



SAFEGUARDING POLICY

LYT MISSION STATEMENT

All young people have a powerful voice and a right to be heard. Lewisham Youth Theatre (LYT) nurtures and inspires young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased life chances and long term well-being. We bring young people together from across the Lewisham community to create outstanding theatre in an environment of high expectations and collaboration. We work from the core belief that artistic excellence is key to expanding young people's horizons and creating lasting transformation.

INTRODUCTION

This policy outlines our approach to safeguarding children, young people and adult participants under the age of 25. It is written in accordance with the Children Act 2004 and the Safeguarding Vulnerable Groups Act 2006.

Lewisham Youth Theatre recognises that our mission statement requires us to hold safeguarding at the heart of all our activities. LYT embed safeguarding across our practice most importantly by valuing young people, listening to them and respecting them.

The policy offers both general safety guidelines, and specific procedures to deal quickly with any concerns about young people suffering abuse, both in our care and in their lives outside LYT. The policy must be applied whenever there is a concern about a child, young person or vulnerable adult or about the behaviour of an adult.

All those working and interacting with LYT have a duty to uphold and abide by the Safeguarding Policy. Trustees, staff, tutors, trainees and volunteers have a duty to act in accordance with this policy, and to support service users and other stakeholders to act in accordance with the policy principles.

This policy will be reviewed at least every 2 years, and modified or supplemented in response to new legislation, changes to the working environment or on advice of LYT's staff or Council of Management. All staff, workers and volunteers will receive the latest policy and will be trained to take responsibility for its implementation.

LYT will work in partnership with other organisations, including Lewisham Safeguarding Children's Board, to support safeguarding of young people both within LYT and across organisations.

DEFINITIONS

Child: The Children Act 1989 defines a child as someone who is under the age of 18. As LYT works with individuals beyond this age we refer to our members as young people and consider this policy to cover all participants, including vulnerable volunteers.

Young Person/People: For the purposes of this policy, we will use the term *young people* to include all children and adult participants or volunteers (whether or not deemed 'vulnerable') under the age of 25.

Vulnerable Adult: The definition of a vulnerable adult is a person who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Tutors: All session leaders, whether freelance directors or staff, including paid work experience or trainees

Volunteers: All volunteers aged 18+, regardless of role, including those who may take part in other LYT projects as a participant.

Workers: For the purposes of this policy, 'workers' is used as a generic term for all employees, freelancers, volunteers, trainees, placements and any other representative of LYT deemed to have responsibility to implement safeguarding procedure.

Child Abuse and Neglect: A generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. More detailed definitions of different types of abuse and guidance on recognising signs of abuse is included in *Appendix A: Recognising Signs and Symptoms of Abuse*

RESPONSIBILITIES

Trustees: The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. Lewisham Youth Theatre's trustees will fulfil their duty of care to safeguard young people with whom LYT works by:

- Acting in their best interests
- Taking all reasonable steps to prevent any harm to them
- Assessing and managing risk
- Putting safeguarding policies and procedures in place
- Undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- Responding appropriately to allegations of abuse
- Informing the Charity Commission of any serious incidents

The designated trustee for safeguarding matters (named at the end of the document) will take the lead in overseeing safeguarding practice and responding to allegations of abuse, in consultation with fellow trustees.

Creative Director/ CEO Designated Safeguarding Lead: The Senior Management are jointly responsible for promoting and implementing safeguarding practices across LYT, including informing all staff, workers and volunteers about safeguarding procedures and ensuring they receive appropriate training to implement these practices across the organisation. The Creative Director takes on responsibility of the Designated Safeguarding Lead (DSL).

DSL Deputy: If the Creative Director is not available, the Participation Manager will take on responsibilities as the Deputy Designated Safeguarding Lead.

As the **Designated Safeguarding Lead**, the Creative Director will take the lead responsibility for:

- Monitoring and review of this Policy, in collaboration with the Council of Management (Board of Trustees)
- Providing safeguarding advice across programmes
- Ensuring that all procedures (including risk assessments) align with safeguarding practices
- Responding in a timely manner to any suspected abuse allegations
- Updating the Council of Management in regards to any incidents where an external safeguarding process had to be implemented (eg referral to social services)
- Keeping written records in line with our Data Protection Policy
- Referring a case on to social services where necessary
- Reporting the case to Lewisham Council's Multi-Agency Safeguarding Hub (MASH) when necessary
- Reporting any case where an allegation is made against a worker (including volunteers) to the Local Area Designated Officer.

