Inclusive Support Worker to Adult Ratios in workshops, rehearsals and performances involving adults of 18 years and over. Staff and Inclusive Support Workers will offer a range of direct and indirect support experiences to ensure adults are able to both progress steadily to managing their own inclusion with as much independence as possible – while at the same time being as “safe” as possible. These ratios will for example, in most cases, exceed the legal 1 adult to 10 adult’s ratio for comparable leisure activities (or 1 to 8 with identified inclusive priority needs).
2. During workshops and rehearsals adults will be supported by:-
 - a) Theatre Group Director
 - b) Workshop/Rehearsal Director
 - c) Specific discipline directors – Music, Dance and Drama
 - d) Inclusive Director for sessional/rehearsal and Inclusive Support staff
 - e) Students, Company and Youth Theatre (16+) members taking on a variety of support and Group Director roles
 - f) Production Department support worker.

Liaison with Parents and Carers

In all areas regarding the welfare, care and provision for adults in their care, parents and carers will be encouraged to contribute information orally, in writing, via the company application form and subsequent opportunities to update information, in order to assist planning. Parents and carers will be made aware of the accessibility of relevant staff for consultation before and after sessions and at other times during the week. They will also be aware of Chickenshed’s desire to treat adults as independently as possible – with adults having the right to as much independence as possible from parents/carers within the activity.

Where there are specific issues related to an adult’s personal care and welfare (e.g. changing, toileting), Chickenshed staff will consult with parents/carers to ensure an adult’s needs can be met in as inclusive and discreet manner as possible. Awareness of procedures and routines used at home will inform procedures and routines to be used at the theatre. Where variations to personal care and welfare need to be made (e.g. in long rehearsals, performances) parents and carers will be consulted.

Chickenshed staff and inclusive support workers will work together when providing for the personal care needs of individual adults – sharing experience and responsibility and encouraging as much independence in the individual adult as possible.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Staff and inclusive support workers will take the lead in managing provision for an adult's individual welfare, care and progress.

3. **Liaison with Adults** – Adults will always be consulted on the provision of their inclusive progress, welfare and care within Chickenshed – with their views informing all aspects of planning. Chickenshed staff and inclusive support workers are very much aware of the need to use as many opportunities as possible to talk to adults about their progress, welfare and care.

4. **Dissemination of Information** – Chickenshed will ensure that information about the inclusive progress, welfare and care of individual adults, which can inform planning and provision is appropriately disseminated to staff and inclusive support workers who are helping manage the individual adult's progress. Meeting structures are put in place to ensure information from parents, carers, adults and staff is disseminated and acted upon while remaining confidential.

5. **Registration Procedures** – Chickenshed will ensure that in workshops, rehearsals and performances, adults are registered on entering a session with immediate information regarding any aspects of progress, welfare and care disseminated to relevant staff and inclusive support workers.

Registration procedures will monitor absence and lateness. In some situations extra registration procedures will be put in place i.e. a fire register prior to entering the space and a register taken within the adult's small group inside the session to ensure group leaders and inclusive support workers can act immediately on any issues concerning the adult's progress and care.

6. Staff will be police checked to ensure the protection of adults. Chickenshed will constantly strive to keep abreast of changes in Police/ Disclosure and Barring Policy & Procedures (See Disclosure Policy and Procedure).

7. Students and prospective students and members of the Youth Theatre or Company members over the age of 16 years will also be police-checked, again to ensure the protection of adults (and also children).

8. Students and members of the Youth Theatre or Company involved in work or training supporting adults under the age of 16 will be made aware of Chickenshed's Adult Welfare Safeguarding and Protection policies and procedures and their own responsibilities within the framework.

In performances Front of House staff will also be available to assist with the welfare of adults where necessary – with Duty Managers assisting in making staff and volunteers aware of the Company's inclusive adult welfare and protection policies.

9. Where an individual member needs support to manage their behaviour this will be done in an inclusive manner with staff and inclusive support workers working together and liaising with parents/carers key workers to encourage the adult to manage their behaviour with as much independence as possible, ensuring their creative contributions can be acknowledged.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

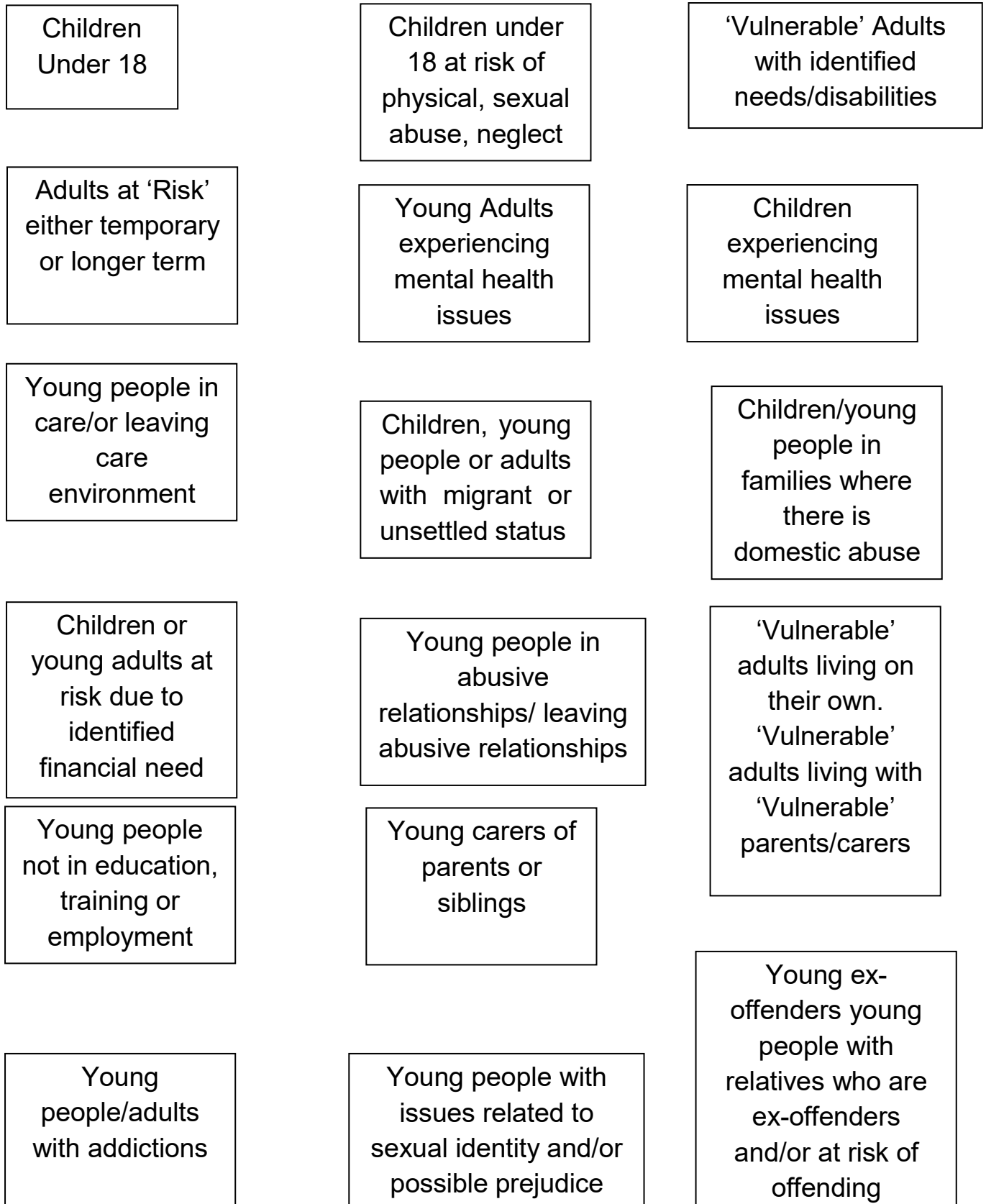
10. Chickenshed will liaise with the Area Safeguarding of Adults Team and the Local Authority on aspects of adult welfare and protection – updating policy whenever necessary. Good practice wherever it occurs within the theatre or elsewhere will be disseminated as a matter of policy so that adults' progress can be supported in as consistent a manner as possible.

11. Adults have a right to expect a caring, safe, secure environment within Chickenshed – free from abuse and discrimination of any sort. Staff who are found practicing such abuse or discrimination will be subject to the Company's disciplinary procedures.

12. Where an adult is acting aggressively towards or knowingly discriminating against another adult he/she will be counselled with a view to discovering the causes of such behaviour and ultimately changing the behaviour. Where such behaviour persists parents/carers would be consulted and the adult's future in Chickenshed would be discussed. In such situations counselling and support for those on the receiving end of aggression or discrimination would be given the highest priority.

Section 2 - Chickenshed Safeguarding/Prevent Process 1a

Why Safeguarding? Some context on Safeguarding/Prevent Importance. Who is Safeguarding for? Who needs Safeguarding and why?



Chickenshed Safeguarding/Prevent Training

Types of Abuse – Vulnerable Adult/Adult at Risk

* Denotes categories which have most referrals nationally

Vulnerable Adult/Adult at Risk (Government Supporting Communities)
1. Sexual abuse
2. Physical abuse *
3. Neglect/Acts of omission (Not given access) *
4. Domestic abuse *
5. Online abuse
6. Emotional/Psychological abuse
7. Self-Neglect *
8. Institutional/Organisation abuse
9. Modern Day Slavery/Trafficking
10. Discriminatory abuse
11. Financial or material abuse *
12. Forced marriage

Note – Please see Appendix One for SCIE explanations and definitions of categories of Abuse – with categories changing or sub-dividing or cross filtering often. Proactive safeguarding/Prevent awareness may need to consider how types of abuse interact and overlap

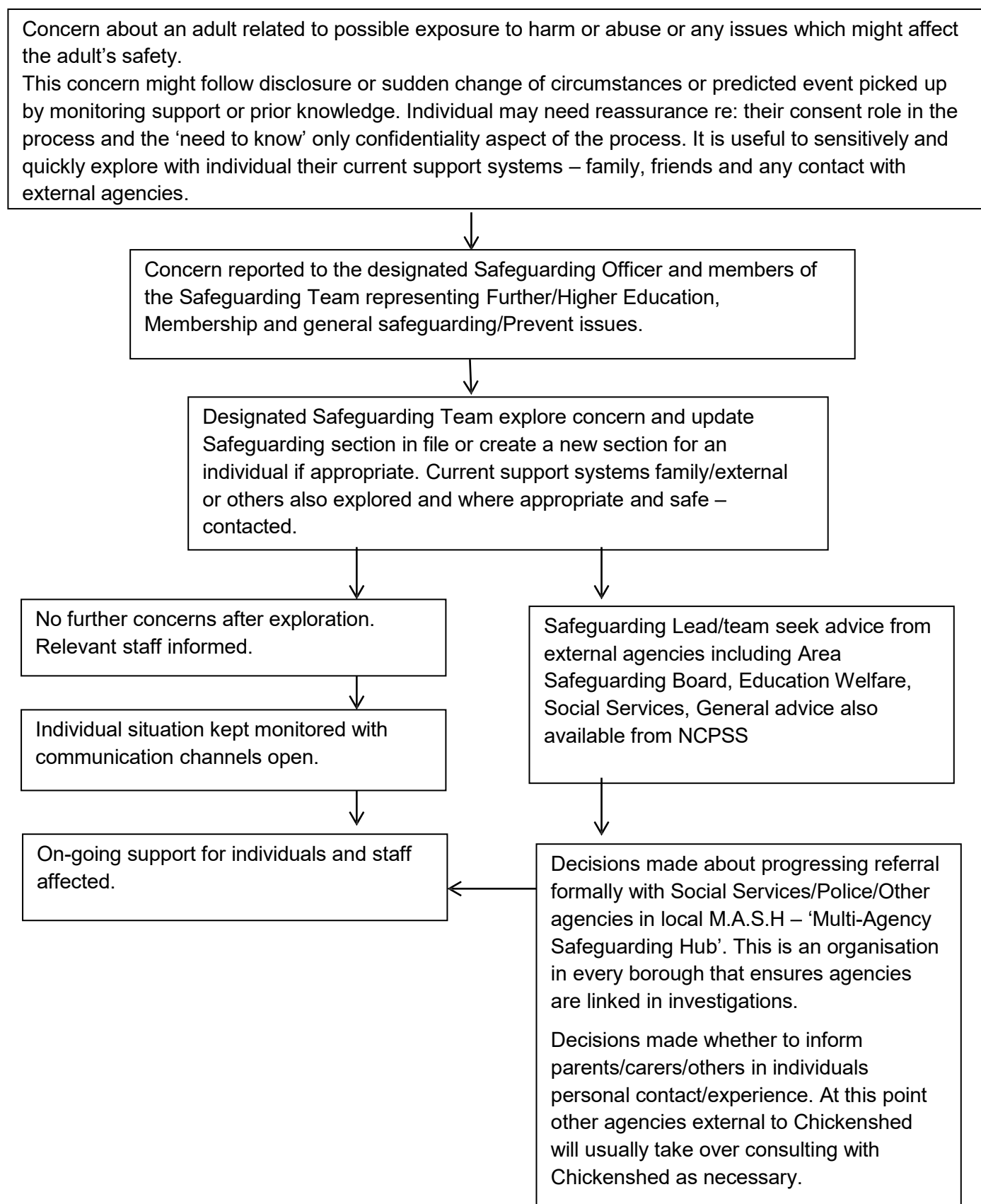
Chickenshed Safeguarding/Prevent Training

What are the main differences between Safeguarding of children and safeguarding of adults at risk/vulnerable adults? Awareness of these differences and crossovers can be particularly helpful when a child 'becomes an adult at 18

Child (NSPCC)	Vulnerable Adult/Adult at Risk
<ol style="list-style-type: none"> 1. Does not need consent to act 2. Disclosure usual way of hearing – current or recent. Not always through, sometimes behaviour is first sign without disclosure 3. More often listened to. 4. Support from others less likely to be resisted. 5. 1989 children Act 'Working Together' 'Every Child Matters' Framework. Keeping Children Safe in Education (KCSIE) Revised 2022 6. Dependent on parents/carers for 'Care'. 7. Privacy and confidentiality not the main concern – though important 8. All children need protecting 9. Reporting process now more often multi-agency MASH – 'Multi Agency Safeguarding Hub'. Local Children Safeguarding Boards (LCSB) 	<ol style="list-style-type: none"> 1. More likely to need consent to act 2. Disclosure more often retrospective 3. Less likely to be discovered 4. Support more likely to be resisted 5. Care Act 2015 provides legal framework 6. Adults normally considered to have mental capacity to make decisions for themselves – with restricted means to override this. Adult has more control. 7. Privacy and confidentiality one of the main concerns and areas of discussion. 8. It has to be proven that an adult needs protecting 9. Reporting to Adult Services Care less likely to be a Multi-Agency approach. Safeguarding Adult Boards (SAB)

Chickenshed Safeguarding/Prevent

Safeguarding of Adults at Risk/Vulnerable Adults Referral Process - steps to taken and decisions to be made.



