



SHAKESPEARE'S GLOBE – CHILD PROTECTION PROCEDURES

To be read in conjunction with the Child Protection Policy.

What is child abuse?

There are four main categories of abuse. These are, physical, sexual, emotional abuse and neglect. Bullying can also be a form of abuse. These are described in more detail below.

The purpose of this policy is:

- *Physical Abuse* – This is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
- *Sexual Abuse* – A child is sexually abused when they are forced or persuaded to take part in sexual activities whether or not they are aware of what is happening. This doesn't necessarily involve physical contact, but could involve involving children in looking at or producing sexual images online. The process by which children are befriended and gradually prepared for inappropriate sexual activity is called grooming
- *Emotional Abuse* – is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects of the child's emotional development. It may involve bullying or conveying to the child that they are worthless, unloved or inadequate
- *Neglect* – is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development
- *Bullying* – is the abuse and or intimidation by a person, persons or organisations against others, singly or in groups. It is an abuse of a perceived power relationship. It may include verbal abuse, intimidation and acts of physical or sexual abuse. Among children and young people, a good deal of the bullying involved texting, sexting, filming on mobiles and posting on social media networks

Identifying child abuse

Definitive signs of child abuse are rare. The following are some possible signs that may mean that a child has been abused. They are listed here to assist staff members and volunteers in evaluating any concern they may have about a child or young person.

- *Possible signs of Physical Abuse* – injuries with inconsistent or improbable explanations, reluctance to discuss injuries, untreated injuries. Withdrawal from physical contact
- *Possible signs of Sexual Abuse* – acting in a sexual way, inappropriate to age, reluctance to change for an activity, involving other children in sexual activity, self harm, unexplained sources of money or gifts.

- *Possible signs of Emotional Abuse* – withdrawal, nervousness, aggressive behaviour. This may be difficult to recognise over a short period of time
- *Possible signs of Neglect* – constant hunger, poor personal hygiene, constant tiredness, poor state of clothing, untreated medical problems
- *Possible signs of bullying* – reluctance to attend activities previously enjoyed, tearfulness, erratic emotions, frightened of other children, shortage of money, or frequent loss of possessions

Although large numbers of children and young people visit the Globe, the majority do so for relatively short periods of time i.e. half a day or less. It follows from this that the forms of Child Abuse that become evident over time, such as Emotional Abuse, Neglect or patterns of sustained Bullying will be less likely to be observed by staff and volunteers in their interaction with children at the Globe.

The two most likely manifestations of Child Abuse are expected to be:

- When staff observe an incident of abuse which takes place at the Globe – e.g. an adult striking a child or inappropriate sexual interaction between an adult and a child, or between children or
- When a child/young person discloses something to a staff member that leads to a concern that that child is at risk of abuse

Abuse of vulnerable adults

Vulnerable adults can be abused in similar ways to children. Physical abuse and neglect can become evident in broadly similar ways than occur with children as can bullying. Sexual abuse may be harder to assess as it involves a judgement about how much the adult understands and whether he/she is in a position to consent to any sexual activity. Other forms of abuse such as financial exploitation affect adults but not children, however they are unlikely to become evident during a relatively short visit to the Globe.

Action to be taken if you are concerned about a child or vulnerable adult

If you are concerned about the welfare of a child or vulnerable adult there is a range of actions that may be taken. In most circumstances it will simply be a question of notifying the adult who is responsible for the child e.g. if a child appears distressed, has become separated from their school group, or has sustained an accident.

If you suspect that a child or vulnerable adult has been abused, then you should report the matter without delay to one of the Department Child Protection leads. These are:

- Globe Education: Joanne Luck and Becky Rathkey
- Globe Theatre: Jo Hawkes
- Visitor Experience: Lotty Englishby
- Friends Volunteers: Anna Sampson
- Apprentices and Work Experience Students: Ella Cohen
- The Departmental Child Protection lead will decide on whether the concerns are sufficient to warrant further action. This could involve:
- Discussing the matter with Shakespeare's Globe Safeguarding Lead, Ian Dixon, Chief Finance & Operations Officer



- Informing the adult responsible for the child about the concern so that they can take action to follow up. This may be appropriate if the child is with a school party from another area and it is a matter the school should reasonably follow up e.g. bullying
- Making a referral to the police. If the actions observed or suspected, could constitute a crime, then the police should be informed.
- If there is a suspicion, disclosure or allegation of abuse, then the matter must be reported to the local Social Services Department who will investigate the matter according to the Pan London Procedures. In respect of children this is done by contacting the Multi Agency Safeguarding Hub (MASH) in Southwark:

Telephone: 020 7525 1921

Email: mash.mailbox@southwark.gov.uk

The referral should be followed up in writing within 48 hours
For vulnerable adults the Safeguarding Adults team in Southwark should be contacted:

Telephone: 020 7525 1754

Email: safeguardingadultscoordinator@southwark.gov.uk

Recruitment of staff and volunteers:

All employees, volunteers or freelance contractors must have proof of an up-to-date Disclosure and Barring Service certificate before they are allowed to work with children, young people or vulnerable adults. We will cover the cost of processing and obtaining DBS certificates for all permanent staff. We will process DBS certificate applications for volunteers and freelance contractors where a DBS certificate is required at the freelance contractor's cost. DBS checks for volunteers are free of charge.

DBS certificates are reviewed on a three yearly basis.