All Workers/Volunteers: All workers including staff, freelancers, trainees, work experience placements and volunteers are responsible for following the Safeguarding policy and procedures, particularly by:

- Understanding their responsibility in safeguarding
- Following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to a manager/designated person
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards young people

GENERAL GUIDANCE FOR IMPLEMENTATION OF THE SAFEGUARDING POLICY

Awareness, vigilance and peer support are key in providing a secure environment, both in relation to drama practice and the general welfare of young people. Our awareness and vigilance in

relation to suspected abuse extends to the young people's lives beyond the time they spend in our care.

Creating a Safer Environment: LYT aims to create a psychologically and physically safer working environment by fostering a culture of respect and care. All groups complete a group contract and the LYT's Terms and Conditions include an inclusion statement.

Workers should immediately challenge any behaviour that might be seen as bullying or discriminatory, or that might develop into bullying by referring to standards of behaviours expected of all. Phrases that might be useful include: "We don't act like that here at LYT"; "Everyone works together at LYT"; "We don't talk about people who aren't in the room".

Workers should report any concerning language, including gesture or body language, to the lead tutor(s) at post-session debriefs. Lead tutors will create a plan of action, as appropriate, to address the behaviour. This may include talking to a parent/carer or further conversations with the individual or the group.

Workers should be aware of using appropriate language and talking about age-appropriate topics when young people are present.

All disclosures or allegations must be addressed in a timely manner. No one should feel discouraged from reporting concerns for fear of not being believed.

Safer Worker Recruitment: All staff, volunteers and trustees are required to attend interview and provide references, which specifically comment on any safeguarding concerns and their suitability to work with young people. During interviews, all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

DBS Checks: All trustees, staff, tutors and volunteers with regular direct contact with young people will be subject to an enhanced Disclosure and Barring Service (DBS) check. DBS checks will be considered valid for 2 years. LYT will accept DBS checks undertaken at other organisations if they were undertaken within 2 years prior to the end of the contracted project. LYT will pay for worker and volunteer DBS checks, and will facilitate the application process through an online system.

Training: All workers and volunteers will receive and be asked to familiarise themselves with LYT's policies, including Safeguarding, Equal Opportunities, Data Protection and Health & Safety. Workers will also be expected to familiarise themselves with LYT's codes of practice including through our Terms and Conditions, Anti-Bullying Policy, Social Media Use Policy and Risk Assessments. All hired/placed workers and volunteers will be provided an induction at the beginning of their engagement, with specific training in safeguarding, health & safety, equal opportunities and data protection.

Employees will be expected to undergo external safeguarding training as appropriate for their role every 3 years. If the individual has not had previous safeguarding training, they will be expected to take a Level 1 course within their probation period. Refresher courses may include training for safeguarding concerns of marginalised groups or around specific issues.

The CEO and Creative Director will lead safeguarding briefings regularly (usually in team meetings) with the staff team to discuss the implementation of safeguarding procedures and approach to safeguarding issues across the organisation.

Communication with Participants and Emergency Contacts: All participants in LYT's activities return a registration form, including any particular needs they may have, emergency contact names and numbers. Parent/guardian consent is required for young people under 18 to take part in an activity. In occasional circumstances, staff may accept initial verbal consent, followed up by signed paperwork.

If a child (under 18) is registered for an activity but doesn't arrive, LYT will contact the emergency contact to inform them of the absence. LYT collects consent for participants to either be collected or make their own way home at the end of a session. LYT staff may accept verbal consent from parent/carers to alter these arrangements.

Participant and emergency contact details are stored on LYT's mobile phone. Workers should ensure they have access to the mobile telephone during activity, as per risk assessments. No staff, tutors or volunteers should retain participant details on personal devices or in written form outside LYT. Workers must not give their personal details to participants. (Workers/Volunteers with previous personal relationships with LYT Graduates over 18 can retain personal details, as long as they maintain professional boundaries expected when working on projects where those contacts are participants.)

As per LYT's Data Protection Policy, communication with young people should remain within LYT. Workers should not communicate with participants outside LYT, 'friend' or follow participants on social media, or promote other opportunities directly to participants without the approval of the LYT office.

Worker to Participant Ratios: LYT activities are led by 2 tutors and supported by adult volunteers and paid graduates (usually 2 per session). We aim for the adult/child ratio to be at least 1 to 8 (if under 14) and 1 to 10 (if 14+).