Chickenshed Safeguarding/Prevent

Vulnerable Adult/Adult at Risk - Potential Signs of General or Specific Safeguarding/ Prevent Related Need and Possible Risk if Abuse

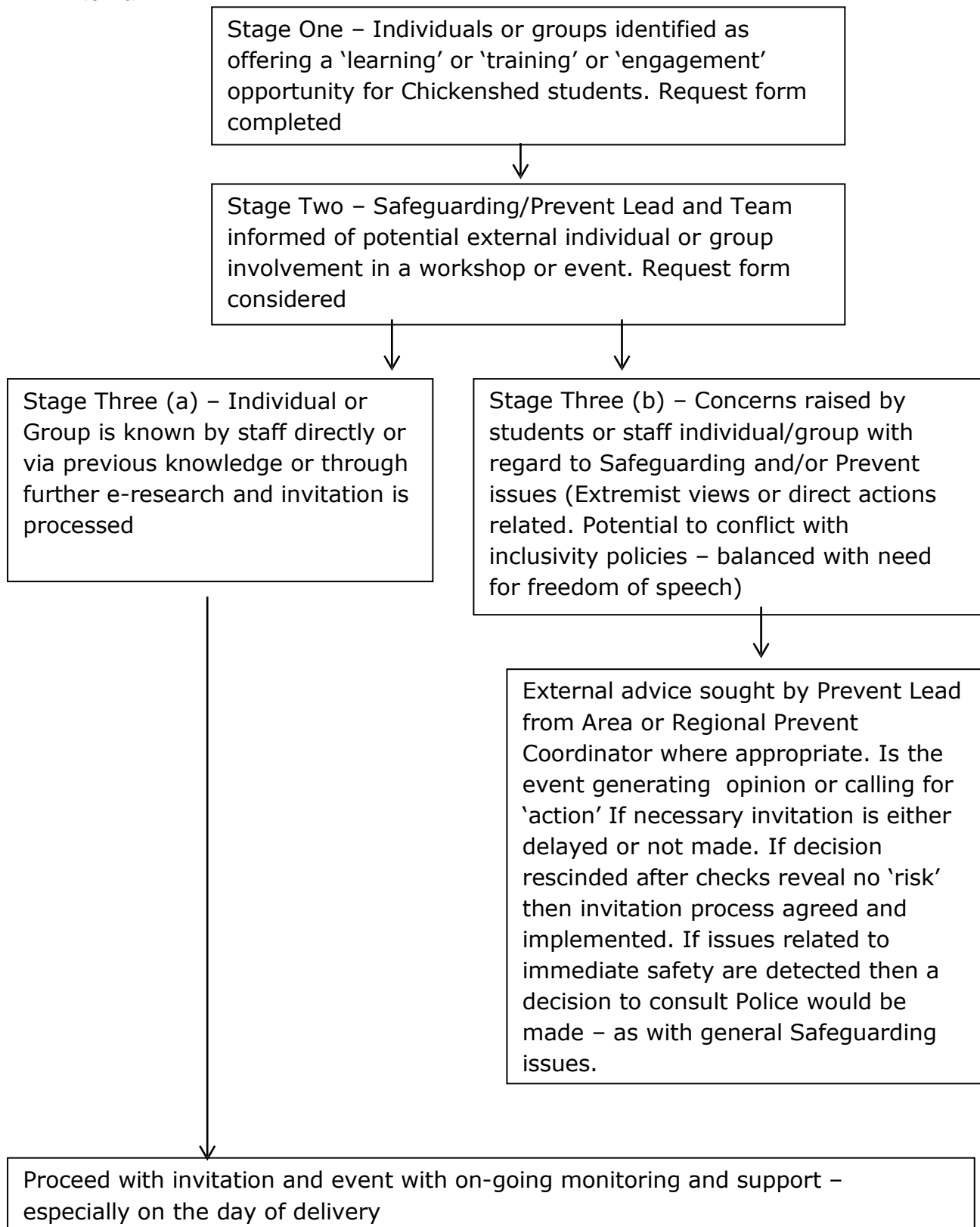
1. Withdrawn behaviour -unusual or unexplained
2. Opting out of Social behaviour that used to be enjoyed.
3. Overdependence on Social Media
4. Irrational or unexplained sudden fear of social media.
5. Lack of usual personal finance and dependence on handouts or loans from friends.
6. Irrational reactions to and possible fear of having new opinions challenged or debated
7. Unexplained, sudden overreaction to social communication and contact previously accepted
8. Sudden unexplained fear of certain known spaces
9. Sudden unexpected changes to belief systems with openings for discussion closed.
10. Sudden changes in family/ Carer behaviour. Secrecy or paranoid behaviour with requests for socialising.

Note – Please also see Appendix One for further signs of specific areas of abuse from SCIE Guidance.

Extract from Prevent section of Chickenshed Safeguarding Policy

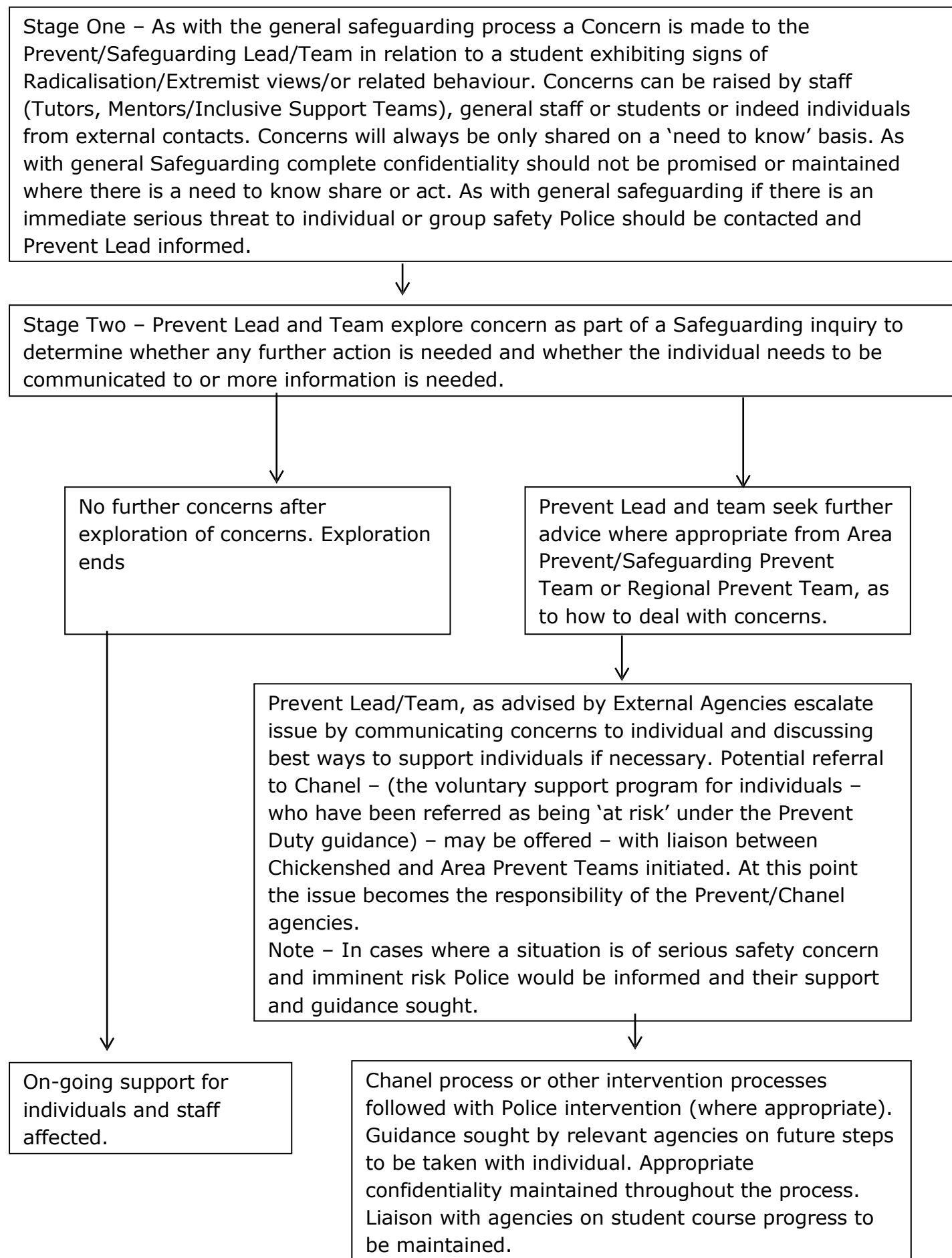
Consultation on External Practitioner Groups/Individuals in relation to Prevent issues (Please also see the Freedom of Speech Policy/Code of Practice on External Delivery Agencies)

External



Extract from Prevent section of Chickenshed Safeguarding Policy

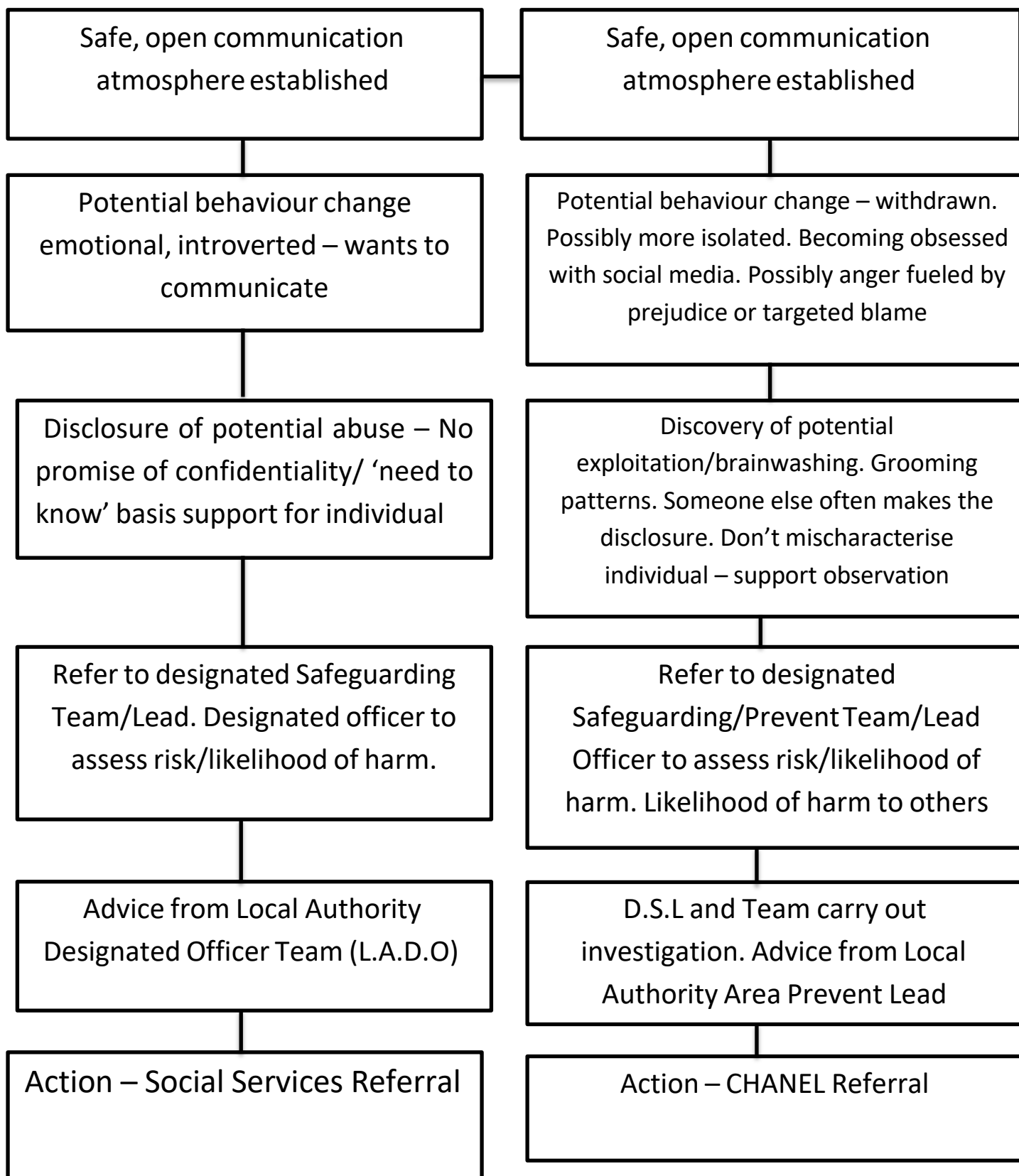
Chickenshed 'Prevent Duty – Decision on Referral Process to Safeguarding/Prevent Team – steps to be take – decisions to be considered.



1a Safeguarding and Prevent Disclosure – Processes Some Parallels and differences for working with adults at risk/vulnerable adults

Safeguarding

Prevent



15 a as of experience can all be factors in Safeguarding. and Prevent need. So practitioners should
be aware of oversight required

(1) Well known
Safeguarding Areas

Disclosures of
Harm/Abuse children
U18 Adults at Risk

(9) Discipline/
Behaviour and
Safeguarding Risk

(7) Progression/
Employability Need.

1. Limited expectations
and opportunities leads
to Safeguarding/Prevent
Risk

(2) Mental Health Need

Safeguarding related to
externally
identified/self-
Identified. Mental
Health Need.
Counselling/Mentoring
Provision (Prevent
Need)

(4) Medical Need
Addiction/Therapy Need
and Risk

(3)
Education/Learning
Safeguarding Need

Damage of past
Education
experiences.
Damage of accessing
support to achieve.
Frustrating of access
(Prevent Need)

**Safeguarding/Prevent
Need Wider Relevance
in Everyday Issues**

(5)
Communication/
Socialising Need

Self-Identified or
externally
Identified
loneliness/
isolation/disconnec
tion (Counselling,
Potential Prevent
Need)

(6) Social Priority
Need

Poverty/Cost of
living crisis.
Inadequate parental
contribution
(Hardship
Support/Prevent
Support)

(8)
Equality/Diversity
Inclusion (EDI)
Safeguarding Need

Damage of
prejudice

Damage of living
with or having to
ignore prejudice
(Prevent need)

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Section 3– Safeguarding/Prevent contexts and processes for Designated Staff and all staff.

1. **Introduction** - These procedures are part of an Enfield strategy to deal with adult abuse, co-ordinated by the Area Vulnerable Adult Protection Committee (Police, Social Services, Health and Education).

This document uses the term 'Adult' to refer to adults and young people aged over 18 years of age.

The procedures indicate the action to be taken if there is evidence or cause for concern that young people have suffered from or are at significant risk of:

- a) Any form of abuse, including physical injury, neglect, emotional abuse and sexual abuse.
- b) Any other significant harm.

Throughout the document, the term 'member of staff' includes all management, teaching and support staff in Chickenshed, both full-time and part-time.

2. **Lead Designated Staff Member and Designated Staff** - staff AT senior management level are designated to act as the people responsible for ensuring that appropriate action is taken in case of abuse. The designated members of staff are responsible for co-ordinating policy and action on adult protection and for informing all appropriate agencies.

3. **Confidentiality and trust**– Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the adult is overriding concern. Suspicion of abuse, or concern that an adult is at risk of abuse although not yet a victim, is sufficient cause to contact a designated member of staff, and the adult should be made aware of the need to do so at the earliest possible stage of disclosure. Young people may, however, wish to involve as few people as possible and every effort should be made to respect their wishes for confidentiality provided this does not prevent any action which is necessary for their protection.

An abused adult formally defined as 'vulnerable' or not may be under severe emotional stress and may feel anxious about taking a member of staff in to their confidence. Care and sensitivity are needed to ensure firstly that the adult feels as supported and reassured as possible, and secondly that s/he understands the need for action which will require the involvement of other staff/agencies.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

4. Action to be taken

4.1 Referral to designated staff

- a) Any member of staff who suspects or knows of abuse to any adult will immediately inform one of the designated staff.
- b) Disclosures to staff may also be made by members themselves who are not necessarily subject to abuse themselves but are aware or suspicious that an adult is at risk in their household. In these cases too, members of staff should pass the information immediately to a designated person.
- c) Information about any case will be confined to the designated staff and executive unless it is in the interests of the adult that other members of staff involved in their welfare are informed. At all times confidentiality will be strictly respected.

4.2 Advice available to designated staff

- a) A designated member of staff may feel that there is cause for concern about an adult, but may wish to discuss the case before deciding whether or not it should be formally reported under Vulnerable Adult Safeguarding Procedures. If the adult is an Enfield Resident, the following Officers at the London Borough of Enfield can be consulted:

The Adult Safeguarding Co-ordinator, Duty Officers in area teams of Social Services or staff in the Police Safeguarding of Adults Protection Unit.

- b) If the adult lives outside Enfield, consultation should be with Social Services in the borough or county of residence.

4.3 Referral to appropriate agencies

- a) Once the designated person is satisfied that there are clear grounds for suspicion or evidence that an adult has been abused, s/he will pass the information immediately by telephone to Education Welfare. Following the telephone referral, copies of the 'Adult Safeguarding Referral Form' or 'Adult Safeguarding Further Education Referral Form' will be sent to Education Welfare, the Adult Protection Co-ordinator (Social Services, St. Andrew's House) and the Education Officer Continuing Education (the latter when concerning BTEC students).
- b) If the adult is resident in another borough, the designated person will refer the case by telephone to the appropriate home-based Social Services team. This will be followed by an 'Adult Safeguarding Form: Referral from LBE', copies to Adult Safeguarding Co-ordinator and Education Officer Continuing Education (the latter when concerning BTEC students).

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

- c) Emergency Referral: In the unusual event of an urgent, possibly life threatening situation in which staff are unable to contact the people specified in the referral procedures, emergency referral should be made to the Police Adult Safeguarding Unit.
- d) The Area Adult Safeguarding Team, Social Services are always available for advice on adult protection issues.