All staff and volunteers are required to inform the Globe of anything which happens subsequent to the DBS check which may affect their suitability to work with children.

Staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child.

Chaperones:

The Globe is responsible for recruiting and overseeing Chaperones for all children and young people involved in theatrical productions which take place at the Globe. Chaperones play an important role in promoting the welfare of child actors.

- We ensure that all chaperones are in possession of a licence and a DBS check within the six months of having a licence approved
- The licences of all current chaperones are stored in the Child Licensing folder. A copy is retained by the Stage Management team
- Any concerns about a chaperone should be treated in the same way as allegations against other staff who work with children

Good practice when working with children and vulnerable adults:

- All Globe staff and volunteers working with children, young people and vulnerable adults are required to be aware of the Child Protection policy. In addition they must conform to the following code of conduct:
- Staff should always behave appropriately around children, young people and vulnerable adults using appropriate language. Avoid

making sexually suggestive comments in front of, about, or to a child

- Staff should always encourage children, young people and vulnerable adults to behave with respect towards each other. Instances of bullying should be addressed
- Wherever possible there should be more than one adult present during activities with children, young people and vulnerable adults. Staff should ensure that the recommended adult to child of 1:8 for groups of children aged three to seven years and 1:10 for older children is observed as far as is possible
- Separate dressing rooms should be used for young people involved in theatrical productions
- Staff should not spend time alone with children, young people or vulnerable adults, away from others unless this is unavoidable
- Staff will be aware that physical contact may be misinterpreted and should not have unnecessary physical contact with children, young people and at risk adults. There may be occasions when physical contact is unavoidable or positively desirable or necessary for example to provide reassurance to a distressed child or physical support when working with a disabled child. Physical contact should only take place with the consent of the child and the purpose of the contact should be clear
- Unless absolutely unavoidable, children, young people and at risk adults should not be taken alone on car journeys. Where it is unavoidable, the full knowledge and consent of the parents, carers and a senior manager in the organisation should be sought. In seeking consent, employees should state the purpose of the journey and the anticipated length. They should also check insurance liability
- Staff should not meet with children, young people and vulnerable adults outside organised activities unless it is with the knowledge and consent of parents, carers and the person in charge of the organisation. Neither should they invite or allow a child to stay with them at their home unsupervised
- Staff should avoid giving children and young people their personal email addresses. Contact outside organised activities should take place via the Globe office
- Any accidents occurring off site must be recorded in the appropriate accident book with a copy for the Globe's records
- Staff should avoid smoking or using e-cigarettes even in permitted areas in the presence of children, young people and at risk adults

Allegations against staff, volunteers or others working with children or at risk adults:

These are likely to arise in one of these ways:

- Someone is observed behaving inappropriately with a child or at risk adult – this may be a staff member, a volunteer, or a visiting professional e.g. a teacher
- A child makes an allegation against a staff member or other professional
- Information comes to light about a staff member's home life that leads to concerns about their suitability to work with children or at risk adults



- It is important to carefully record all observations/allegations or suspicions of abuse as soon as possible

Allegations or suspicions should be reported without delay to one of the Departmental Child Protection leads. These are:

- Globe Education: Joanne Luck and Becky Rathkey
- Globe Theatre: Jo Hawkes
- Visitor Experience: Lotty Englishby
- Friends Volunteers: Anna Sampson
- Apprentices and Work Experience Students: Ella Cohen
- If the allegation relates to one of the Departmental Child Protection leads then the referral should be made to the Shakespeare's Globe Safeguarding Lead Ian Dixon, Chief Finance & Operations Officer.
- If the allegation relates to the Shakespeare's Globe Safeguarding Lead then the referral should be made to Dame Rachel de Souza, the Trustee lead on Child Protection
- The Child Protection lead will decide on action to be taken. If it is concluded that the person who works with children has:
 - Behaved in a way that has harmed, or may have harmed, a child
 - Possibly committed a criminal offence against children, or related to a child
 - Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children

the Child Protection lead must refer that matter to the Local Authority Designated Officer in Southwark who will investigate as per the local procedures: southwark.gov.uk/info/266/child_protection/2588/allegations_against_people_who_work_with_children_in_southwark

The contact details are:

Eva Simcock

Telephone: 020 7525 0689

Email: Eva.Simcock@southwark.gov.uk

Photographic, video recording and mobile phone camera use:

It is not the intention to prevent parents/carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography/filming

- No-one is permitted to photograph or record images in the following areas:
 - Changing areas
 - Toilet areas
 - First Aid room
- Children can only be photographed with the permission of parents/carers.
- At risk adults can only be photographed if they are able to give consent, or if their parent or carer consents.
- Children's images may not be used for promotional or press releases unless parents/carers have consented.
- One to one photo sessions are prohibited
- Photo sessions away from the Globe or at a child/young person's address are prohibited
- Those taking photos, including staff/volunteers must have identification which must be worn at all times
- Any concerns regarding inappropriate or intrusive photography/filming should be raised with the person in question. If concerns persist the matter should be reported to one of the Child Protection leads and the person may be asked to leave

The procedures will be reviewed regularly to ensure they remain up to date.

This policy was last reviewed on: 17th August 2017 (date)

Signed: Ian Dixon

Chief Finance & Operations Officer (Safeguarding lead)

A handwritten signature in black ink that reads 'Ian Dixon'.