LYT aims for staff, tutors and volunteers to not be left alone with individuals or groups of young people. However, there may be times when one worker must work with a small group in a separate space or hold confidential one-to-one sessions. In these instances, the following procedures should be followed:

- Where possible, you should work within sight or hearing distance of other adults
- You should ensure that other adults are present in the office or nearby in the building
- You must tell other adults present where you will be working and for how long.
- If you are left alone with a young person while waiting for parents/carers to collect the young person, you must notify a line manager about the situation. When the young person is collected, you must report that the child is no longer in your care to the line manager, and make a note of the time of collection.

Physical Contact: Theatre involves contact. We recognise that appropriate physical touch between young people, and between adults and young people, can be healthy and acceptable in public.

Workers must ensure that any physical contact is appropriate and consensual, and should not typically initiate physical contact. Workers should be aware that what may be appropriate for one person may feel unsafe to another, and should aim to keep the other party feeling safe at all times. Workers should also apply these principles to personal space boundaries.

Workers should be aware of inappropriate attachments forming between adults and children and should re-establish boundaries to ensure a professional working environment. For instance, if a child repeatedly initiates hugs with a particular worker, the worker can suggest giving high-fives instead.

Workers must not engage in physical contact if they are alone with a young person.

Social Media, Technology and Online Use: Tutors must supervise members in restricted online access related to project activities, as outlined in LYT's Technology Usage Policy. Tutors encourage members to interact with their peers at break times, rather than being on their phones and should remind participants not to take or share photos/videos of members. Tutors will refer to the Member T&Cs, which outlines how young people should use their phone and social media in a way that keeps everyone at LYT feeling safe and like they belong.

Child on Child Abuse: We recognise that abuse may occur between young people both within and outside our setting. We will try to use clear boundaries (as detailed above and in the Anti-Bullying policy) and restorative approaches to address peer on peer conflict. Participants will be reminded of expectations to act with care and respect to peers both inside and out of LYT, including online.

If the issue is severe, or we are worried about the safety of one or more child, we will take steps to ensure children are not present in the same group or space. If an allegation of sexual abuse is made, the perpetrator should be suspended from the session group pending investigation.

Particularly in terms of Harmful Sexual Behaviour (HSB), abuse may be:

- Verbal (including sexual comments, name calling, etc.)
- Physical (including following someone, touching without consent, forcing kissing/hug, etc)
- Online (including spreading rumours, sharing explicit content, etc.)

LYT use the Sexual Behaviours Traffic Light Tool to assess and respond to sexual behaviour between children.

Workers should be aware that a child under the age of 13 can never consent to sexual activity. Any concerns about child under the age of 13 engaging in sexual activity, even with another person under the age of 18, must be reported. Workers should note that, while concerns of sexual exploitation or abuse of a child of any age must be reported, knowledge of consensual sexual activity between children over the age of 13 does not necessarily constitute abuse.

IN THE CASE OF AN ACCIDENT

If an accident occurs, workers should report the accident to the session or staff lead immediately. The lead worker will take responsibility for following LYT's Health & Safety Policy by:

- Seeking medical attention, if necessary, and calling 999, following LYT's Emergency Plan in the case of an emergency
- Recording the accident in the accident book.
- Informing the parent/carer/emergency contact, unless there is concern for the safety of the young person.

The effects of any accident or incidence of abuse on the rest of the young people in the group should not be underestimated, and appropriate explanations given, bearing in mind the importance of confidentiality.

RESPONDING TO SAFEGUARDING CONCERNS

You may become concerned about a person for a number of reasons:

- A young person may tell (disclose) that they or someone else has been, is being or may be abused or harmed
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a young person

In all cases, if you believe a young person has been, is being or may be harmed, you must report your concerns using the following procedures:

If a young person, member of the public or colleague makes an accusation of abuse:

- Stay calm; listen carefully to what is being said.
- Find an appropriate early opportunity to explain that confidentiality will need to be broken if there are concerns that they are being or may be harmed and that the information will need to be shared with others. **Do not promise to keep secrets.**
- Allow the young person to continue at their own pace.
- Ask questions for clarification only. Try to use the **TED** method, asking questions that start with "Tell", "Explain" or "Describe". Avoid asking questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Report your concerns on the [Safeguarding Report Form](https://bit.ly/LYTSafe) (bit.ly/LYTSafe). Record what was said using the young person's own words, note the date, time, any names mentioned. The form will notify the Designated Safeguarding Lead.
- If you feel the concern may require immediate action, contact the DSL by phone.
- If you consider it unsafe for the young person to leave your care, the designated person should contact Social Services immediately to discuss putting safety measures into effect.