5. Recording information

- 5.1 All records should be signed and dated and placed in the Safeguarding File.
- 5.2 Designated staff will be responsible for recording information about each case and for collecting reports and notes as appropriate. The designated staff should not collect statements from the adult but should ask the member of staff who initially received the disclosure from the adult to record what s/he said.
- 5.3 The records will document every aspect of the case as it develops including grounds for initial concern, where appropriate descriptions of injuries to the adult or any worrying behaviour, records or what the adult has said, notes of any decisions reached, details of telephone calls, copies of referral forms and any information of outcomes from case conferences or other enquiries conducted by Social Services.
- 5.4 Access to records will be confined to designated staff. All records will be kept in a safe and secure place. Records should be destroyed when the person concerned reaches their 18th birthday.

6. REVIEW PROCEDURES

- 6.1 If cases have been dealt with under these procedures, designated staff will meet regularly to review the effectiveness of the process. These questions will need to be addressed:
 - a) How well was the case managed by staff?
 - b) Were the guidelines followed and were they appropriate?
 - c) Did the Company collaborate with the agencies involved in the case and how effective and co-operative were the other agencies in working with the Company? (If appropriate)
 - d) Was the right balance maintained between confidentiality and 'need to know'?
 - e) How did the Company manage the relationship with the adult and their family (if appropriate)?
 - f) Are changes needed in the procedures?
- 6.2 Any recommendations for change in the procedures will be put to the Area Adult Safeguarding Team.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

7. Abuse by Staff

- 7.1 It is essential in all cases of suspected abuse by a member of staff that action is taken quickly and professionally in the interest of the adult's welfare.
- 7.2 In the rare event that any member of staff suspects any other member of staff of abusing a member or student, who is an adult or defined as a 'Vulnerable Dult' it is their responsibility to discuss these concerns with the designated staff except where the suspect is one of these in which case the matter should be referred direct to the Executive.
- 7.3 The Executive will decide on the action to be taken in relation to the member of staff in accordance with the Company's Disciplinary Policy and Procedures. In addition the normal procedures for Adult Safeguarding will be followed.

8. Disclosure of abuse at an earlier age

- 8.1 Members or students of any age may disclose to staff that they were abused as younger adults. If the adult does not want further action to be taken, her/his wishes should be respected. However, where there is reasonable cause for concern that other adults in the discloser's family may currently be at risk, Social Services in the relevant borough or county should be contacted. The adult should be made aware of this requirement at the earliest possible stage of any disclosure.
- 8.2 If the adult wants to pursue the possibility of counselling, they should be referred whether to designated staff (who hold information about external counselling agencies) or to the borough Area Adult Safeguarding Committee, who will be able to provide an appropriate referral.

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9. Staff Training and support

9.1 Training will be available:

- a) to designated staff, to enable them to perform their duties
- b) to other staff, to raise awareness of the procedures and the issues involved
- c) to staff who need to develop skills in relating to adult's, young people and parents in this context.

9.2 Support will be required for staff who have received disclosures; in many cases, this can be a painful and disturbing experience for the recipient, who may in some cases require counselling support. In some situations, staff may feel competent to give the victim their continuing help as a listener until professional counselling is available; in these cases, staff must ensure that designated staff are aware of the situation, that they themselves have support of some sort of appropriate counselling and that they are not drawn into a pseudo-counselling relationship with the discloser.

10. Responses by staff to members/students: some definitions

- a) Information: Usually of a general nature related to basic needs and covering many areas. Direction to further sources of information is usual.
- b) Advice: More specific at a personal level and usually related to family, school/social/economic/financial matters dependent on age. Referral to external agencies, where appropriate, can be made. Information should be related to parents/carers through the directors who have responsibility for the adult's progress.
- c) First Aid Counselling: Also on a personal one-to-one level usually in a situation where confusion and distress can be apparent. The area of major concern is not always initially clear. During the course of investigation it could become evident that specialist professional counselling is essential.
- d) Professional Counselling: Conducted by qualified counsellors bound by a code of ethical practice especially related to confidentiality.

Responses to (a) and (b) can be made by all members of the Company staff (not in training) to the extent of their capabilities and knowledge of the adult concerned. Information should be passed as soon as possible to the appropriate Director of either Education and Outreach or Adults company and Youth Theatre/Membership Director who would be directly responsible for the

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

adult in question and their progress and welfare. The strict bounds of confidentiality are not an integral part of these interactions, although mutual trust and respect are usually present and information must be disseminated strictly on a 'need to know' basis.

Response to (c) should be through the Director who has responsibility for the adult's welfare and progress – except in exceptional circumstances where there is a need for quick action and appropriate staff are not available.

Response to (d) can be made by those with a current full qualification from the British Association of Counsellors.

In all issues which involve additional action to promote the Safeguarding of an individual or group – Directors and Managers should inform the Safeguarding/Prevent Lead Officer through a member of the Designated Safeguarding Team.

11 - Procedures for Protection of Data, Photographs, Recordings and Images of children, young people and vulnerable/at risk adults.

Introduction

Children, young people and vulnerable/at risk adults need to have their data, images and recordings protected appropriately from misuse and Safeguarding breaches whether intentional or unintentional. The parents/carers, families and responsible agencies overseeing care also have the right to be assured of this protection and Safeguarding oversight. Chickenshed's General Data Protection Regulations (GDPR) Policy and arrangements deal with the legalities behind this protection. However the Safeguarding aspects of this protection are covered by this Safeguarding and Prevent Policy as outlined in the following processes in Section 11.1

- 11.1 Processes to Safeguard the data, photographs, film and images of children and vulnerable /at risk adults include the following;
- A. Only designated staff from Education and divisions dealing with children and vulnerable/at risk adults have access to and are able to give permission for any data, photographs, film and images for those target groups to be taken or used for designated, safe, appropriate purposes. Parent/ Carer permission to take, store and use this information as appropriate has been sought at application and acceptance stages and again if any specific, appropriate events require the use and protection of this information.
 - B. All data, photographs, film and images are securely stored in locked and key code protected offices or alternatively in secure data storage electronically protected with regularly reviewed and amended log in and password procedures overseen by ICT and Data Managers.
 - C. Any breaches regarding the misuse, abuse or potential misuse or abuse of children's data and other information by staff or volunteers will make the staff member or volunteer responsible subject to disciplinary proceedings and potential termination of employment and if necessary and where appropriate - referral to the police.
Staff, volunteers, students, adult members and adult youth company members are all subject to

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Enhanced DBS procedures to ensure any historical propensity to misuse of data or images etc is picked up and acted on for the protection of children and vulnerable/ at risk adults.

- D. Chickenshed staff work tirelessly with its children, students, members, vulnerable /at risk adults, volunteers, and all adults to advise, train and disseminate appropriate information on the safe, personal use of data, internet, social media and other areas where personal data, images and information need to be protected for Safeguarding purposes from unrestricted or careless sharing. Children and young people are also made aware of their own responsibilities to treat the data of others including social media interchanges with care and respect.
- E. Wherever possible DBS checked staff and volunteers known to and recommended to Chickenshed are used to take necessary photographs or filmed material. Where external providers are used strict checks are made by Chickenshed managers to ensure that providers negotiate a clear, appropriate brief which is fit for purpose and which limitations are observed under supervision by those managers.
- F. Chickenshed has a Designated Safeguarding/Prevent Team of 6 members who occupy senior staff roles in all organisation areas where data, photographs, filmed material and images of children students and vulnerable/at risk adults are likely to be taken. This provision allows for a quick flow and interchange of advice, guidance and clarification on all potential Safeguarding issues in relation to data, information etc - ensuring an extra layer of safety and care for target groups.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Section 4

General Safeguarding Management Oversight and Training

1. Chickenshed reviews its Safeguarding and Prevent Policies for Children and Vulnerable Adults/Adults at Risk annually.
2. Chickenshed Executive and Management Board meeting have Safeguarding and Prevent issues as an Agenda item with Management Board meeting minutes circulated to the Trustee Board.
3. Chickenshed embed Safeguarding and Prevent training for Staff and Students and Youth Company into regular Staff Meeting, Student Representation and Youth Company meeting cycles. Training couples general safeguarding and Prevent definitions and procedural advice with direct links and connections to Chickenshed's inclusive practice and situation as a Theatre, Further and Higher Education provider, Outreach provider and Youth/Child Community Company.

Home/Education Venue/Chickenshed

4. Chickenshed is very much aware of the need to create and maintain positive, inclusive and adaptable communication channels for the young people and vulnerable/ at risk adults who collectively form the organisation's beneficiary groups. Only with such channels being open, well resourced and responsive will children, young people and other beneficiaries feel confident to communicate safeguarding or potential safeguarding issues whether these occur at home, school, work or even within Chickenshed itself.
Chickenshed maintain high staff/adult to child/ student ratios in order to maintain these positive, open communication channels. Chickenshed also maintain a strong, responsive Mentor/ Support team working closer to beneficiaries to in turn enable those beneficiaries to discuss Safeguarding (including Prevent) issues at an earlier stage of potential advice and support.

Mental Health

5. Chickenshed understand and actively plan and cater for issues where safeguarding and the mental health of beneficiaries are directly or indirectly linked. For teenagers and young adults at risk within Chickenshed activities the connection of mental health and safeguarding issues is always one of the most important and pressing areas of need. Chickenshed provide a network of Mentor, Specialist Mentor and Counselling support systems to enable open, communication channels to be maintained and intensified to respond to this need.

Grooming and Exploitation

6. Chickenshed are very conscious of the multiple threat to safeguarding posed by both adults-grooming children and young people AND older teenagers/young adults potentially grooming younger teenagers. These threats can lead both to more recognised abusive situations across the abuse spectrum, particularly sexual, physical, emotional and online abuse) but also leave younger and older teenagers open to the less known exploitation and gang/drug-related, organised paedophile network abuse prevalent in County Lines, Modern Day Slavery, Prevent and other types of organised abuse with multiple perpetrator networks.
Chickenshed works actively across its beneficiary groups both internally and externally through

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Outreach to educate children and young people in the Safeguarding risks posed by exploitation in its many modern forms. Provision of the wide Mentor/Support staff systems and ratios together with open inclusive communication channels work towards the goals of both preventative advice and guidance and also proactive support if beneficiaries find themselves already exposed to risk. Links to local Multi-Agency Safeguarding Hub (Safeguarding Boards) and Prevent local and regional advisory services (including Channel) are known and ready to be activated in situations of need by Chickenshed designated Safeguarding staff.

Safeguarding Experience, Knowledge and Understanding

7. Chickenshed as a proactive, inclusive provider seeks to minimise and ultimately reduce and eliminate the equality gaps which may occur between beneficiaries from so called "mainstream" and "special" or "discrete" or "separate" education and community backgrounds. Sometimes this difference in past experience and expectations can relate directly or indirectly to differences and gaps in knowledge and understanding of Safeguarding expectations and behavioural and emotional boundaries. This can be particularly in relation to adult - child, adult - young person boundaries and communication and emotional relationship boundaries.

Chickenshed is committed first and foremost as an important part of safeguarding policy to ensure all children, young people and vulnerable adults/ adults at risk are safe and benefit from robust safeguarding support and oversight. Where there are gaps in understanding of safe behaviour and boundaries in any individuals- ongoing consultation and support will be put in place by the Designated Safeguarding team. Also managers working with beneficiaries will accelerate education and understanding and both protect all beneficiaries whilst ensuring that individuals are not placed in positions where they are at risk of blurring or misunderstanding safeguarding boundaries.

External Agencies

8. Chickenshed makes every effort possible to ensure that the external agencies which relate to a beneficiary's past experience of safeguarding issues and interventions at any stage of the awareness, communication or referral process – are consulted and communicated to. This is to ensure further the open, multi-agency approaches to safeguarding are used – and also to acknowledge that a beneficiary's safeguarding issues may well need, or already have, multi-agency involvement.

Online Abuse

Safeguarding of Children and Vulnerable/At Risk Adults and Online Abuse.

Chickenshed is extremely aware of the risks to children, young people and vulnerable/ at risk adults represented by potential and real online abuse. Where individuals are harassed, bullied, groomed online or are exposed to inappropriate material online it can damage both feelings of safety and security with technology and its benefits and also damage an individual's Mental Health and well-being in temporary or permanent ways. Such online abuse can also lead to very real Safeguarding dangers with individuals being potentially coerced and/or groomed to carry out inappropriate, unsafe actions which could put them in physical harm unknown to parents/carers/responsible agencies looking out for their welfare.

Processes in place where potential online abuse of an individual is suspected follow the same general structure for all safeguarding and prevent issues and are set out in section 2 of this policy. Additional issues to be aware of where online abuse situations are discovered through oversight or disclosure are as follows.

- A. The disclosure of abuse or discovery may be vital but should still be treated within good safeguarding practice guidelines in terms of listening without prejudice, not leading disclosure, not promising confidentiality and reassuring the victim.

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- B. Record keeping, as in any safeguarding situation is important and may involve screen shots text messages, social media posts and other virtual records. Individuals may need support to access and communicate disclosure information.
- C. The same processes regarding informing the head Safeguarding Officer and/or Safeguarding Team members for advice, guidance and process information apply as in usual Safeguarding Policy practice. Contacting external agencies or police if an individual appears to be in immediate danger and Safeguarding Team cannot be contacted, would also apply.
- D. Post disclosure protection advice may be needed to block further abuse and the Safeguarding Team may need and take technical advice internally or externally to implement this. Ongoing advice and guidance will be needed.
- E. The need to inform parents/carers and/or responsible external agencies overseeing the care of the individual will be necessary unless the online abuse disclosure relates to these individuals. Advice from the Safeguarding Team will be necessary in order to communicate effectively and safely with those who may need information.
- F. General advice and guidance on following issues of internet safety, security and potential abuse/misuse of online processes will then be needed or reinforced to other groups of children, young people, students and vulnerable adults with Policies and processes also reviewed within the ever-changing online environment.

CHICKENSHED

THEATRE CHANGING LIVES

Section 5

Chickenshed Prevent Policy

As part of Chickenshed's Safeguarding for Children and Vulnerable Adults/Adults at Risk Policy

Chickenshed's Prevent Policy is a subsection of the Organisation's overall Safeguarding Policy Framework. Whilst Prevent Policy and guidelines are more relevant to Chickenshed's Adult and Higher Education Provision – the Policy is also included in Chickenshed's Safeguarding of Children Policy due to the fact that Further Education Students and some members of the Youth Company are under the age of 18 and are thus defined under Safeguarding guidance as Children/ therefore the Prevent Policy guidance sub-section is included in both the Child and Adult Safeguarding Policy Framework.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

Chickenshed **PREVENT POLICY**

1. Introduction

Chickenshed is an Alternative Higher Education provider and FE and Youth beneficiary provider is committed to both enabling its current processes to follow Prevent procedures – but also to maintain Policy contexts for potential future developments. Chickenshed is an inclusive organisation – widely respected for its inclusive policies and practice across its education and theatre arts activities. The organisation aims to follow these inclusive aims in relation to its Safeguarding and Prevent provision.

1.1 Government Policy dictated the need to legislate in order to reduce the terrorism threat to the UK. In 2015 the Government passed the Counter-Terrorism and Security Act which specifically addresses the role of Universities and Alternative HE Providers (APs) and for the first time brings them under direct statutory provision in this respect under the Prevent Duty. Chickenshed is housing its Prevent Duty Policy and processes within its Safeguarding Policy and processes.

1.2 The Act covers a number of areas including monitoring of students the use of IT on campus, the management of premises, as well as the provision of adequate student welfare support. Key Issues covered include:

1.2.1 Risk Assessment

Chickenshed has carried out a risk assessment proportionate to the size and complexity of the institution which will always be under review and formally once a year. This will include satisfying itself and partners that appropriate policies and procedures are in place to help identify and support any individuals who may be vulnerable to issues related to the Prevent Duty and provide clear management oversight of risks. Chickenshed is a small Alternative Provider (A.P.) with 70+ Higher Education students on site. This is the current position and thus as a small provider the strength of our Prevent and Safeguarding provision is in the provision of excellent inclusive support, mentoring and monitoring which is managed and regularly evaluated and strengthened – so maximising the monitoring and sharing of information process and thus minimising risk.