Concerns (No Disclosure): If you become concerned about a young person due to the young person's behaviour, presentation or other reason:

- Do not trivialise or dismiss your concerns - Information that may seem trivial can frequently form the missing piece of the puzzle and lead to protective action being taken.
- If the behaviour may be sexually or psychologically harmful to other young people do not explain it away as 'normal teenage behaviour'
- Report your concerns to your supervisor or Designated Person as soon as you can

If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number: 0800 1111. You should report your suspicions to a supervisor or Designated Person as soon as possible.

Who You Should Report To:

Volunteers and any other non-paid workers should report their concerns to the supervising staff member for the activity. The supervising staff member will take lead responsibility for carrying out the Safeguarding Reporting Procedures. If allegations are made against the supervising staff member, concerns should be reported directly to the Designated Safeguarding Lead *and* the Council of Management.

All concerns should be reported to LYT's Designated Safeguarding Lead (See roles and contact details below). The Designated Safeguarding Lead will:

- Inform the Council of Management about any issues requiring an outside referral
- If the allegation is against a worker or another participant in the project, suspend them from the project pending investigation
- Report any allegations against a worker to the Local Area Designated Officer *and* the Council of Management
- Agree with the lead staff member a plan of action and make a note of this plan
- Keep records of disclosure secure and confidential
- Contact Multi-Agency Safeguarding Hub (MASH), as necessary
- Contact police if it is suspected that a crime has been committed or will be committed imminently
- Call 999 if a young person is in immediate threat of harm (including self-harm)
- In the case of suspecting that Female Genital Mutilation (FGM) has taken place or will take place imminently, reporting to 101, asking for the FGM Protection Unit
- Contact emergency services if there is a need for immediate medical attention (including for mental health emergencies)
- Consult with Lewisham Social Services, Lewisham Safeguarding Board and other partner organisations as necessary

If the Designated Safeguarding Lead is not available, the Participation Manager should undertake the responsibilities described above.

Referrals to the Multi-Agency Safeguarding Hub:

In deciding on whether or not to refer a concern to MASH, the Designated Safeguarding Lead should first consult Lewisham's *Continuum of Need* document and its guidance to determine the threshold for referral. This document is available through the Lewisham Safeguarding Children's Board website and saved in the safeguarding folder within 'Policies and Procedures' on LYT's shared drive.

The Designated Safeguarding Lead should first seek consent from parents/carers before a referral to MASH, *unless* they feel that seeking consent would put the child at further risk of harm or cause unnecessary delay.

If a child is in immediate threat of harm, the Designated Safeguarding Lead or senior worker present should call emergency services immediately.

Allegations Against Workers: It is VERY IMPORTANT you do not ignore or dismiss concerns or suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation, including volunteers. Concerns do not need to meet the threshold of suspected abuse to be reported. If you are concerned that another worker is not abiding by LYT's safeguarding practices, whether intentionally or unintentionally, you must report this.

Any concerns regarding a worker should be reported to the Designated Safeguarding Lead and the Council of Management (roles and contact details below.)

The Council of Management will:

- Assess the information quickly and carefully, seeking further information from tutors, staff, volunteers, young people, parents or carers as appropriate;
- Ensure that the steps set out above have been taken, and take these steps if necessary;
- If the allegations are against a staff member, suspend the staff member whilst the matter is investigated;
- If, after investigation, the staff member is found to have seriously breached the safeguarding policy, dismissing the staff member under grounds of gross misconduct.

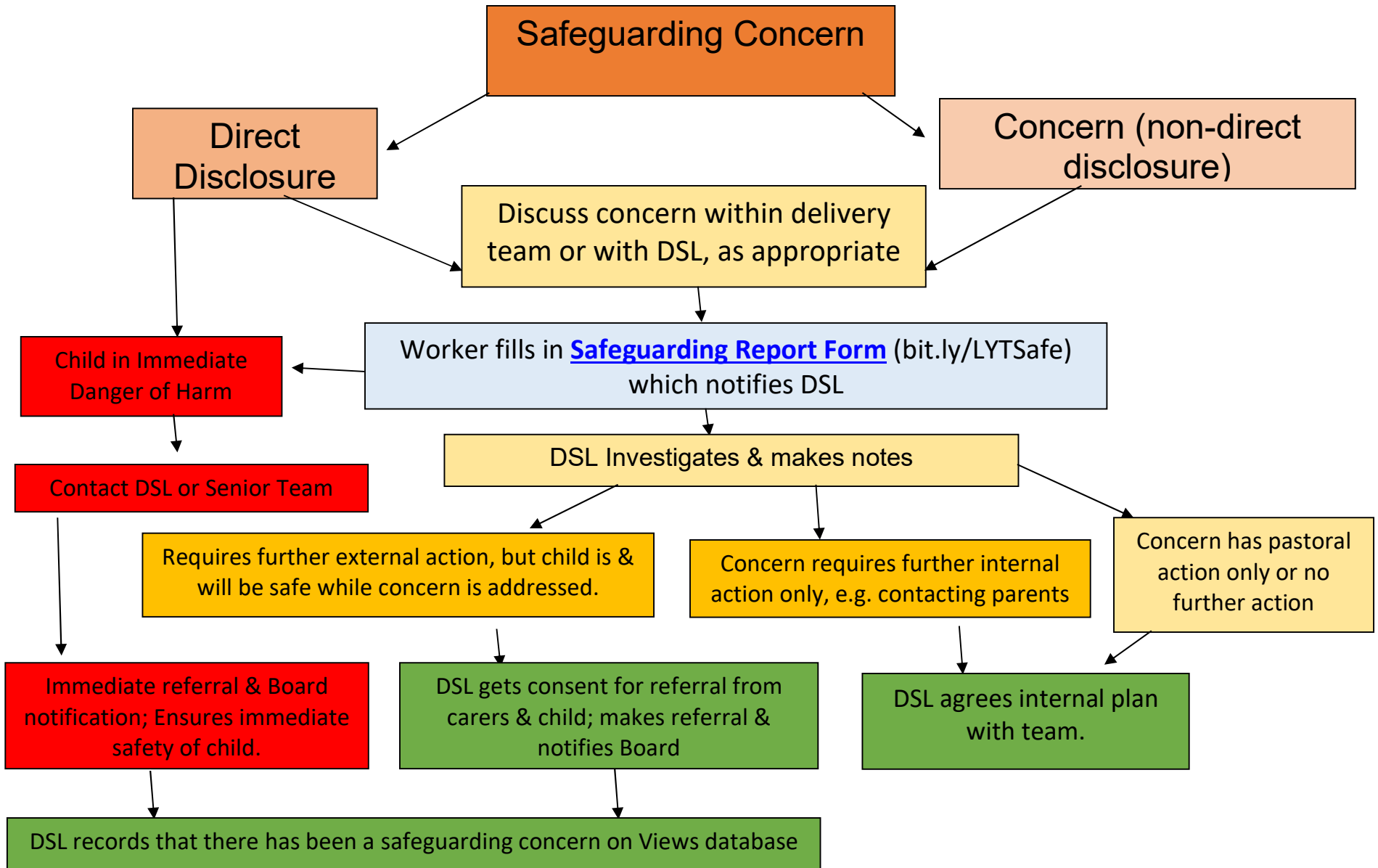
Further Concerns and Whistleblowing: All staff, freelancers and volunteers should feel responsible for raising safeguarding concerns should they arise. Your role with LYT, whether paid or unpaid, will not be at risk because you have raised or escalated your concerns.

If you are dissatisfied with the response to any of your concerns above, raise these again with your Designated Safeguarding Lead or the Council of Management.