1.2.2 Prevent Policy as part of overall Chickenshed Safeguarding Policy

This Policy constitutes a clear individualised to Chickenshed Prevent Policy which although part of the Company's Safeguarding of Adults 'at risk' policy is best treated as a separate document and represented by a single named person who is the 'Prevent Coordinator' for the organisation. Paul Morrall is the Prevent Lead and LEAD Safeguarding Officer for children and for Adults "at risk". Safeguarding processes are related directly to Prevent processes as concerns which may require investigation, support and possible referral following similar processes with borough Safeguarding Boards/Teams also being the Single Point of Entry (SPOE) for Prevent purposes. 'Prevent' Duty boards in Enfield, (Chickenshed's host borough) come under the Area Safeguarding Board processes with defined 'Area Leads'. Chickenshed would look to these Area Board representatives for guidance where appropriate and also consult with Higher Education or Regional representatives should this prove necessary (See Figure 1)

1.2.3 External Speakers

Chickenshed has clear policies and procedures for deciding how individuals or groups are invited on to the theatre venue to provide learning or training opportunities for students. Individuals with "extreme" views across the political spectrum who may potentially compromise Chickenshed's Inclusive policies and practices would be subject to internal scrutiny prior to invitation with advice sought where appropriate.

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There is a Prevent Risk Assessment and Freedom of Speech Policy/Code of Practice for 'External Delivery Agencies' which cover these invitation and internal scrutiny processes. Chickenshed offers small individualised inclusive HE provision with open clear inclusive support offered to, and asked for by students throughout course work and non-curriculum activity. This open communication relationship between students and students and staff is key to ensuring concerns about 'external' groups/individuals can be raised and supported before, during or after events.

1.2.4 Safeguarding/Prevent Boards – Single Point of Entry (SPOE) Area Prevent Leads and Channel

The 'Channel' program is a voluntary process for people at risk of radicalisation. The process of engagement with the Channel process will be a recommendation where there is significant risk of potential 'Radicalisation' or 'Extremism' with clear expectations for individuals to receive support and benefit from multi-agency working. Chickenshed will regularly update itself on the requirements of "Channel" as part of its Prevent Policy.

For the purposes of this Policy the 'Channel' program is only activated as a potential 'Red' stage process in the Red, Amber, Green risk weighting procedure. Referral to Chickenshed Prevent/Safeguarding Lead, investigation followed if necessary by, referral to Area Prevent Lead and/or Policy – are all stages which precede the more formal and rare Government 'Channel' process. The 'Channel' process is 'usually triggered through Area Lead or Police advisory processes and intervention. Chickenshed would be open to providing information at any of these stages and liaising with all required agencies in this process. (Please see Figure 2)

2.2 Three main counter terrorism strategies relevant to Chickenshed policy have been identified by government as to be covered by the Prevent agenda and processes.

(a) The use of ICT filtering processes as appropriate. Chickenshed has processes in place to satisfy requests for information on these procedures and discuss these with students and staff. (See Chickenshed Prevent Duty Risk Assessment and Action Plan)

(b) Advice by Area Prevent Leads and informal advice from Police agencies/Social Services agencies – Chickenshed has positive Safeguarding advisory links with local police/social services both distance and in person – which are activated when community Safeguarding issues, which affect the Safeguarding of children or adults 'at risk' - arise.

(c) Awareness of the potential targeting of individuals (particularly students) who may be susceptible to grooming by radical or terrorist groups. Chickenshed has inclusive mentor and support systems and extremely positive staff to student ratios to raise awareness of and counter concerns wherever they arise.

2.3 All of these strategies have a direct impact on Chickenshed HE student operations particularly in relation to protecting students from radicalisation/extremist influences. Chickenshed recognises the wide range of anti-equality/inclusion, extremist radicalisation strands which can take place and will act to ensure none of these strands compromise the Company's Inclusive equality agenda or compromise the Safeguarding of our students.

2.4 Currently the law affecting Higher Education Organisations in relation to radicalisation includes:

- (i) The UK Human Rights Act 1998
- (ii) The Race Relations Act (Amended) 2000
- (iii) The Terrorism Act 2000 (Section 1:1 & 1:4)
- (iv) The Anti-Terrorism, Crime and Security Act 2001
- (v) The Prevention of Terrorism Act 2005
- (vi) The Terrorism Act 2006
- (vii) The Counter-Terrorism Act 2008
- (viii) The Equality Act 2010
- (ix) The Counter Terrorism and Security Bill (2015)

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Other Potential Guidance Documents

Additionally there exists a range of policy documents issued from, or in relation to, the Home Office which directly relate to Alternative Providers and universities in relation to the Prevent Agenda including:

- (1) Protecting children and young people from Radicalisation. The Prevent Duty (D.F.E 2015)
- (2) Promoting Good Campus Relations (Universities UK/Equality Challenge Unit) 2005 & Institutional Imperative Update 2007.
- (3) Religious Observance in Higher Education. Equality Challenge Unit 2009. (Chickenshed does not at present have direct facilities for religious observance (eg prayer rooms/chapels/chaplaincy etc. These have not been indicated yet as a need by our Student Engagement processes. Should this provision become a future need. Chickenshed would, at present, seek permission for our students to use partner facilities. We would buy this process in for our students to use education partner venues and access partner policies for this. There are no plans or resources at present to organise prayer rooms/chapels etc. within theatre grounds.
- (4) HM Prevent Strategy 2011.
- (5) Prevent, Police and Universities: Guidance for Police Staff to Help Higher Education Institutions Contribute to the Prevention of Terrorism. ACPO 2012.
- (6) Working together to Safeguard Children and Young People (HM Government 2015)

3. The Prevent Agenda in Chickenshed

3.1 The Prevent agenda is led in Chickenshed by the Prevent Lead reporting to the Executive who is the single named person titled 'Prevent Lead' (PL) as required by the 2015 Act. This post holder liaises with the wider Safeguarding Team, Executive Management Board and Support/Mentoring Team together with all staff who work with students. This staff member will deal with immediate risk assessments in conjunction with advice from partners, Area Prevent Boards or representatives from Police where necessary or appropriate. The Prevent lead will also facilitate training in Prevent processes either through attending training and cascading information or organising training engagement for staff.

4. Student Representation Processes

4.1 Student Representatives look to Higher Education staff to be responsible for protecting students in the Theatre from exposure to dangerous or radical bodies who may affect the inclusion of students. The overall control of access lies firmly with Chickenshed in the final instance and any student body is specifically subject to Chickenshed's Prevent Policy. The student representative body at Chickenshed is the 'Student Experience Committee' who have direct access to support and staff advice and training on all issues, including Safeguarding and Prevent.

4.2 Students are asked to follow specific policies related to Safeguarding issues including Prevent, this to include on-line activities. Students will be enabled to safely report extremist activities that e.g. legitimise terrorism or any form of anti-equality, anti-inclusion activity and help Chickenshed to maintain awareness of such activity or issues. Students will have a direct working relationship with the Prevent Lead and Safeguarding staff. To enable this key process and cross-university working relationships, Students will receive and discuss Prevent information both as a Student Experience Group and in the wider student body. This is to enable safe respectful and open communication on all Safeguarding, including Prevent, issues and concerns – with this being an important aspect of the culture of inclusion within the organisation.

4.3 In order to ensure student protection therefore Chickenshed requires that the Student Experience Group acting with the University complies with the following:

4.3.1 Access and Control

(i) No presentation performance artistic, spiritual or philosophical event hosted by students (internal or external) may be permitted unless cleared by Chickenshed and the Prevent Lead following the Freedom of Speech/Code of Practice 'External Delivery Agencies' document.

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(ii) Any student group wishing to host such an event will speak to the Prevent Coordinator for consultation, detailing participant/organiser/performer/speaker history and background and purpose of the event.

(iii) The Prevent Coordinator will, as part of Due Diligence action a check on all events, and proposed performers, groups, speakers using prior knowledge or if appropriate advice through the Red Amber, Green/Single Point of Entry (RAG/SPOE) processes. External Agencies will be asked to provide advice and guidance, where necessary, (eg if the past history and background of the participant is unclear or not known to Chickenshed)

(iv) External bookings for conferences, hospitality and/or academic speakers are treated in the same way thus ensuring that Chickenshed knows at all times who is at the Theatre and why, in compliance with statutory Prevent legislation. At present, these bookings are not an issue and staff and students often discuss and agree potential external invitations which are usually to well-known performance practitioners or for specific productions. However, clear Policy is in place for use, as appropriate, to avoid complacency.

(v) Chickenshed follows regular Higher Education partner practice in that; No specific religious, spiritual or philosophical groups may form societies if identified with a single denominational or sectarian perspective. No such groups exist at present in our small Higher Education cohort. Specific churches, mosques, etc., would not become a society as these would be in competition with generic student groups/representative groups. External leadership to a society is not permitted. Chickenshed, at present, has not had an issue with groups requesting separate set-up. However this policy would be updated if such requests come forward.

(vi) All speakers/groups addressing students or staff dealing with artistic religious, spiritual or philosophical issues (who have been RAG/SPOE vetted and approved through consultation with Prevent Lead) must comply with 'Freedom of Speech/Code of Practice' practices as must all students within Chickenshed inclusive Policy and practice processes.)

(vii) Any contentious or security issues that might affect the safety of staff or students or the reputational integrity of Chickenshed are referred to the Prevent/Safeguarding Lead, Director of Education and Outreach.

5. Matters of Concern or Instances Requiring Immediate Response

5.1 In the event of a staff member, student, volunteer or member becoming concerned by an event, occurrence or person at the Theatre; they will, in the first instance, inform their line manager/Director who will then contact the Prevent Lead. The Prevent Lead will assess the situation and, in consultation with the Safeguarding team and Executive, make a decision about the seriousness of the situation documenting process and gathering evidence as needed and storing securely and confidentially.

5.2 If necessary the Prevent Lead will then contact the appropriate Area Prevent Lead and/or Police representation dependent on the severity of the situation, in consultation with the Executive. The Prevent Lead, having contacted the agencies, will then copy emails and relevant documents, including timelines and a narrative of events from the staff concerned and hold them in the Safeguarding/Prevent file for reference which is confidential and kept secure.

5.3 If there is grave or immediate concern of danger to life, individuals would call 999 first and then inform the Prevent Lead.

6. Advanced Referral – Police and 'Channel'

6.1 The Prevent Lead will maintain the primary link with the Area Prevent Team/Board, the Police and other agencies. Under the 2015 Act universities are required to provide information and cooperate with locally appointed Channel panels that may be assessing the needs of at risk students. The Prevent Lead will action any such request with Area Prevent Lead/Police consultation. S/he will attend all meetings, training and briefing events offered by statutory agencies in this regard and be primarily responsible for maintaining Chickenshed's statutory Prevent response, under the authority of the Executive.

Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

8. Staff Training and Awareness

8.1 Prevent and Safeguarding Training is an important priority aspect of Chickenshed's response to the Prevent Duty – with different levels of training needed for staff with direct or indirect contact with students and vulnerable groups. Training and advice for students as part of this process is also important to enable them to be proactive with their understanding and awareness. Students should engage in debate and workshop activity to extend, deepen and test this understanding.

8.2 The Prevent Coordinator will attend training events and briefings for Prevent Development as appropriate and will brief relevant staff and student groups.

8.3 Training, review and specific briefing are key components of the Prevent agenda and are a central part of the Prevent. In this regard:

- Staff will be trained on an on-going process so that specific training can be delivered to individual staff bespoke to their needs in accordance with statutory requirements. Groups to be trained include Executive/ Management Board, Higher Education (Further Education) Course teams and Inclusive Support/ Mentor Teams plus student experience group and students. This list is not exclusive.
- Training will need to be refreshed each year or earlier to ensure currency and to take new developments into account.

9. Requests from the Police/Security Services and the Sharing of Information

9.1 All such requests are handled by the Prevent Lead, Executive and Building Manager (representing the Management Board) in accordance with current legislation. The Prevent Lead is informed of any 'Prevent' relevant information requests. There is however a duty under the 2015 Act requiring the sharing of information, under specific circumstances, in relation to multi-agency forums including Channel and the Home Office HE/FE Prevent Coordinator. When considering sharing personal information Chickenshed will take account of:

9.1.1 Necessity, Proportionality and Confidentiality

Key to determining the necessity and proportionality of sharing information will be the professional judgement of the risks to the individual concerned or the public as advised by the Prevent Lead/Safeguarding Team after consultation where necessary the area with Safeguarding Board and/or Area Prevent Lead.

9.1.2 Consent

Wherever possible the consent of the person concerned would be obtained before sharing the information.

10. Risk Assessment

10.1 Risk Assessment is actioned through constant monitoring by Chickenshed in terms of external access and by referral and review. Additionally Chickenshed Risk Assessment issues, are to be kept under constant review and reported on at least annually to the Executive/ Education/ Artistic Management Board. The Prevent Lead is also to maintain a research link to Area Prevent Lead guidance to establish best practice and emerging risk in this regard. Safeguarding and Prevent are to be kept as regular agenda items for Chickenshed management meetings with senior staff including Executive and Senior Higher Education staff.

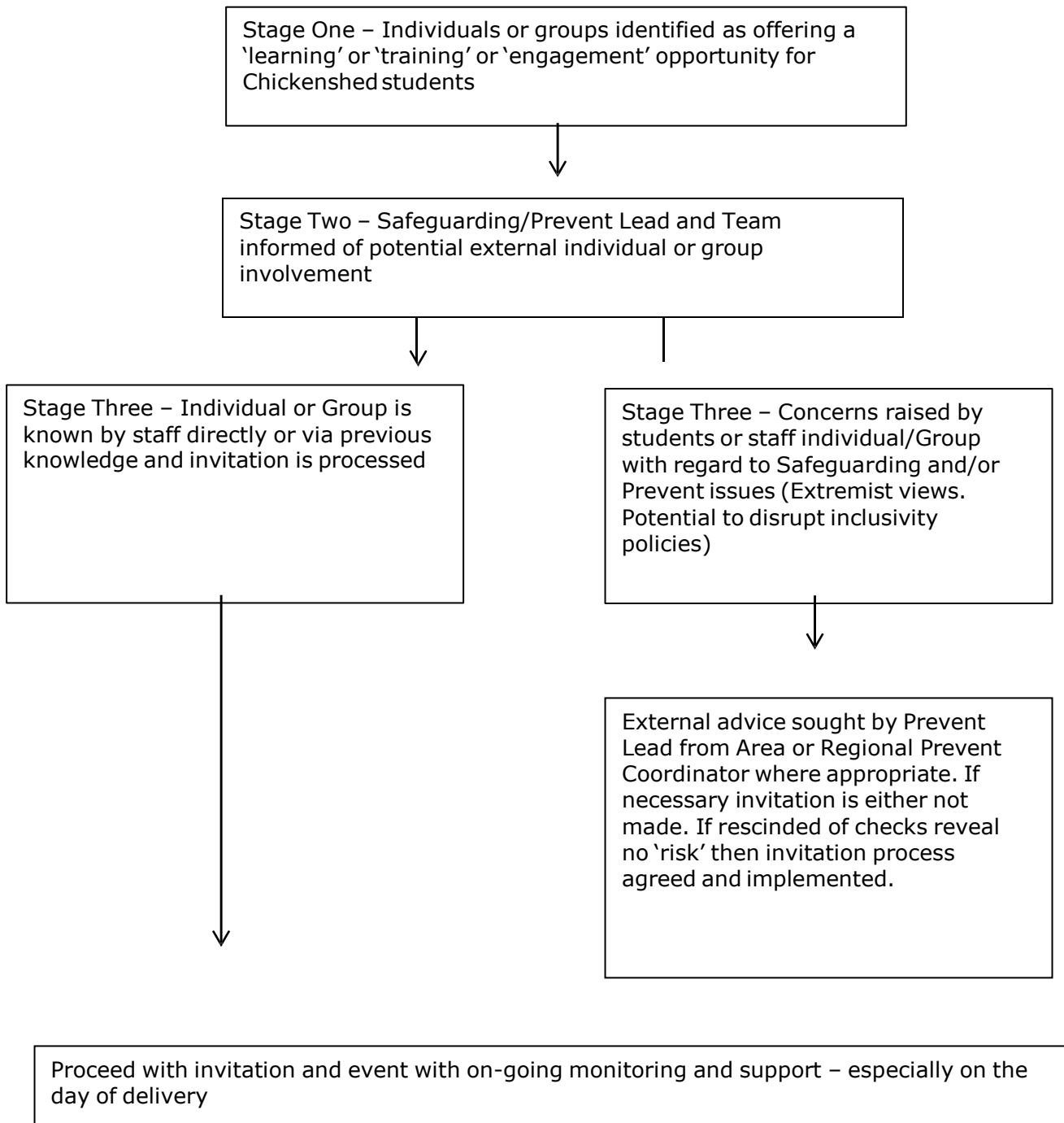
Chickenshed Inclusive Safeguarding of Adults at Risk/Vulnerable Adults Policy

11. Policy Review

11.1 The Prevent situation in terms of both statutory regulation and emerging risk factors, is changing rapidly. It is essential therefore that this policy is kept under constant review by the Prevent Coordinator and brought back to the Executive and Education and Artistic Management Board on at least an annual basis for formal review.