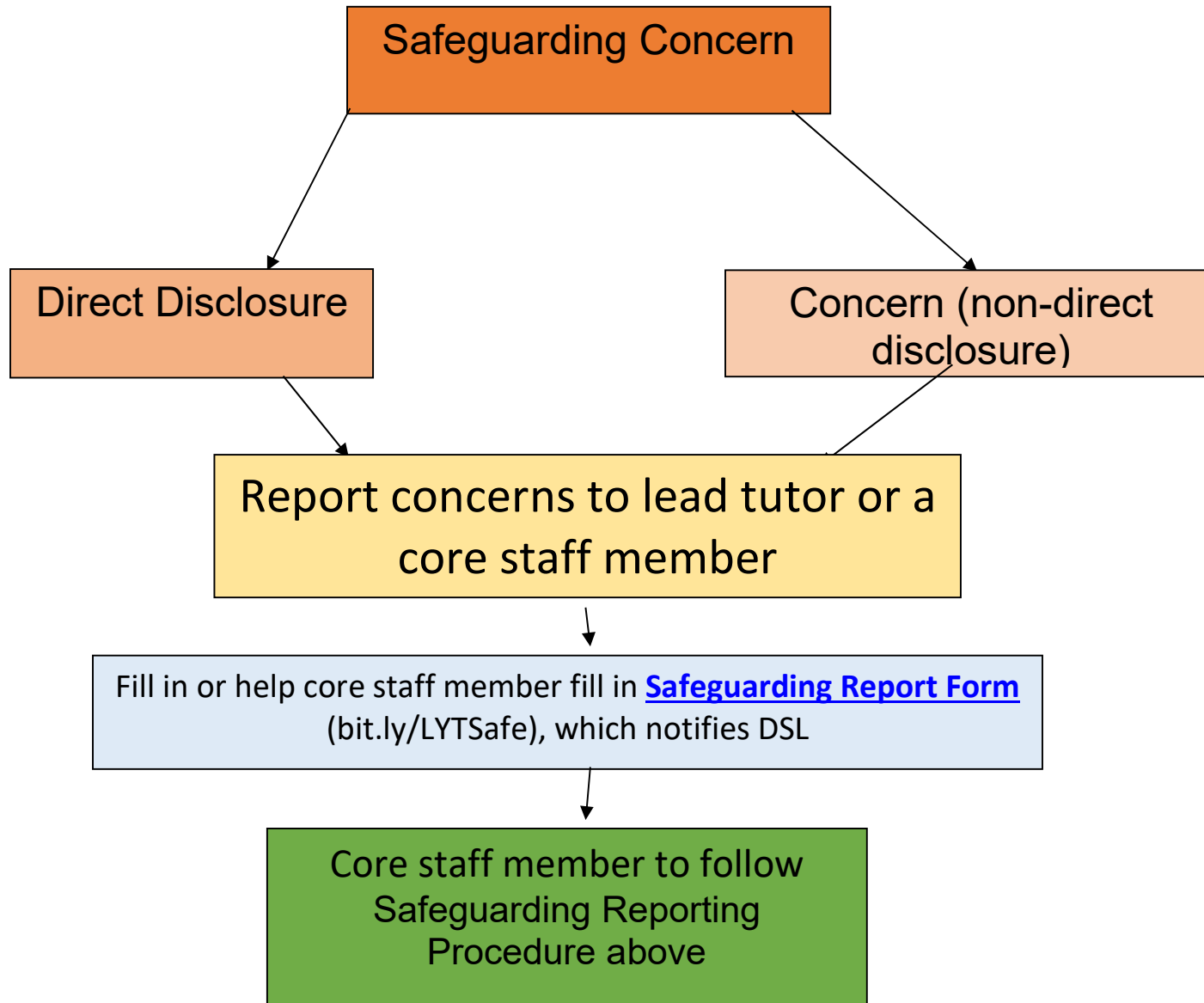
If you feel your concerns still haven't been appropriately addressed, you should report your concerns to the Multi-Agency Safeguarding Hub on 020 8314 6660.

If you have concerns about how Child Protection matters are being handled at Lewisham Youth Theatre, and do not feel that your concerns have been or will be acted on appropriately, you can contact the NSPCC's Whistleblowing Advice Line to discuss your concerns: 0800 028 0285

Lead Staff Safeguarding Reporting Procedure



Volunteering/Supporting staff Safeguarding Reporting Procedure



CONTACTS FOR REPORTING SUSPECTED ABUSE

Designated Safeguarding Lead: Sara Myers (Creative Director)
020 83182508 / creativedirector@lewishamyouththeatre.com

Deputy DSL: Victoria Shaskan (CEO)
020 83182508 / victoria@lewishamyouththeatre.com

Council of Management Safeguarding Lead: Genine Whitehorne
chair@lewishamyouththeatre.com

LEWISHAM SERVICES:

Lewisham Children's Social Care

Social Care and Health
1st Floor Laurence House, 1 Catford Road
London SE6 4RU
Tel: 020 8314 6000
Duty Team: 020 8314 6660
Out of Hours: 020 8314 6000

Lewisham Safeguarding Children Board

32 Kaleidoscope Child Development Centre
Rushey Green SE6 4JF
Tel: 020 8314 3396
Email: safeguardingboard@lewisham.gov.uk

Multi-Agency Safeguarding Hub

020 8314 6660
020 8314 6000 (out of hours – ask for emergency duty team)

Local Authority Designated Officer

Caroline Aitken, London Borough of Lewisham,
1st Floor Laurence House, 1 Catford Road, SE6 4RU
Office Tel: 020 8314 7280
LewishamLADO@Lewisham.gov.uk

To Report a Crime:

Dial 999 – To report a crime in progress or imminent, or if victim is injured.
Dial 101 – To report a crime or concern that has taken place previously.

Give Emergency Services the address: 436 Lewisham High Street, SE13 6LJ (the building next to the Seventh Day Adventist Church)

Document Control Sheet

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	NAME	TITLE	SIGNATURE	DATE
Author	Victoria Shaskan	CEO	<i>Victoria Shaskan</i>	11/12/2023
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Authoriser	Genine h	Safeguarding Lead (Council of Management)	<i>Mairi Hayes</i>	22/01/2024

Effective Date:	11/12/2023
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Review Date:	11/12/2024
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PREVIOUS POLICY UPDATES
Policy updated May 2011
Policy updated June 2014
Policy updated February 2017
Policy updated April 2018
Policy updated June 2018
Policy updated February 2019
Policy updated May 2011
Policy updated June 2014
Policy updated April 2019
Policy updated January 2020
Policy updated February 2021
Policy updated June 2022
Policy updated December 2023

Appendix A Recognising Signs and Symptoms of Abuse

Definitions and Signs of Abuse

“Child abuse and neglect” is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Working Together to Safeguard Children sets out definitions and examples of the four main categories of abuse (Physical abuse / Emotional abuse / Sexual abuse / Neglect) These categories can overlap and an abused child does frequently suffer more than one type of abuse.

It is not the responsibility of LYT employees to decide whether a child or young person has been abused or is at risk. But, all workers have a responsibility to report any concerns to a Designated Person. The following information is designed as a guide to help raise awareness of the different signs of abuse.

Physical Abuse: Physical abuse may involve poking, pushing, hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. It can also include “fabricated” or “induced” illness where a parent or carer simulates the symptoms of, or deliberately causes, ill health in a child.

Signs of physical abuse that could trigger concern may include:

- An unexplained injury
- An injury which is not consistent with the explanation given, or changing/differing accounts of how the injury occurred
- Bruising to the soft tissue area where there is no bony prominence, e.g. face, back, arms, buttocks, genitalia, ears and hands
- Multiple bruises in clusters, or of uniform shape, including those that carry an imprint, for example of an implement, a hand or a cord
- Regular “accidental” bruising or injury (including burns, bite marks, scalds, etc.) with or without a history of how the injury occurred

Any injury should be considered in the context of the child’s history and developmental stage, and any explanation given.

Emotional Abuse: Emotional abuse is the persistent emotional ill treatment of a child, including persistent criticism, denigration, rejection and scapegoating, such as to cause severe and persistent effects on the child’s emotional development. Emotional abuse may include:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing age or developmentally inappropriate expectations on children.
- Serious bullying, causing children frequently to feel frightened or in danger - e.g. witnessing domestic violence
- Exploitation or corruption of children

Signs of emotional abuse may include:

- Abnormal attachment between a child and parent/carer, e.g. anxious, indiscriminate or no attachment
- Carer shows a persistently negative attitude towards the child
- A child with a very low self esteem and or who will consistently describe themselves in very negative ways such as “I am stupid, naughty, hopeless, ugly”
- Older children may show evidence of mental health issues such as depression, self-harm or eating disorders, or may have behavioural or educational difficulties
- Acting out aggressive behaviour
- A child who is consistently reluctant to go home, or who runs away from home
- A child who struggles to engage in normal social activity and conversation with peers or adults
- A child who discloses living in an environment of domestic abuse, alcohol or substance misuse

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative and non-penetrative acts. It may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes abuse of children through sexual exploitation.

A significant proportion of sexual abuse is carried out by children and young people on their peers. This sexually harmful behaviour should always be taken as seriously as that perpetrated by an adult. The behaviour should not be dismissed as “normal”. A referral to social services should always be made.

Sexual abuse may also include Organised Abuse (where more than one adult acts in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse) and Child Sexual Exploitation (exploitative situations, contexts and relationships where young people receive 'something' as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.)

Signs of Sexual Abuse may include:

- Extreme use of sexually explicit language and/or detailed descriptions or drawings of sexual activity
- Self harm
- Running away or regular absences from home or school (particularly in the case of organised abuse)
- Pregnancy
- A sexually transmitted infection
- Sexually abusive behaviour
- Sexually explicit play, continual open masturbation or aggressive sex play with peers (as distinct from normal sexual curiosity)

Signs of Child Sexual Exploitation may include:

- Being involved in abusive relationships, intimidated and fearful of certain people or situations
- Hanging out with groups of older people, or antisocial groups, or with other vulnerable peers
- Being involved in gangs, gang fights, gang membership
- Having older boyfriends or girlfriends
- Spending time at places of concern, such as hotels or known brothels
- Not knowing where they are, because they have been moved around the country
- Going missing from home, care or education.

All members of staff and volunteers with LYT have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 18, or a vulnerable young person under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

Neglect: Neglect involves the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

There are no specific features which indicate neglect, other than that the child's basic needs are not adequately met. Neglect is a pattern, not an event, so it is important to consider the standard of care the child received over time; a pattern of neglect may be missed if each individual event is considered in isolation.