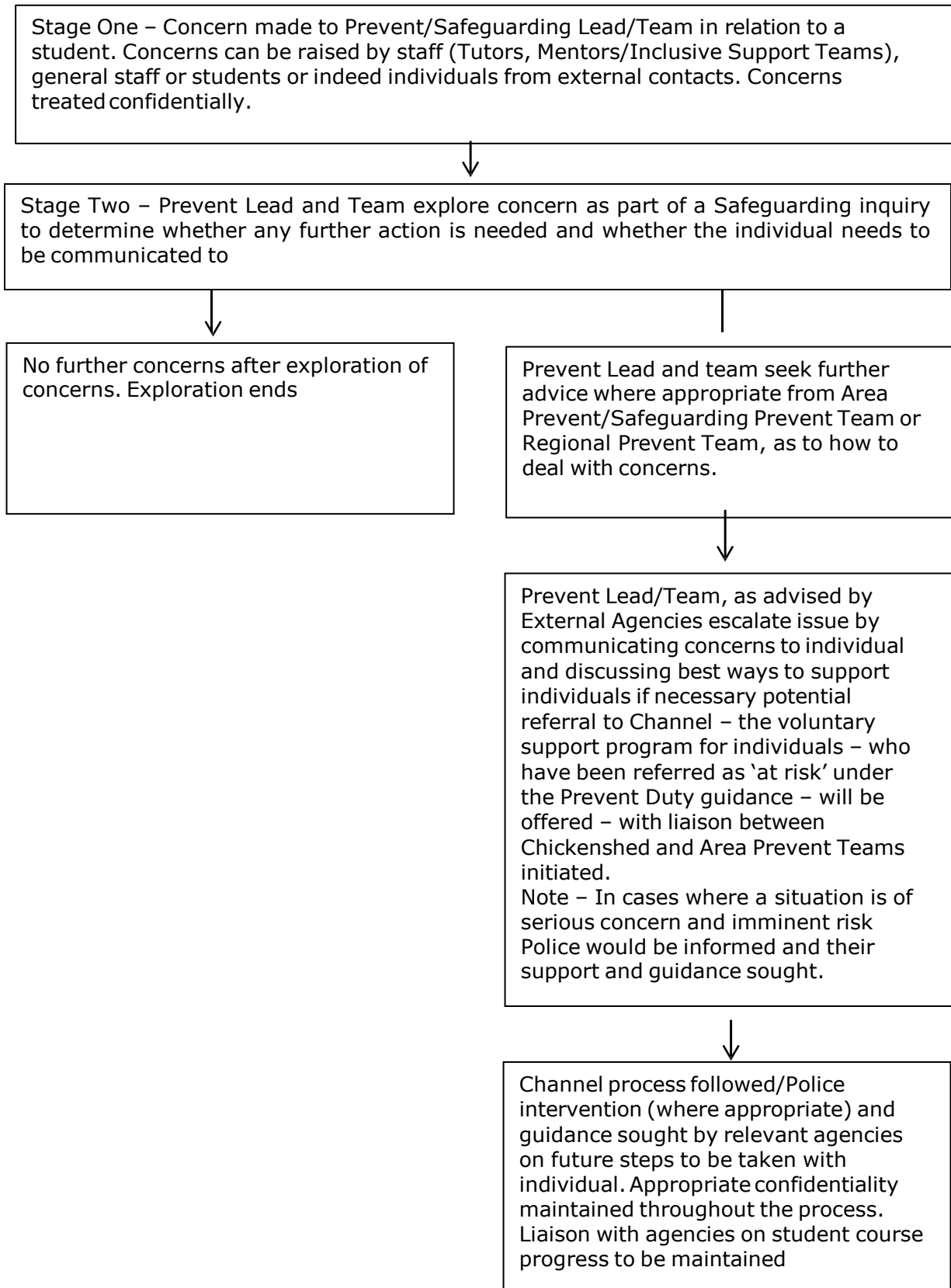
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Figure One – Consultation on External Groups/Individuals in relation to Prevent issues (Please also see the Freedom of Speech Policy/Code of Practice on External Delivery Agencies) External



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Figure 2
Chickenshed 'Prevent Duty – Decision on Referral Process



Chickenshed Signs of Potential Safeguarding Concern/Path to Abuse, Neglect or Barriers of Development to Regular Milestones

1. Sudden or prolonged difficulty in communication with individual and/or home
2. Prolonged absence or very intermittent attendance
3. Sudden and prolonged need for an individual to isolate themselves even within a group.
4. Obsessive Social Media behaviour or need or fear (Radicalisation, Sexual grooming, online bullying or exploitation)
5. Sudden possible over dependence on an adult or older young person - unexplained. Unusual demands. Potential grooming.
6. Repeated lateness of pick up time or bringing in with patchy reasons
7. Prolonged unexplained shortages of money and signs of lack of care. Prolonged unexplained access to larger sums of money.
8. Sudden unexplained long breaks from Chickenshed activity through holiday.
9. Sudden unexplained or not realistically explained changes in behaviour or attitudes or language. Potential exposure to inappropriate behaviour from others or inappropriate material.
10. Unexplained or possibly unreasonable requests not to mention something to family or "hide" something from family.
11. Over dependence on / access to substances
12. Sudden signs of an individual being over-controlled in a relationship. Or being over controlling.
13. Signs of vulnerability due to change in personal or family circumstances.
14. Signs of vulnerability around creative themes or subject matter.

Section 6 - Chickenshed Safeguarding Advantages and Extra Focus Areas of an Inclusive Approach

1. Team Approach.

Team Teaching, Team Mentoring, Team Support, Team working Approach Team

Safeguarding oversight better than Single oversight

2. Inclusive support from beneficiaries.

Who notices what first? Chains of oversight

Peer to peer Safeguarding

3. Communication

Child, Youth and "Vulnerable/At risk adult voice"

You can most easily safeguard what you hear and see.

Open channels of communication and expression make Safeguarding clearer and easier

4. High Expectations vs Awareness of differences in experiences.

Experience can be limited generating naivety with boundaries.

5. Mixed Age Groups

Extra focus area.

Extra layers of support both for staff and from staff.

6. Everyone's Responsibility

Safeguarding is a "Direct" and "less direct" (not indirect) responsibility for all staff.

7a Comparison of Safeguarding Need or Comparison of Vulnerability

Area of extra focus

Inclusive environment can lead to a "how can my issue be important in comparison to his/her issue" question.

So individuals may keep an issue hidden.

7b The opposite of 7a also can exist. The availability of care, mentoring, support can occasionally lead to "need envy". That in itself can be another level of need.

8. Theatre, Performing Arts and Safeguarding

Whether Theatre allows for mental "escape" from a situation OR it allows for a parallel life situation to be explored OUTSIDE the individual - Or both -

Theatre can lead Safeguarding practice in the same way we believe it can lead other aspects of the curriculum.

WHISTLEBLOWING: POLICY & PROCEDURE INCLUDING SAFEGUARDING AND PREVENT RELATED WHISTLEBLOWING PROCESSES

POLICY

The Company encourages a free and open culture in its dealings between the Executive, employees and all people with whom it engages in business and legal relations. In particular, the Company recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the Company's success ensured. This is particularly relevant to concerns related to Safeguarding/Prevent Policy breaches which it is essential to communicate as and when they occur and whomsoever they may involve.

This policy is designed to provide guidance to all those who work with or within the Company who may from time to time feel that they need to raise certain issues relating to the Company with someone in confidence or in relation to Safeguarding/Prevent either with Designated Team members or Managers who can communicate with this team.

PROCEDURE

1. This policy will apply in cases where employees genuinely and in good faith believe that one of the following sets of circumstances is occurring, has occurred or may occur within the Company:

- That Safeguarding/Prevent abuse issues or events have occurred or suspected to have occurred or where there has been disclosure of abuse or potential abuse.
- That a criminal offence has been committed, is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation he or she is subject.
- That a miscarriage of justice has occurred, is occurring or is likely to occur.
- That the health and safety of any individual has been, is being or is likely to be endangered.
- That the environment has been, is being or is likely to be damaged.
- That information tending to show any matter falling within any one of the preceding points has been, is being or is likely to be deliberately concealed.

While it is not necessary that employees prove the breach or failure that they are alleging has occurred or is likely to occur, and are simply raising a reasonable suspicion, they should note that they will not be protected from the consequences of making such a disclosure if, by doing so, they commit a criminal offence or if they make the disclosure motivated by a reason which is proven to be not in good faith and to be malicious and motivated by a personal self-interest and possibly vexatious.

2. If employees wish to raise or discuss any issues which might fall into the above category they should contact the Safeguarding Team H.R. Administrator or in his or her absence or in any other circumstances the Theatre Manager, who will treat the matter in confidence. In such cases it is likely that further investigation will be necessary and employees may be required to attend a disciplinary or investigative hearing as a witness. Appropriate steps will be taken to ensure that their working environment and/or working relationship are not prejudiced by the fact of the disclosure.

In the case of a Safeguarding concern the Safeguarding Lead and your Line Manager should be contacted and the Safeguarding Lead will advise on recording of concerns if there is a disclosure and will discuss suspicious in a confidential manner. In the event a child or vulnerable adult is in immediate danger – it may be necessary to call the Police or Social Services. The Lead Safeguarding Officer and Safeguarding/Prevent Team can advise.

3. If employees reasonably believe that the relevant failure (one of the set of circumstances listed above under Clause 1) relates wholly or mainly to the conduct of a person other than their employer or any other matter for which a person other than the Company has legal responsibility, then they should make that disclosure to the relevant Safeguarding Team Member, Manager and/or HR representative. (If the whistleblowing issue is not related to Safeguarding)

Also employees may make such a disclosure to <http://www.pcaw.co.uk/>, the leading authority on public interest whistleblowing, if they consider that it has an interest in the matter and, despite the best efforts of the Company, employees believe that disclosure within the Company is inappropriate or has been unsuccessful. Disclosures made to employees' legal advisors in the course of obtaining legal advice will be protected.

In the case of a Safeguarding/Prevent issue – the appropriate external Safeguarding Prevent Area Board/Safeguarding Hub can be contacted if there is a concern that the issue is not being heard or dealt with appropriately.

4. Employees should be aware that the policy will apply where a disclosure is made in good faith and where you reasonably believe that the information disclosed and any allegation contained in it are substantially true. If any disclosure is made in bad faith (for instance, in order to cause disruption within the Company), or concerns information which employees do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of the Company's Disciplinary Policy & Procedures. In the case of a Safeguarding/Prevent disclosure the 'bad faith' use of such a disclosure is also relevant. However it should also be noted that the Safeguarding of children, young people and vulnerable/at risk adults is the overriding primary concern and so, when in doubt, the employee should err on the side of safety and report concerns for discussion with Safeguarding Lead or Team – who can advise on the viability of concerns and also advise on next steps. If their concerns involve another employee Chickenshed has a duty to protect employees making or reporting disclosure – from any repercussions associated with their 'good faith' reporting.

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Chickenshed has a designated Safeguarding/Prevent Team of six managers who cover all areas of the organisation's activity.

Safeguarding Officers

Our Safeguarding Officers lead on ensuring the safety and wellbeing of our learners. If you are experiencing abuse, violence, bullying or neglect – or if you know of someone who is – talk to us.



Paul Morrall— Safeguarding Lead & PREVENT Officer
Director of Education, Training & Outreach/Mentor Support Team



Jojo Morrall— Deputy Safeguarding Lead & PREVENT Officer
Head of Education & Mentor Support Team



Matthew Lyons—Head of Young Company



Charlotte Bull—Borough Link Manager



Michael Bossisse—Creative Producer/BTEC 1 Tutor/
lead Mentor/Support Mentor Team



Fiona Carey—Creative Producer/BTEC 2 Tutor/
Support Mentor Team

Safeguarding Officers Continued



Lauren Cambridge—BTEC 1 Tutor/Support Mentor Team/Artistic Staff



Ashley Driver—BTEC 2 Tutor/Support Mentor Team/Artistic Staff



Elle Morton—Children's Theatre Director



Georgie Jacobs—Children's Theatre and CKC Creative Producer



Gemilla Shamruk—BA Tutor/Support Mentor Team/Artistic Staff



Sarah Jones—Support Mentor Team/Artistic Staff

Section 7 - Virtual Delivery to External Organisations and Beneficiaries

Appendix for Chickenshed AND Safeguarding of Adults at Risk/ Vulnerable Adults Policy

Chickenshed Guidance for Working Virtually/ Remotely with Outreach Groups and Beneficiaries

Introduction

In general the Safeguarding steps which Chickenshed takes for working live, in person, with external beneficiary groups, either in their venues or at Chickenshed should be reproduced as far as possible when working virtually with these groups. The inclusive care oversight and communication channels which are arranged for beneficiaries in person should be arranged for beneficiaries in virtual situations. For the most part though there will be an external organisation Chickenshed will be liaising with when delivering activities and this organisation will, in the vast majority of situations, have it's own Safeguarding strategies and mechanisms which Chickenshed will need to link up with and adhere to. Where it becomes obvious that an organisation does not operate sufficient Safeguarding oversight policies and procedures a decision should be taken as to whether the activity can run under Chickenshed's own Safeguarding policy and processes. If not a further decision as to whether the activity should go ahead or be cancelled in light of potential Safeguarding risk should be made.

Issues for Safeguarding oversight for delivery of Outreach activity to external beneficiary groups would include the following;

1.External Delivery Situations

Chickenshed teams delivering the external virtual activity should be aware of and plan for the type of virtual delivery situation they are managing.

A. A situation where the Chickenshed delivery team is in one place and the beneficiary group are in one space should always be aimed for as a first choice. The fewer technical virtual connections that need to be made the more effective Safeguarding monitoring will be.

B. A Secondary delivery choice would be where the Chickenshed team is in one space and the beneficiary group are in multiple spaces eg homes. Or the beneficiaries are in one space and the Chickenshed team are in multiple spaces.

C. The third choice delivery model is where both the Chickenshed team AND the beneficiary team are in multiple spaces. Again minimising the number of spaces where virtual activity is delivered or received minimises Safeguarding risk. Where there are multiple delivery spaces and multiple beneficiary spaces then the Safeguarding oversight for Chickenshed and the external organisation needs to be extended with additional support from staff usually being the most effective method of extending support.

2.Virtual Session and beneficiary organisation

Wherever possible Chickenshed should arrange for the external organisation or partner being worked with to take responsibility for setting up virtual connection links, invitations and waiting room management. Chickenshed, as the external provider, should avoid wherever possible taking responsibility for these virtual responsibilities. The external organisation should be given the names of the Chickenshed team and the team invited in the same way as beneficiaries.

This is desirable to avoid a situation where Chickenshed knows little about the beneficiary group and therefore cannot control invitations and waiting room session entry with as effective Safeguarding oversight as should occur with the external organisation or partner. Knowledge of the individuals and associated Safeguarding risks needs to guide, wherever possible, the arrangements for organising and

managing virtual sessions.

Where this avoidance of virtual session organisation responsibility with external groups is impossible for Chickenshed due to issues with the external partner itself, Chickenshed will need to risk assess with the partner the potential Safeguarding management issues which may occur eg access from individuals not invited or registered, beneficiaries connecting late and in waiting rooms experiencing anxiety, vulnerable beneficiaries registering and leaving early together with other risks.

3. Hosting and Early Communication with Beneficiary Organisation Pre- Session

Where external organisations are arranging virtual sessions Chickenshed teams need to be aware that organisation staff will host themselves and may not permit co - hosting or transfer of hosting due to Safeguarding concerns (see those listed in point 2) In these situations Chickenshed team representatives will need to enter virtual sessions early to discuss with the partner host the best ways to manage technical aspects of the session which rely on hosting responsibility eg Music, Share Screen, muting processes amongst others.

4. Making Delivery Settings Safe

Chickenshed teams delivering virtual sessions with external partners should ensure their delivery areas are clear and safe with no obvious surrounding material eg posters which might pose a Safeguarding concern and/or which may cause offense.

5. Interruptions in Delivery Spaces

Chickenshed teams delivering external beneficiary activities should avoid, wherever possible and safe, other individuals entering the delivery space. Where this is impossible then the situation should be explained to the external organisation and the potential interruption situation minimised as far as possible. If the potential interruption either makes or is likely to make the delivery situation unworkable then alternative delivery arrangements should be made or, if necessary and safe, the delivery activity suspended.

6. Personal Information Identification Restriction

Chickenshed teams should operate a process where personal information is not visible or given to beneficiary groups or discussed. This includes not putting surnames on screens or asking beneficiaries for information such as surnames or addresses or schools. Taking advice from external partners and their Safeguarding processes will always be advisable.

7. Virtual Breakout Spaces

Where possible Chickenshed teams will have more secure Safeguarding oversight for beneficiaries, in liaison with external organisations, if delivery methods keep the target group in one space. Where virtual breakout spaces are required in a delivery situation due to group size, the need to split age groups or separate delivery material then Safeguarding oversight needs to be as vigilant as it would be for onsite, live delivery. So wherever possible Chickenshed teams in liaison with external organisation teams need to be able to split between breakout rooms with a Chickenshed team member and external organisation team member in each breakout space with beneficiaries - this to ensure that both delivery and knowledgeable oversight for individuals can take place. Other oversight models may be negotiated dependent on the age and independent working confidence of the groups involved.

Where possible breakout groups coming back together at the end of a session is advisable to round off the session and make sure issues are dealt with prior to session end.

Chickenshed should liaise with external organisation staff to ensure that beneficiaries connecting late to

sessions and unaware of breakout room arrangements can be catered for and registered so that Safeguarding grey areas like waiting rooms and inability to be admitted late do not occur with corresponding lack of Safeguarding oversight. Chickenshed will not usually be managing these processes but should advise and support external organisation staff when they are doing this.

8.Types of Beneficiary Set Up for Delivery

Chickenshed teams need to be aware of the different ways external organisations set up virtual delivery models for their beneficiaries and the Safeguarding processes they are working with. Some models, for example, will involve beneficiaries having cameras off for the whole session with only vocal contributions recognised with this being managed wholly by external staff. Other situations will require beneficiaries to be mainly muted with permission sought to speak or communicate.

Chickenshed teams will need to liaise in advance on the delivery restrictions for each session and the Safeguarding issues they address.

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Chickenshed Safeguarding

Young Company & Education Guidelines for Online Participation

This is not a stand alone document; it is an addition to our current risk assessments.

Chickenshed Young Company & Education Outline for Online Content

During this period of social distancing, Chickenshed staff will be working from home and connecting online with the Young Company. This document provides the guidelines and an agreement for this new way of working. It is an attachment to Chickenshed's Safeguarding Policy which is available upon request.

We want to be able to maintain a connection with our members, create and share work, and support our families and members. We will be using a variety of online platforms to communicate and engage with Young Company members. When using these platforms it is important that you protect yourselves and your families and follow our online code of conduct. The use of these platforms may change as time goes on. For now, our main methods of working will be:

1. YouTube videos on our Young Company channel sent to you via an email to view at that time or at your leisure. These videos will not be available for the public to view. The information about the content of these videos and if we are asking for responses will be detailed in the email sent to you. Each video shared will be age appropriate and contributions will be saved on the Chickenshed server and not on staff personal computers. We will collate contributions via WeTransfer which is a free and easy website to use to share images, videos and files. Some of these responses will be edited into online content which will then be shared back with the project group.
2. Zoom, an online live video conferencing service, for meetings with smaller groups. An email will be sent with information about when these meetings will take place, with an agenda attached. Guidelines and an agreement for participating in Zoom meetings is further down in this document.
3. We will also continue to engage with our members and interested parties mainly via our Instagram account (@chickenshed_yc), and our Twitter (@chickenshedyc).
4. If you have trouble accessing any of the above, please let us know and we can contact you to discuss an individual package.

If you and/or your child engages with us and other members of the Young Company in this way, you must follow the online code of conduct,

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at all times, and agree to our terms and conditions detailed below. Parents of younger members please can you ensure that they understand and follow the rules outlined on the following pages. These terms may be updated if we change the channels in which we provide content and engage with Young Company members.

Chickenshed Young Company & Education's Terms and Conditions for Online Activities

1. All online sessions or activities will be moderated. This means that in addition to the Workshop/Group Leader there will always be a staff member taking part in each session and monitoring the content and activities.
2. Activity and material delivery will be made available to you at a given time each week via a YouTube link that will be sent via email from the Project Manager with the rest of the workshop team cc'd. The Project Manager and team will be available for immediate email response to any questions or 'how to's' on the material that has been delivered for an hour and a half after the material has been dropped, as they would be in a regular session.
3. Do not share the link you are sent with anyone the session is not intended for.
4. Unless otherwise notified, Chickenshed will assume that all information and permission granted and saved against your record will remain the same for our online activities, including all photo/video/audio/social media consent.
5. Anyone taking part in the online activities is not permitted to video/photograph/record or use any form of social media to display the activity. The only party allowed to do this is Chickenshed. Our recordings will be used as a record of the activity. Extracts may be shared with other partners for research purposes and on our social media.
6. You understand that Chickenshed is in no way affiliated with the video conferencing software, and is not responsible for any changes, data loss or software/hardware malfunction as a result of using the equipment. You also agree to their separate terms of use.
7. Make sure that any activity you engage with or make in your home or garden is safe and that you are not taking risks while making content. Ensure that parents/carers are happy with what you are planning.
8. You fully understand that as Chickenshed staff are not providing these services in person, we are unable to provide any direct first aid, but we will adhere to our Safeguarding policies at all times.
9. You will not hold Chickenshed responsible for any injury sustained as part of these online sessions. It is the parent/carer's responsibility to monitor their child for signs of sickness, tiredness, injury or anything which may prevent them from taking part.
10. Keep yourself safe. Don't share anything you don't want to or anything that feels too personal, complicated or sad.

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ZOOM

1. Arrangements for the date and time of any Zoom meetings will be given to the parent/carer and participant (where appropriate) by the host of the meeting. Hosts will always be a member of Chickenshed staff working on the project being discussed.
2. There will be no direct Zoom communication of any kind between Chickenshed staff and the participant outside the agreed discussion. Any necessary communication outside the Zoom meeting will be made through the normal channels of email and phone conversation.
3. If a parent/carer needs to be in the same room as the participant some of or the duration of the discussion, they must also accept and adhere to the Code of Conduct.
4. Get in touch with the member of staff leading the meeting if you are worried or upset about something and they will deal with this as they would in a normal session.

Code of Conduct for Online Working

SUBMITTING VIDEOS and IMAGES

1. In videos or images you send in, do not use your full name
2. Don't film things that might reveal your exact address
3. Wear appropriate clothing
4. Keep yourself safe - don't share something that feels too personal, complicated or sad.

Code of Conduct for Online Working

ZOOM MEETINGS

1. All participants have read and understand our Zoom Meeting Agreement, see below.
2. Participants are aware we will disable your access to the Zoom meeting if you have broken the code of conduct or flouted the Meeting Agreement.
3. Do not use full names when signing in or referring to others during the meeting. First names will do.
4. Make sure people you are living with know you are on a live video zoom meeting. Don't include them in the meeting unless pre-agreed with your host.
5. Wear appropriate clothing, even on parts of you that you think won't be seen
6. Remember it's easy to misinterpret things online. Be clear and kind.
7. Refer to the staff member directly if you feel worried about anything.
8. Do not record or take photos of anything during the meeting.

Questions Chickenshed staff will ask before the meeting/session gets started:

1. Have you read and understood the Meeting Agreements?
2. Does everyone in your home know you are now in a Zoom meeting?
3. Are you aware that this session is being recorded by the Chickenshed staff member?
4. Are you aware that this is not a private space and whatever you share online will be seen by the group?
5. Are you aware that anyone who breaks the Agreement and Code of Conduct will be removed from the platform by staff and parents/carers will be informed?

Agreement for Zoom Meetings

We keep our audio on mute unless we are taking part in an activity and have been asked to unmute.

We give the session our full attention. We make sure we are in an appropriate room where only those happy and supposed to be in shot are filmed.

We don't talk over people; we listen to everyone.

We only use the chat box for questions/comments related to the session we are in and we always make sure we send messages to 'everyone'.

We only call ourselves by our first names on Zoom.

If something upsets you or is bothering you, inform Chickenshed staff so you can be supported in the best way possible.

We don't use our phones during the session for anything other than the Zoom session we are in. So no photographs, videos or recordings of the session should be taken.

We treat everyone with the same respect as we would if we were in a session at Chickenshed.

Section 9

Sexual Awareness Statement

Chickenshed Statement of Intent on issues of Sexual Harassment

Section 1 – Introduction

Chickenshed is committed to a zero tolerance approach to sexual harassment and the behaviour that can potentially lead to harassment. This zero tolerance approach applies equally to any examples and incidents of sexual harassment behaviour for all gender/gender neutral/equality group situations as defined by the Equality and Human Rights Commission (EHRC) and also the government Keeping Children Safe in Education (KCSIE) report recommendations and revisions.

Chickenshed proactively supports the "remember it can happen here" approach which has been advised by Ofsted and the Office for Students - which dictates that education organisations should proactively assume that sexual harassment may be prevalent amongst individuals for whom they take responsibility for - rather than assume that their organisations are safe and sexual harassment in some way "cannot" occur or be occurring or is "highly unlikely" to occur or be occurring. This approach promotes the necessary proactive vigilance that is needed to anticipate and negate obvious, less obvious and also hidden, latent harassment behaviour together with the conditions and attitudes which may lead it.

Chickenshed is working with the Office for Students terms and definitions from their expectations in relation to harassment including sexual harassment and those definitions and explanations are outlined below

2. Staffing Resources

2.1 Chickenshed believes that sexual harassment both thrives and also goes under the radar in situations where staff support and oversight is diluted due to it being underresourced. Chickenshed is committed to maintaining staff support resources for students to 1 to 5/6 beneficiaries to ensure that, in a relatively small venue there are always staff and Mentors close to hear, understand and anticipate concerns whilst monitoring and affecting the early potential stages of pre - sexual harassment behaviour preferably before it becomes an issue.

2.2 Chickenshed will ensure there is structured awareness amongst staff and students of the potential of less seen/hidden coercive relationship behaviour which may lead to sexual harassment or may already satisfy the conditions of sexual harassment. Safeguarding and mentoring/support resources will be targeted at these situations to ensure individuals are supported.

2.3 Chickenshed will ensure there is a named member(s) of the Support/Mentor team who reports to the wider Delegated Safeguarding Team regarding the welfare of students in relation to potential or actual sexual harassment issues.

2.4 Chickenshed will maintain a wide Delegated Safeguarding Team of 6 working across its beneficiary operations to generate and sustain awareness of sexual harassment issues and potential issues. This allows a ratio of one Safeguarding team Officer to 25 - 30 students or approximately one per cohort. This ratio will be monitored and added to when needed.

2.5 Chickenshed will maintain and extend, wherever needed, counselling resources to respond to the potential sexual harassment impact of external student home community situations and relationships. Extra counselling support systems will be provided as required.

Section 3 Awareness and Training

3.1 Chickenshed will maintain and extend, wherever needed, the positive levels of Safeguarding awareness and training activity to reflect the growing impact of sexual harassment issues with Safeguarding an agenda item for Management, Education and Support Management and also whole staff meetings.

3.2 Chickenshed will provide, wherever possible, opportunities for students to reflect on issues of sexual harassment and related bullying, manipulation and coercive behaviour issues in curriculum creative material exploration with a parallel understanding that this can be an important vehicle for understanding, empathy and support in inclusive environments and indeed all environments. Issues of gender and LGBTQ rights and identity will be explored in impactful settings with curriculum links serving to reinforce the fact that these are not issues separate to the main educational experience but central to an understanding of inclusion and inclusive working.

3.3 Chickenshed will ensure that potential issues of sexual harassment, bullying, coercive relationship control and their impact can apply to situations across the gender, heterosexual and LGBTQ spectrum. Chickenshed is always actively seeking representation from all these groups across its beneficiary spectrum to develop its inclusivity response and provision. Therefore it is vital that awareness of sexual harassment issues and harassment issues in general recognise these aspects of lived experience.

3.3 In terms of training and awareness Chickenshed recognises that for some individuals amongst beneficiary groups past education and social experiences may have been more limited or restricted with their own exposure to routine social communication situations being potentially also limited and restricted. This can occasionally lead to a mismatch between communication/relationship expectation and appropriate behaviour when in wider, inclusive settings Chickenshed's wide mentor/ safeguarding team provision will work hard to ensure sensitive and measured awareness for all young people of the sexual harassment "it could happen here" approach is also balanced with an awareness of appropriate communication behaviour and appropriate boundaries.

Section 4 - Acting on Sexual Harassment Issues and Reporting

4.1 - Chickenshed will use its commitment to extend safeguarding and mentoring/inclusive support resources to make communication and reporting re sexual harassment concerns as accessible and sensitive as possible. Individuals need to feel reassured to communicate with staff members they themselves feel comfortable to discuss issues with. They also need to feel comfortable in the event of feeling the need for others to communicate on their behalf if they are unsure of the best approach to suit their needs. This may be a member of staff but also may be another student.

Section 10

Safeguarding Process for Disciplinary Investigation Issues

Disciplinary Policy & Procedure

Introduction

Where there are Safeguarding of young people and/or Vulnerable Adults/ Adults at Risk issues which are clearly known or become evident for individuals undergoing potential and actual disciplinary investigation then the following are the steps which should be considered by managers conducting the process.

1. Wherever it is appropriate and possible a family member or trusted adult should be communicated to together with the individual whose actions are going to be investigated. This should happen close to the time that the individual is informed there are actions which need to be investigated.

2. Whilst confidentiality considerations do need to be taken into account for individual students who are over 18 and thus entitled to confidentiality - managers conducting the investigation should consult with the Designated Safeguarding Lead Officer (or Deputy Safeguarding Lead if Lead unable to be contacted) a

decision made as to whether the Safeguarding issues involved should override the confidentiality issues. This to ensure the individual involved has access to support at this time of heightened anxiety and stress.

3. Each of any further communication and investigation processes will be assessed as to whether subsequent confidentiality issues should be operated. This is to take into account the individual over 18 having some agency and choice over decisions about confidentiality and the "need to know" communication basis wherever possible and wherever Safeguarding issues will not be directly compromised. Consultation with Safeguarding team representatives will again be important.

4. The family representatives/trusted adult can be invited to share any information related to the Safeguarding needs and vulnerability of the individual involved in the investigation in order to give context to the actions being investigated. Again the individual whose actions are being investigated should have some say in the decision making in relation to this information sharing if they are over 18 and Safeguarding issues will not be compromised.

5. Staff conducting the investigation should consider ways to provide reassurance in relation to the investigation processes wherever it is possible to do so without compromising the investigation or the confidentiality of others. This may include reassurance about "worst fears" in relation to the investigation outcome and any disciplinary steps it may be necessary to take. The intention of this reassurance would be to give extra Safeguarding support without compromising however the integrity of the investigation and the potential disciplinary actions which may need to be taken.

6. Wherever possible individuals will be strongly advised by staff conducting the investigation and/ or students and/or Safeguarding team to engage in post - disciplinary ongoing external support in relation to the actions which have led to the investigation - should the investigation confirm this need. This ongoing advice step may be considered whatever the outcome of the investigation and disciplinary action. Such support could take the form of eg counselling, behaviour management, addiction support amongst other support areas. This strongly advised action would enable students to consider the ongoing Safeguarding needs they may have and to maintain support to negate potential future occurrences of the behaviour which has been the subject of investigation.

7. Where the outcome of an investigation is disciplinary process and action the individual should be guided and supported through any recommendations for disciplinary action eg verbal warnings, written warnings and stages and other stages. Safeguarding oversight should be maintained through any warning process - and after the warning issue process - to enable the positive progress of the individual and avoidance of the negative behaviour and actions which led to the investigation.

These processes are there as a general source of advice but should also remain adaptable dependent on the changing Safeguarding needs and welfare situation of the individual whose behaviour has been subject to investigation.

Formal Warnings for Disciplinary Action

Stage One: Cause for concern – not kept on file, action plan issued. **Stage Two:** Verbal warning – not kept on file, action plan issued.

Stage One and Stage Two – First Written Warning followed, if warranted by a Second Written Warning

If the conduct or performance does not meet the required standards there will be a disciplinary interview. If appropriate, and after due consideration, the student will be given a first written warning that continued or repeated misconduct or unsatisfactory performance may result in further disciplinary action being taken. The student will be informed that this is the first stage of the disciplinary procedure and their right to appeal

against the decision. For further repeated misconduct a second written warning can be issued if the misconduct does not warrant moving to the final warning stage.

Stage Three – Final Written Warning

If the offence is sufficiently serious, or, if following a previous warning under Stage 1 a further offence occurs (whether or not of the same nature) within the period specified or if the student's performance does not improve to the standards required, the student will be interviewed by:

- their tutor, or where their tutor dealt with any earlier related disciplinary offence and provided it is practicable in the circumstances, by a staff member more senior than the person who dealt with any previous disciplinary issues (the Head of Department/ Education Manager/Management Board member/Executive Director of Education) who will decide on the action to be taken.

The student may be given a Final Written Warning which will warn that dismissal may result if there is no satisfactory improvement. If it is determined that dismissal is not appropriate, the student will be informed that this is the third stage of the disciplinary procedure and of his or her right to appeal against the decision of the line manager or Head of Department/Management Board member.

Stage Four – Dismissal or action short of dismissal

If the student's conduct and/or performance is sufficiently serious and the student still fails to reach the prescribed standards, permanent exclusion from the course may result. Only the Executive Director of Education, Training and Outreach can take the decision to dismiss.

After the disciplinary meeting the student will be provided with written details of the exclusion and the date on which their course place will be withdrawn.

Gross Misconduct

Chickenshed reserves the right to terminate the course progress of a student immediately, without notice, in the event of gross misconduct. No termination will take place without a formal, thorough investigation and a formal meeting in line with the process detailed above. The following list provides examples of offences which will normally be regarded as gross misconduct but the list is **not** exhaustive.

Fraud, dishonesty, falsifying expense claims

Being under the influence of drink or drugs such as to impinge upon performance or conduct whilst at work on course – including attending any Company event, whether social or business related or otherwise on the premises of Chickenshed or elsewhere

Being charged with or convicted of any criminal offence (whether related to the employment or not) which in the opinion of Chickenshed seriously undermines Chickenshed's confidence in the student's ability to fulfil course study

Deliberate damage to any Company property or property which is not owned by Chickenshed but which is on premises occupied by Chickenshed (including but not limited to unauthorized use of fire equipment or property of other students or of third parties)

Disorderly or indecent conduct, fighting on Company premises or threatening to use physical violence

Acts of discrimination, harassment or victimization

Bullying, intimidation or any other treatment of students, staff, members or suppliers which undermines them or otherwise violates their dignity.

Making statements prior to commencing study on course which are discovered to be false

Making false statements about one's own work or another student's work, the falsification of working papers, or the making of any statements likely to be detrimental to the goodwill and reputation of Chickenshed

Deliberately refusing, or failing, to comply with any policy or rule of Chickenshed or, when off-site, Chickenshed with whom the student is currently on placement.

Removing or tampering with any of Chickenshed's network stations; loading onto or using any of Chickenshed's computers or any software or program which has not been specifically authorized or virus checked for such loading or use

Serious misuse of Chickenshed's telephone system, email, internet. Serious misuse of any mobile telephone provided by Chickenshed. Deliberately flouting the terms of Chickenshed's PC usage policy

Deliberately blocking access to, or gaining any unauthorized access to, any computer software or computer records of Chickenshed

Deliberately compromising the copyrights, trademarks or other intellectual property of Chickenshed

Misusing, destroying, damaging, stealing or committing any other negligent act or taking unauthorized possession of property of Chickenshed or of their respective suppliers or his/her colleagues

Any student who is accused or suspected of gross misconduct will be suspended from course placement, while Chickenshed investigates the alleged offence. He/She will be permitted to submit work from home.

Safeguarding Embedding in Curriculum and in Lived Experience Programme

Chickenshed, following best NSPCC guidance and practice, works hard to embed Safeguarding into the regular curriculum, curriculum support interventions and lived experience programmes. This is to ensure that Safeguarding is not seen as a separate entity or separate practice only referred to when something negative occurs. These are some of the ways that Safeguarding, as a matter of educational policy, is embedded into overall Chickenshed educational experience.

1. Chickenshed's professional Artistic programme offers regular large and small scale opportunities for student Safeguarding issues to be explored and creatively expressed.

2. Chickenshed's Foundation Degree programme proactively enables the exploration of Safeguarding issues across the individual performing arts disciplines through Elective modules

3. Chickenshed's BA programme enables students to liaise with external organisations to understand their Safeguarding needs and creative expression of those needs where appropriate as they devise issue based productions which represent both their lived experience and the lived experience of the beneficiaries they work with.

4. Chickenshed Young People Development modules enable students to explore and understand the potential developmental nature of Safeguarding need and how those needs can be met.

5. The policy of enabling Higher Education students to regularly work with and model achievement for younger Further Education students also enables the modelling of Safeguarding oversight further opening up vital communication channels.

6. Chickenshed respects and embeds exploration of and overcoming of barriers for - positive Mental Health development. This allows for fluent and seamless links between Mental Health provision and Safeguarding provision.

7. Chickenshed's team teaching approach and its team assessment, monitoring and mentoring approaches further enable the open communication of Safeguarding need and provides a range of opportunities for those needs to be met

8. Chickenshed's professional Outreach programme discusses and devises safeguarding creative products with both students and external Outreach groups - based on the lived experience of beneficiaries.

9. Chickenshed's Inclusive Mentoring and Support Programme is geared to working with Mentors who see themselves as creative inclusive practitioners in their own right capable of both mentoring and modelling processes (including Safeguarding processes) in real curriculum workshop, rehearsal and performance situations AND mentoring away from curriculum in wider interventions. This allows for seamless less fragmented mentoring and Safeguarding practice with Mentors closer to the individual's learning experience and able to offer more relevant and responsive support.

Safeguarding and Outreach Links and Synergies as part of the Outreach Process

There are important ways in which Chickenshed develops and implements Safeguarding practice with professional Outreach organisations as a matter of policy. These are some of those considerations.

1. Chickenshed will work with Outreach organisations to link enhanced DBS processes when working in an organisation's venue

2. Chickenshed provide ample and indeed larger than needed Outreach teams for external projects and events to enable Safeguarding oversight from Chickenshed teams to both complement and also supplement the Safeguarding provision of the external organisation

3. Where there are external issues out of the control of Chickenshed and external organisations such as cost of living crises, outbreak issues, issues affecting education, venue complications- Chickenshed will work with the organisation to enable support to beneficiaries to be sustained and remain stable and also to maintain continuity of practice and mental health support provision

4. Chickenshed will always liaise with external organisations in relation to specific Safeguarding adaptations, support provision to meet the needs and lived experience of individuals whose Safeguarding needs warrant this support. Creative material will be adjusted to promote positive development for individuals in specific circumstances AND to avoid negative repercussions and triggers.

5. Chickenshed will ensure that any Safeguarding developments either it makes or that are made by the external organisations - are shared to mutual benefit where appropriate and needed.

Appendix One – Safeguarding Adults – Types and Indications of Abuse

Social Care Institute for Excellence

Safeguarding Adults Types and indicators of abuse

1. Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

• [Signs and indicators](#)Open

2. Types of domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional.

See guidance about:

• [Recognising domestic abuse](#)

• [Signs and indicators](#)Open

3. Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

• [Signs and indicators](#)Open

4. Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

- [Signs and indicators](#)[Open](#)

5. Types of financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

- [Signs and indicators](#)[Open](#)

6. Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

GOV.UK has more information on [identifying and reporting modern slavery](#)

- [Signs and indicators](#)[Open](#)

7. Types of discriminatory abuse

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

- [Signs and indicators](#)Open

8. Types of organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

- [Signs and indicators](#)Open

9. Types of neglect and acts of omission

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

- [Signs and indicators](#)Open

10. Types of self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Also see: **[Self-neglect at a glance](#)**

- **[Signs and indicators](#)**[Open](#)

We hope this has been helpful. Many aspects of keeping people safe from abuse are complex, and it is important that they are fully understood. SCIE offers **e-learning**, **bespoke training**, and **consultancy support**, to make sure that you and your organisation are aware of good safeguarding practice and your legal duties in this area. Or if you would like to talk to our team about how we can help, please complete our **enquiry form**.

[Further reading from SCIE](#)

- **[Safeguarding children in education: types and indicators of abuse](#)**
- **[Safeguarding adults: an independent life after abuse](#)**
- **[Safeguarding adults: teaching people to protect themselves](#)**
- **[Getting help to overcome abuse: A quick guide for young people receiving support](#)**
- **[Safeguarding key concepts](#)**
- **[What is safeguarding?](#)**
- **[What are the six principles of safeguarding?](#)**
- **[Roles and responsibilities of safeguarding](#)**

Practical Workshops, Rehearsals and Performances - Contact and Safeguarding Processes

Introduction

Chickenshed deliver professional performing arts and performing arts education projects and programmes with many of these activities and services requiring physical contact and physical interaction together with verbal communication between individuals in order to be able to achieve accreditation or inclusive theatre achievements and products for audiences and stakeholders. This is a standard requirement for performing arts and theatre based courses in all venues and settings in the UK and indeed around the world.

Chickenshed will always put the following measures in place to ensure the personal Safeguarding of individuals and groups both at the Theatre and on Outreach.

1. Individuals will always be able to express their questions and queries about physical contact and if they are uncomfortable with any particular contact process then Chickenshed staff will find another way to achieve an effect that can be accredited and/or which enables an audience to appreciate the dance, physical theatre, musical theatre or acting - drama effects of the production or product
2. Chickenshed will always provide teams of staff and mentors to team teach, team support and team accredit the practical work of individuals so that there will be a number of inclusive performing arts trained staff and support to pick up on any feelings of discomfort or uncertainty about physical contact. These staff can help to adjust any activity to support anyone to feel more comfortable and at ease.
3. Chickenshed will provide mentor teams of individuals trained in Inclusive performing arts to consult with individuals about any adaptations or adjustments they may want to make to physical contact work with a remit also to enable individuals to work initially with other individuals they know and feel comfortable with. This to build a foundation of confidence in physical movement and contact with potential contact being only what is appropriate to an artistic or educational project or piece.
4. Where individuals are initially less comfortable working with individuals who have a different gender or sexual identity then Chickenshed will accommodate and adapt work wherever possible and appropriate whilst also advising on progression as a performing arts practitioner and what professional work may require in the future in relation to mixed gender/gender identity working.
5. Where the subject matter of an artistic piece is controversial or may require extra mental health or mentoring support in order to begin to understand the physical contact requirements of a project or programme then Chickenshed will support through mentoring and / or in house counselling wherever possible and appropriate.
6. Where individuals have been or are in friendships or relationships in their student or membership group then Chickenshed will make sure they are working in separate groups for practical workshops including those that require physical contact for their own Safeguarding and for that of others.

Safeguarding and Outreach Links and Synergies as part of the Outreach Process

1. Chickenshed will work with Outreach organisations to link enhanced DBS processes when working in an organisation's venue

2. Chickenshed provide ample and indeed larger than needed Outreach teams for external projects and events to enable Safeguarding oversight from Chickenshed teams to both complement and also supplement the Safeguarding provision of the external organisation

There are important ways in which Chickenshed develop and implement Safeguarding practice with professional Outreach organisations as a matter of policy. These are some of those considerations.

3. Where there are external issues out of the control of Chickenshed and external organisations such as cost of living crises, outbreak issues, issues affecting education, venue complications- Chickenshed will work with the organisation to enable support to beneficiaries to be sustained and remain stable and also to maintain continuity of practice and mental health support provision

4. Chickenshed will always liaise with external organisations in relation to specific Safeguarding adaptations, support provision to meet the needs and lived experience of individuals whose Safeguarding needs warrant this support. Creative material will be adjusted to promote positive development for individuals in specific circumstances AND to avoid negative repercussions and triggers.

5. Chickenshed will ensure that any Safeguarding developments either it makes or that are made by the external organisations - are shared to mutual benefit where appropriate and needed.

Safeguarding and Risk Assessment - Production Issue and Mitigation Plan

1. Issue - Intensity and Length of Rehearsal Process causing Safeguarding risk in terms of illness and fatigue and related anxiety

Mitigation

Flexibility and adaptation of schedule. Pinpointing areas of anxiety in rehearsal and getting support Mentor and Tutor intervention. Liaison with home/care venue to help adapt the processes.

Monitoring of illness and anxiety triggers to avoid them and act on need to adapt

2. Issue - Content of production themes and issues triggering Safeguarding concern and actions that need safeguarding oversight for individuals or groups eg Mental Health, Prejudice, Hate Crime, Youth Exploitation

Mitigation

Extra inclusive mentor support organised with individual either subject discipline specific or general or Issue specific.

Potential counselling support from in house Counsellor to discuss proactive resilience measures such as helping to research Issue, helping on Outreach projects related to the issue, supporting workshops which inform others about the issue.

Extra counselling support arranged.

3. Rehearsal Schedules on long days which are intermittent for individual students. Gaps between involvement which are too long for students/beneficiaries who may lose patience with each other and /or forget personal boundaries which may then lead to behaviour that is not acceptable.

Mitigation

Extra inclusive mentor presence on these days and events with fluent communication, discussion and oversight both with students and beneficiaries and also parents, carers and support agencies where confidentiality allows and /or when safeguarding warrants this extra oversight.

4. Late finishes for rehearsals and performances to train in professional theatre represent schedules. This causing extra Safeguarding need both at the Theatre and for safe theatre/home transport and oversight.

Mitigation

Chickenshed will provide a cab network of provision through the hardship fund to enable students from underrepresented groups with Safeguarding oversight need to both reach Chickenshed and return home at night. Chickenshed will fundraise for this provision and liaise with student and home (with consent) to reassure students that Safeguarding travel arrangements are being organised and extended in production times - funding permitting.

5. Students/beneficiaries experiencing disadvantage in personal funding for food and other subsistence and this putting their welfare at risk and making them take risks to provide for themselves- particularly for care experienced young people or situations where students are made unexpectedly homeless with "sofa surfing" consequences. Also where families are restricting adequate funds.

Mitigation

Chickenshed fundraises regularly for Hardship Funding with mentors and staff being alert to sudden need for subsistence, particularly at busy production schedules times. Students provided with Chickenshed venue food subsistence with extra given if home situation requires it.

6. Students/beneficiaries on a professional production in late afternoon and evening performance timetable putting themselves at safeguarding risk with negative activity or isolation risk during the days which are now freer than they were during a usual educational timetable.

Mitigation

Chickenshed will extend staff and mentor resources, wherever this is possible, to provide meaningful daytime project intervention provision so that students with existing Safeguarding risk and students for whom the daytime gap might create short term risk - can be provided for to mitigate risk.

7. Short Term Timetable Change exacerbating existing domestic tensions for students.

Students/beneficiaries may need extra Safeguarding support due to home issues and domestic safeguarding risk with young people at home for different time periods.

Mitigation

Extra mentoring and staff support liaising with Counsellor, where confidentiality allows, to identify risk situations and provide both support and seek external intervention wherever necessary and appropriate

8. Students Experiencing Mental Health Crises at times when Productions are taking up staff time more or where mentor and in house counsellor provision can only partially meet the need

Mitigation

Students/ beneficiaries supported to liase with external agencies with Chickenshed staff and mentors advocating for them if needed and clearly identifying and articulating the Safeguarding need to external agencies.

7. Where an individual has an Education Health Care Plan and identified needs which make it difficult to understand or interpret Safeguarding issues and needs either in general, or in relation to physical contact in practical workshops in particular - Chickenshed inclusive support and mentor teams will advise, train and guide in situ and outside the practical space in other communication or consultation. Individuals will learn physical contact processes in small stages with support at each stage.

Chickenshed Approaches and Awareness Processes re Government and Education Policy Developments in Safeguarding Legislation and Guidance

1. Chickenshed is a member of the Safeguarding Network and uses membership to consult and update policies and practices for its Safeguarding and Prevent framework.
2. Chickenshed is a member of the Association of Child Protection Organisations and again uses this link to advise on Safeguarding and Prevent policy and practice.
3. Chickenshed maintains awareness acts on awareness from organisations such as Mind, Student Minds and Young Minds on Safeguarding issues related to the mental health of individuals, amending and adding to policy and provision as required.
4. Chickenshed maintains awareness and takes necessary policy and practice actions following Government agency Safeguarding guidance and recommendations (including Ofsted, Office for Students, NHS amongst other Government organisations) to ensure the effective Safeguarding oversight of beneficiary individuals. This includes Safeguarding issues related to Sexual Harassment and Consent, Mental Health oversight and provision, Online Safety Bill developments and online sexual harassment, Prevent and exploitation/radicalisation issues on all sides of the political spectrum, harassment related to equality groups and underrepresented groups amongst other issues.

Chickenshed develops and maintains the Single Point of Information process for Sexual Harassment information and awareness as required by the Office for Students (OFS)
5. Chickenshed maintains Safeguarding oversight and updated guidance related to Mentor/ Mentee, Peer Mentor and Inclusive Support issues throughout its practice with beneficiary groups.
6. Chickenshed maintains Safeguarding advice and guidance in relation to trauma including Early Childhood Trauma through becoming a Trauma Informed Practice organisation.
7. Chickenshed has the Inclusion Quality Mark and Centre of Excellence in Inclusive Education status with its Safeguarding policy and practice provision and oversight being key features of this accreditation.
8. Chickenshed has a Government Office for Students Gold Outstanding Award for the Higher Education Teaching Excellence Framework with Safeguarding of students in terms of the Student Cycle experience being an important related factor in this assessment.
9. Chickenshed maintains a Designated Safeguarding/Prevent Team of 13 members of staff with 2 Designated Safeguarding Leads and two professional in house counsellors to meet Safeguarding need in relation to Mental Health issues. There is also a Mentor Team of 16+ Support Mentors. This extensive provision is maintained

to ensure that children, young people and vulnerable/at risk adults are never too far from Safeguarding oversight and support.

10. Chickenshed report termly and annually on Safeguarding practice and developments from all its areas of beneficiary activity with reporting going to external education franchise partner and validating organisations and also to internal Trustee Boards and Management Boards. Safeguarding/Prevent Issues are an agenda item for all management and education meetings.

11. Chickenshed embeds Safeguarding/Prevent awareness into its curricula across its Further and Higher Education courses so that new legislation can be responded to and Safeguarding is not seen as a separate area of activity but is seen as central to the inclusive welfare of beneficiary groups.

12. Chickenshed also embeds Safeguarding oversight and awareness in both Health and Safety planning and implementation and also Security planning and implementation following the Protect Duty (Martyn's Law). The Safeguarding needs of individuals and groups is always taken into account when deciding on these processes and the best ways to ensure positive oversight of their demands.

Target Groups Requiring Extra Safeguarding Oversight and Care

Chickenshed is constantly needing to respond and adapt to the shifting needs and priorities of individuals and groups whose Safeguarding needs may increase and whose oversight needs by Safeguarding Teams, staff, tutors, mentors and counselling teams are accelerating. This acceleration may come as a result of Government intervention and highlighting and/or as a result of Chickenshed identification and highlighting/signposting. Chickenshed must be alert to and respond to the extra Safeguarding need of the following target groups particularly in its revised assessment of safeguarding teams, safeguarding leadership and safeguarding training.

1. Home Education

Children who are Home Educated and young adults(18 to 25+) not in any form of training, adult care provision or receiving social care provision in the Community. For those who are Home Educated Formal Case Reviews have highlighted gaps in Safeguarding oversight.

2. Young Carers and Young Adult Chief Carers

Children who are identified or who have yet to be identified but should be identified as Young Carers (up to 18years) and young adults who are chief carers for dependents. Increasing numbers of these carers result from any and every revision and redefinition of Personal Independence Payments and related Disability Benefit processes.

3. Mental Health and Co - Occurring Conditions

3a.Children and young people who have identified or "should be identified" mental health issues and vulnerability and who also have co - occurring vulnerabilities which either are serving to cause and worsen the mental health deterioration or are being themselves caused by the mental health issue.

3b. Children and Young People with Identified Mental Health Needs whose condition is being linked to and worsened by increased social media use and addiction.

3C. Young People refusing any form of intervention for severe and deteriorating mental health issues. This can be due to mistrust of care and intervention, length of time support is taking to be offered, historical personal failure of past interventions and services.

4. Migrant, Refugee Asylum Seeker Groups Not Receiving Support

Individuals who are from migrant, refugee or asylum seekers groups are in need of Safeguarding support alongside other support but provision is very locality/borough dependent with this being one of the most appropriate target groups to be termed "dependent on a lottery of provision".

5. Children who are the third+ sibling in a Family and who lose out with the "Two Child Benefit Rule".

Families are not allowed to receive child benefits for the third and more child in the family with the sudden increase in need met by a sudden decrease in income leading to some children and families falling into the poverty trap. It has been identified that safeguarding needs in any cost of living crisis/lived experience barrier situation can be exacerbated.

6. Children and Young People Exploited by Incel and other misogynist doctrines.

Incel culture and related misogynist movements and doctrines are being defined and redefined as radicalising boys and young men - some with other vulnerabilities - and posing a Safeguarding/Prevent risk to women and girls and also young people from the LGBTQ communities around the country. They are also posing clear Safeguarding and Prevent risk to themselves as involvement leads to exploitation and radicalisation in turn potentially leading to criminal activity.

This strand of exploitation is also sometimes linking itself to white supremacist exploitation putting migrants, refugees and asylum seekers in Safeguarding risk together with individuals from Black and Global Majority lived experience.

This strand of Prevent Safeguarding risk is growing and has already impacted on communities in riot and crowd violence form with specific groups being targeted.

Responding to Changing and Developing Safeguarding/ Prevent Legislation

Chickenshed needs to be proactive when predicting and responding to developments and absolute changes to Safeguarding and Prevent legislation. Potential changes and developments are signposted and highlighted to Education Boards, Management Boards and Trustee Boards via the Trustee Education Committee wherever possible well before they become law. This is so that potential additions and adaptations to mentoring team, Safeguarding resource teams and Pastoral Tutor teams can be predicted and managed before they are signalled as legal requirements and/or advisory requirements.

Current recent legislation issues discussed and planned for prior to implementation include the following;

1. Online Safety Bill legal requirements and advisory requirements. (2024/2025)
2. Children and Families Welfare Bill (2025)
3. Protect (Martyns Law) 2024/2025 - Safeguarding related to security planning within venues
4. Keeping Children Safe in Education/ Working Together to Protect Children (2025 Revision and Guidance Document for Children and Young People)

CHICKENSHED

THEATRE CHANGING LIVES

Chickenshed Statement of Intent on issues of Sexual Harassment

Chickenshed Statement of Intent on issues of Sexual Harassment

Chickenshed is outlining a link to this Office for students Guidance in its Safeguarding/ Prevent Policy as part of the single central record (SCP) required by OfS for Harassment and Sexual Misconduct processes. <https://www.officeforstudents.org.uk/for-students/student-rights/harassment-and-sexual-misconduct-a-guide-for-students/>

Section 1 – Introduction

Chickenshed is committed to a zero tolerance approach to sexual harassment and the behaviour that can potentially lead to harassment. This zero tolerance approach applies equally to any examples and incidents of sexual harassment behaviour for all gender/gender neutral/equality group situations as defined by the Equality and Human Rights Commission (EHRC) and also the government Keeping Children Safe in Education (KCSIE) report recommendations and revisions.

Chickenshed proactively supports the "remember it can happen here" approach which has been advised by Ofsted and the Office for Students - which dictates that education organisations should proactively assume that sexual harassment may be prevalent amongst individuals for whom they take responsibility for - rather than assume that their organisations are safe and sexual harassment in some way "cannot" occur or be occurring or is "highly unlikely" to occur or be occurring. This approach promotes the necessary proactive vigilance that is needed to anticipate and negate obvious, less obvious and also hidden, latent harassment behaviour together with the conditions and attitudes which may lead it.

Chickenshed is working with the Office for Students terms and definitions from their expectations in relation to harassment including sexual harassment and those definitions and explanations are outlined below.

2. Staffing Resources

2.1 Chickenshed believes that sexual harassment both thrives and also goes under the radar in situations where staff support and oversight is diluted due to it being underresourced. Chickenshed is committed to maintaining staff support resources for students to 1 to 5/6 beneficiaries to ensure that, in a relatively small venue there are always staff and Mentors close to hear, understand and anticipate concerns whilst monitoring and affecting the early potential stages of pre - sexual harassment behaviour preferably before it becomes an issue.

2.2 Chickenshed will ensure there is structured awareness amongst staff and students of the potential of less seen/hidden coercive relationship behaviour which may lead to sexual harassment or may already satisfy the conditions of sexual harassment. Safeguarding and mentoring/support resources will be targeted at these situations to ensure individuals are supported.

2.3 Chickenshed will ensure there is a named member(s) of the Support/Mentor team who reports to the wider Delegated Safeguarding Team regarding the welfare of students in relation to potential or actual sexual harassment issues.

2.4 Chickenshed will maintain a wide Delegated Safeguarding Team of 6 working across its beneficiary operations to generate and sustain awareness of sexual harassment issues and potential issues. This allows a ratio of one Safeguarding team Officer to 25 - 30 students or approximately one per cohort. This ratio will be monitored and added to when needed.

2.5 Chickenshed will maintain and extend, wherever needed, counselling resources to respond to the potential sexual harassment impact of external student home community situations and relationships. Extra counselling support systems will be provided as required.

Section 3 Awareness and Training

3.1 Chickenshed will maintain and extend, wherever needed, the positive levels of Safeguarding awareness and training activity to reflect the growing impact of sexual harassment issues with Safeguarding an agenda item for Management, Education and Support Management and also whole staff meetings.

3.2 Chickenshed will provide, wherever possible, opportunities for students to reflect on

issues of sexual harassment and related bullying, manipulation and coercive behaviour issues in curriculum creative material exploration with a parallel understanding that this can be an important vehicle for understanding, empathy and support in inclusive environments and indeed all environments. Issues of gender and LGBTQ rights and identity will be explored in impactful settings with curriculum links serving to reinforce the fact that these are not issues separate to the main educational experience but central to an understanding of inclusion and inclusive working.

3.3 Chickenshed will ensure that potential issues of sexual harassment, bullying, coercive relationship control and their impact can apply to situations across the gender, heterosexual and LGBTQ spectrum. Chickenshed is always actively seeking representation from all these groups across its beneficiary spectrum to develop its inclusivity response and provision. Therefore it is vital that awareness of sexual harassment issues and harassment issues in general recognise these aspects of lived experience.

3.3 In terms of training and awareness Chickenshed recognises that for some individuals amongst beneficiary groups past education and social experiences may have been more limited or restricted with their own exposure to routine social communication situations being potentially also limited and restricted. This can occasionally lead to a mismatch between communication/relationship expectation and appropriate behaviour when in wider, inclusive settings Chickenshed's wide mentor/ safeguarding team provision will work hard to ensure sensitive and measured awareness for all young people of the sexual harassment "it could happen here" approach is also balanced with an awareness of appropriate communication behaviour and appropriate boundaries.

Section 4 - Acting on Sexual Harassment Issues and Reporting

4.1 - Chickenshed will use its commitment to extend safeguarding and mentoring/inclusive support resources to make communication and reporting re sexual harassment concerns as accessible and sensitive as possible. Individuals need to feel reassured to communicate with staff members they themselves feel comfortable to discuss issues with. They also need to feel comfortable in the event of feeling the need for others to communicate on their behalf if they are unsure of the best approach to suit their needs. This may be a member of staff but also may be another student.

Student Policy on Harassment, and Sexual Misconduct

Introduction

Chickenshed does not tolerate any form of harassment or victimisation or sexual misconduct and expects all members of the Chickenshed community, its staff, students, volunteers, visitors and contractors to treat each other with respect, courtesy and consideration.

Chickenshed has always been committed to fostering an inclusive culture which promotes equality of opportunity, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the Chickenshed community are respected. Chickenshed actively promotes this ethos of inclusive zero tolerance of harassment in a number of ways including before, during and after a project start or a year start through Induction with this ethos also being reinforced for any extra engagement or enhancement activity. Whilst a student can expect to be challenged by staff, by each other, and by the concepts and materials that form the teaching within Chickenshed, this will be undertaken in a “safe” and respectful environment with harassment due to equality group status or opinion needing direct intervention.

Aims

The aims of this policy are to:

- a) Promote a positive open environment in which people are treated fairly and inclusively with respect;
- b) Make it clear that harassment is unacceptable and that all members of Chickenshed have a role to play in creating an environment free from harassment – and creating awareness of how to understand and challenge harassment when it arises.
- c) Provide a framework of support for students who feel they have been subject to harassment.
- d) Inform students where to report and/or make a complaint – when they or others feel they have been subject of harassing behaviour, including sexual harassment.

Definitions

A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person

The victim does not need to have explicitly stated that the behaviour was unwanted but behaviour can be seen or recognised by others including students, staff and family/carers.

Bullying is a form of harassment and which can be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Chickenshed staff and students need to be aware that bullying in all its forms can also occur as a result of sexual harassment and as a result of an action by a victim to counter sexual harassment. However bullying can also occur as a prelude to sexual harassment to intimidate or attempt to normalize inappropriate behaviour.

Victimisation is when one individual treats another badly or subjects him/her to an intimidating form of treatment because of a complaint about sexual harassment discrimination, harassment or bullying. It can also occur when an individual has or have participated in an investigation, or because they have helped someone who has been a victim of discrimination, harassment or bullying.

Chickenshed regards all forms of **Bullying** or **Victimisation** as misconduct needing to be highlighted and prevented. Chickenshed recognises that sexual harassment and exploration of this form of harassment needs to be treated with extra sensitivity and awareness due to attempts being often made by perpetrators to "normalize" the behaviour or see it as something which can be "tolerated" as part of routine communication – with differing attitudes and levels of awareness.

Behaviours

Harassment including sexual harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Every member of staff and every student should ensure that they understand harassment and have an awareness and the potential that harassment can occur. The perception of the complainant and the extent, to which that perception needs to be treated as reasonable and needing action.

Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment including sexual harassment in all its forms

Sexual Harassment and general harassment can take a variety of forms:

- Through individual behaviour
 - face to face, either verbally or physically
 - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device:
 - directly to the person concerned, or to a third party
- Through a prevailing study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic sexist, misogynist or racist jokes.

Examples of behaviour which may amount to sexual harassment and general awareness harassment under this Policy include (but are not limited to) the following:

- Offensive gestures, language, gossip or jokes.
- Insulting or abusive behaviour or comments.
- Physical contact, ranging from an invasion of personal space and/or inappropriate touching, to serious assault.
- Display of sexually aggressive, pornographic, racist or otherwise offensive pictures or other material, or the transmitting of any such messages or images via electronic mail.
- Intentional isolation or exclusion.
- Humiliating or demeaning behaviour and/or persistent negative criticism

Stalking is also a form of sexual harassment and harassment in general and may be characterised by any of the following repeated and unwanted behaviours:

- Following a person;
- Contacting, or attempting to contact, a person by any means;
- Publishing any statement or other material –
 - Relating or purporting to relate to a person, or
 - Purporting to originate from a person;
- Monitoring the use by a person of the internet, email or any other form of electronic communication;
- Interfering with any property in the possession of a person;
- Watching or spying on a person including through the use of CCTV or electronic surveillance.

Sexual misconduct includes but is not limited to:

- Attempting to engage, or engaging in, sexual intercourse or other sexual act without consent
- Sharing the private sexual material of another person without consent
- Kissing without consent
- Touching inappropriately through clothes without consent
- Inappropriately showing sexual organs to another person directly or indirectly (e.g. through digital means)
- Making unwanted remarks of a sexual nature
- Taking uninvited photographs of another student, including up skirting.

Application of the Policy

Chickenshed considers that vigorous debate is proper and acceptable in the academic context, and staff and students have freedom within the law to voice a wide range of views and opinions on social, economic, political, cultural and religious issues, and to put forward new controversial or unpopular opinions. However, such freedoms do not give immunity from the law nor from personal liability. Academic debate will not amount to harassment when it is conducted respectfully and does not violate the dignity of others or create an intimidating, hostile, degrading, humiliating or offensive environment for them.

Sexual harassment/general harassment and/or bullying or sexual misconduct are a serious offence. Any student who feels s/he has been subject to harassment or bullying, or believe they have been the victim of sexual misconduct by another student or staff member, should make a complaint to Chickenshed using the student complaints policy and procedures and using the student support and mentoring processes and provision to help with any aspects of the reporting and/or complaints process.

This is the case where the complaint is against a fellow student

- To the relevant Head of Department (or Director) where their complaint is against a member of staff or an external contractor.

For advice, a student can speak in confidence to a member of the Student support/Mentor team or the member of the Chickenshed Safeguarding Team.

Where a complaint of harassment, bullying or sexual misconduct may constitute a criminal offence, the complainant will be encouraged to report the matter to the police. Victims can also report behaviour which may constitute criminal conduct direct to the police if they feel that direct route is needed – and support will also be given for this process where needed.

If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment or bullying may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others and the need to action Safeguarding of young people and/or vulnerable adults/adults at risk processes.