The following may be indicators of neglect

- Repeated lack of physical and developmental needs, eg persistent inappropriate clothing for the weather, persistent hunger/lack of food or lack of cleanliness)
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- Poor supervision of young children resulting in frequent accidental bruising or injury, including child being left at home alone or with inappropriate carers
- Regularly not collected from care settings

Radicalisation and Extremism: 'Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm' (Home Office, Prevent Strategy – June 2015)

Radicalisation is defined as: 'the process by which a person comes to support terrorism and forms of extremism leading to terrorism' (Prevent Strategy)

Extremism is defined as – 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect tolerance of different faith and

beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas' (Prevent)

There is no single way of identifying a young person who is likely to be susceptible to terrorist ideology. As part of wider safeguarding responsibilities staff should be alert to

- Young people voicing opinions drawn from extremist ideologies and narratives, including use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture
- Disclosures by young people of their exposure to the extremist actions, views or materials of others, especially where the young person has not actively sought these out.
- Attempts to impose extremist views or practices on others
- Graffiti symbols, writing or art work promoting extremist messages or images
- Young people accessing extremist material online, including through social networking sites
- Distributing extremist literature and documentation
- Use of extremist language:
 - 'Dawlah' – term used by ISIL to refer to the 'Islamic state'
 - 'Jihad' – means 'struggle' or 'violence'
 - 'Caliphate' – ISIL supporters describe the territory they control in Iraq / Syria
 - 'Mujahid' – someone who wants to fight as part of the 'Jihad'
 - 'Shahada' – refers to someone considered to be a martyr
 - 'Kuffar' – a term used by ISIL to describe non-Muslims
 - 'Ummah' – the phrase is used by ISIL to refer to the 'world community of Muslims'
 - 'Rafidha' – word used by ISIL to refer to those who refuse to accept the Islamic state

If a member of staff has a concern that a young person or vulnerable adult is at risk of being radicalised this should be raised to a designated person in the same way as any other safeguarding concern

Appendix B Safeguarding Report Form (If Google Form not available)

**Lewisham Youth Theatre
Safeguarding Report Form
Confidential Recording Sheet**

Please use this form to report safeguarding concerns, incidents or disclosures to the Designated Safeguarding Lead (DSL). The DSL will make a decision if any further action should be taken, including by reporting to the Local Area Designated Officer. In order to make this decision, the DSL may speak to you to clarify your report.

If you are dissatisfied with the response to any of your concerns below, raise these again with your Designated Safeguarding Lead or the Council of Management. If you feel your concerns still haven't been appropriately addressed, you should report your concerns to the Multi-Agency Safeguarding Hub on 020 8314 6660.

Date of Report: _____

Person Reporting: _____ **Role:** _____

Young Person's Name: _____ **Age:** _____

Is the young person identified as 'in need' (as per LYT's definition)? YES NO

Please give any relevant details: _____

CONTACT DETAILS

Is the young persons' contact details on LYT's database? YES NO

If not please provide:

Young Person's Phone and Email: _____

Home Address: _____

Parent/Carer Name(s) _____

Parent/Carer Phone and Email: _____

ABOUT YOUR REPORT

I am reporting: My own concerns Someone else's concerns

My concerns are based on: Disclosure from young person at risk of harm
 Disclosure from another person
 Behaviour/Physical presentation of young person

Do you believe the person to be currently in danger of harm? YES NO

Has an allegation been made against someone: YES NO

If so, has an allegation been made against LYT staff or volunteers? YES NO

Date and Time of Incident/Disclosure: _____

Place of Incident/Disclosure: _____

Other Workers Present: _____

YOUR REPORT

Please describe what prompted your concerns, including any physical, behavioural or indirect signs.

If you have spoken to the young person, please record to the best of your ability what was said in the conversation.

What actions have you taken in response to your concerns and what has been the result?

If you have spoken to parent/carers, please record to the best of your ability what was said in the conversation.

Any further information:

FURTHER ACTION

Do you believe this incident needs to be escalated outside LYT? YES NO

If so, who do you think the incident should be reported to?

- Multi Agency Safeguarding Hub Local Area Designated Officer
- Police Parent/Carer(s)
- Not Sure Other: _____

What further action do you think LYT should take to safeguard the young person?

Do you have any suggestions for changes/updates to LYT's policies or procedures based on this incident?

REVIEW OF REPORT

To be completed by Designated Safeguarding Lead

Report Review on: _____ **Report Reviewed by:** _____

Further Action Taken: