



## SAFEGUARDING POLICY

Dated: May 2026

The Policy will be reviewed every three years or in line with changes in government legislation and updated guidance

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Charity No: 1177033

**This Policy has been approved & authorised by the Board of Trustees and this decision is recorded in the minutes of the Trustee Board Meeting held on 1st May 2026**

## **Policy Statement**

The Basement Door (herein referred to as 'TBD') has a duty of care to safeguard from harm all children and young people with whom it interacts. Children and young people occupy a central place within TBD and our work. We strongly believe that all children and young people have the right to be treated fairly, justly and have the right to freedom from abuse and harm.

This policy details the legal requirements, organisational procedures and best practice as applicable to all staff. This policy applies to all TBD staff, including those who work on a volunteer and freelance basis as well as TBD's Board of Trustees.

Our policy ensures that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to TBD staff members, Volunteers and partners with regards to legal requirements and good practice.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues. We will work extensively with external agencies such as the NSPCC and the police must also include Richmond upon Thames "SPA" to ensure as far as possible that children and young people are protected.

During projects where we work with partner organisations, their Safeguarding Policy may be applied, while still underpinning our work with our own robust Safeguarding policy and practise. We work closely with the local community. We partner with other charities and events in the local area to provide music stages and backstage crew at public community events.

## **Definitions**

The terms "child", "children", are used to refer to anyone under the age of 18. The terms "young person", "young people" are used to refer to any TBD participant aged 18 or over.

We will not tolerate bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.

## **Designated Officers**

*Lead operational Nominated Safeguarding Person (NSP):*

Louise Nagle, Chair of the Board of Trustees    Email: [louise@thebasementdoor.org](mailto:louise@thebasementdoor.org)

*Nominated Safeguarding Trustee (NST):*

Clara Strike    Email: [clara@thebasementdoor.org](mailto:clara@thebasementdoor.org)

Contact details for the Safeguarding team can be found in Appendix 1.

## **Staff Roles & Responsibilities**

The Nominated Safeguarding Person leads upon policy development and reporting, including:

- Reviewing and updating the organisation's safeguarding policy on an annual basis or when necessary
- Leading upon contact with Local Authority Social Services in the event that a child/young person is at risk of harm
- Managing complaints about poor practice and allegations against staff/volunteers
- Referring relevant issues of safeguarding to the Board of Trustees for consideration
- Collecting monitoring data on all safeguarding activities across the organisation
- Ensuring safer recruitment procedure and promoting safeguarding across the organisation
- Acting as a "front-line" point of contact for any persons concerned about the welfare of a child/young person
- Updating the Nominated Safeguarding Trustee (NST) upon any issues raised/reported in sessions
- Modelling best practice when it comes to safeguarding amongst staff/volunteers/participants
- Contributing to the review and update of the safeguarding policy and procedures
- Providing guidance to staff concerned about a child protection issue
- Keeping accurate records of concerns about children and young people and actions taken

The Nominated Safeguarding Trustee (NST) leads upon policy and procedure oversight, including:

- Ensuring that policy and procedures are fully implemented and followed by all staff/volunteers
- Being kept informed of all serious safeguarding incident forms and feeding in as necessary
- Reporting to Trustees upon any observations and/or findings concerning safeguarding

The Safeguarding Working Group support the NSP with:

- Review of the Safeguarding Policy and training
- Coordinating all accredited safeguarding training (Level 1 and Level 3)
- Design and delivery of the TBD bespoke non-accredited safeguarding briefings

All members of staff/volunteers have a responsibility to safeguard children and young people from harm, including:

- Being vigilant of the signs that may indicate a child/young person is experiencing harm or is at risk of harm
- Report any disclosures or concerns, as soon as possible, to the Designated Safeguarding Officer or the

## **Recruitment, Selection & Training of Staff**

Safe recruitment and selection practice is vital in safeguarding and protecting children and young people. TBD recognises and takes seriously its responsibility to adopt practice which minimises risk to the children and young people by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children and young people or who are unsuitable to work with them. The safety and well-being of children and young people is borne in mind at all times throughout the recruitment and selection process. TBD has adopted the NSPCC Value Based Interview and Recruitment Policy. In accordance with this, TBD will ensure that:

- Appropriate checks are carried out on new staff/volunteers
- A DBS check is carried out for all potential staff including freelance staff when contracting, and a new DBS check will be carried out every three years from commencement of contract.
- The safety of children and young people is explicitly stated in job descriptions and person specifications
- Interviewers question and interrogate up on gaps in employment history through to the interview
- TBD carries out enhanced Disclosure and Barring Service (DBS) for relevant roles
- TBD has an open door policy when rehearsing or during sound checks, this means at any time a full time member of staff or Trustee may enter space to observe the session. This offers transparency and an opportunity to feedback and reflect on good practice.
- Any appointments with substantial access to children and young people will be subject to a reference form (see Appendix 8).

TBD will ensure that permanent and freelance staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

Permanent staff:

- Applicants will be required to complete an application form in which they specify safeguarding training;
- Shortlisted candidates will be interviewed by a panel of at least two staff/Trustees;
- Selected candidates will be required to provide at least two written references;
- Staff will undergo any safeguarding training required and will require a probationary period.

Contractors, Judges & Freelance staff:

- Where relevant written references will be obtained to confirm their suitability for working with children and young people;
- Staff will be monitored by TBD's Safeguarding Lead Officer who will offer appropriate advice/guidance.

## Recruitment for Backstage Volunteers & Onstage Performers (13-22)

All volunteers (aged 13-22) are required to complete an application form. For those under 18, we require parental consent to them volunteering. At this point we collect their parent's contact details and request permission to contact their child via group message for attendance purposes. The messaging group is managed by identified TBD staff, and access to it can only be approved by them. We provide clear guidelines about the use of social media, and the parameters of its use, and what can be shared on it. If the parents prefer, their number can also be added or they can be the main contact for their child. All Volunteers will be made aware of our safeguarding policy, and code of conduct, and their responsibilities to it.

All musicians (aged 13-22) must sign an agreement which confirms their commitment to attend agreed events, to be available for sound checks and to promote the event to their friends and family.

### Staff Training

Training is informed by Working Together to Safeguard Children Guidance (2010) and is organised into different levels of knowledge and skills. The level required depends on the degree of contact that an individual has with children and young people and the role they play. Our policy details how these levels are applicable to key TBD staff members:

Group	Applicable TBD Staff	Training Required
Group 1 comprises staff/volunteers with limited contact with children and young people. They have responsibility to contribute to promote the welfare of children and young people but do not have specific safeguarding organisational responsibilities.	<ul style="list-style-type: none"><li>▪ Trustees</li><li>▪ Mentors</li></ul>	Level 1 Safeguarding Training
Group 2 comprises staff/volunteers who work regularly with children and young people. These staff will have professional and/or organisational responsibility for safeguarding and promoting the welfare of children and young people. Group 2 requires the skills to respond appropriately to Group 1 staff that may approach them with concerns about the welfare of a child/young person.	Volunteer staff who work regularly with young people	Level 1 Safeguarding Training
Group 3 comprises staff who works predominantly with children and young people. They have a substantial degree of personal responsibility and autonomy to act on the welfare concerns of children and young people.	Full Time/Part Time Employed Staff	Level 3 Safeguarding Training

Note: Persons in Groups 1 - 3 who have completed a Level 1 Course or in-House Training should update their knowledge every 2-3 years with a refresher course. TBD provides Safeguarding Training in-house on an ongoing basis.

Level 1 Training is delivered through the Kingston & Richmond Safeguarding Partnership:

<https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>

And Level 3 Training for Lead Officers & Full/Parttime staff is delivered through our membership of London Youth:

<https://londonyouth.org/events/>

TBD will keep a record of all Safeguarding Training undertaken by permanent staff & Volunteers and will remind them when they are due to attend further training. TBD asks all contracted staff to take responsibility for their own training and development and to seek further training as and when required.

## **Identifying & Responding to Concerns About a Child/Young Person**

At times TBD staff may have to respond to concerns about the welfare of children and young people. This could relate to the actual or alleged harm of a child/young person. Alternatively, a child/young person we are working with may disclose abuse directly to you. This section provides information and guidelines on our procedures in these situations.

If a child is in immediate danger, call 999 and complete a referral to record the call.

### **Identifying Types & Indicators of Abuse**

In order to effectively protect children and young people against harm all staff should be familiar with the various types and key signs of abuse. The Government's Working Together to Safeguard Children (2010) details four key types of abuse:

- Physical;
- Sexual;
- Emotional;
- Neglect.

Staff are required to acquaint themselves with indicators of abuse (please see Appendix 3)

### **Radicalisation**

TBD recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. TBD will continue to empower children and young people to create communities that are resilient to extremism and support the wellbeing of particular children and young people who may be vulnerable to being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or

for a person who moves to adopt violence in support of their particular ideology. Although a number of possible behavioural indicators are listed below, staff should use their professional judgement and discuss with other colleagues if they have any concerns:

- Use of inappropriate language
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff have any significant concerns about a child/young person beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Officer or the Nominated Safeguarding Trustee (NST) immediately.

### **Female Genital Mutilation**

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad or aid or abet someone to take a child out of the country to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it acceptable to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is thought to be 6 - 12 years but it is also thought that the age at which girls are mutilated is dropping.

Although the age of the children and young people with whom TBD engages is such that they are not necessarily in the 'high risk' category for FGM, a child/young person may disclose that she is at risk of FGM, has suffered FGM or that she has a sister or family member who is at risk of mutilation.

Staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM
- A child/young person may talk about a long holiday to a country where the practice is prevalent
- A child/young person may confide that they or a sister or family member is to have a 'special procedure' or to attend a special occasion
- A child/young person may request help from a teacher, mentor or another adult
- Any girl/young person born to a woman who has suffered FGM or has a sister or relative who has been subjected to FGM must be considered to be at potential risk

Any information or concern about a child/young person or member of their family being at risk of FGM must be reported to the Designated Safeguarding Officer or the Designated Safeguarding Ambassador as matter of urgency. This may be treated as an immediate child protection referral to the child/young person's home borough.

## **Hearing a Disclosure**

If a child/young person says or indicates that they are being abused, or information is obtained which gives concern that a child/young person is being abused, you should follow the below guidance:

### **RECEIVE:**

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and react calmly so as not to frighten the child/young person.
- Make a note of what has been said as soon as possible.

### **REASSURE:**

- Reassure the child/young person that they have done the right thing by telling you.
- Tell the child/young person they are not to blame and that it was right to tell; I am glad you came to me.
- It is important that you do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

### **REACT:**

- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what is said by a child/young person who has a speech disability and/or differences in language;
- Do not ask 'leading' questions, for example 'what did they do next?' (This assumes they did!), or 'did they touch your private parts?' Such questions may invalidate your evidence (and that of the child/young person) in any later prosecution in court.
- Explain what you have to do next and whom you have to talk to.

### **RECORD:**

- Make some brief notes at the time on any paper which comes to hand.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and any noticeable non-verbal behaviour.
- Be specific when noting the words used by the child/young person.
- Use TBD's Incident Report Form (see Appendix 6) to ensure all the required information is recorded

### **REMEMBER:**

- To share your concerns with the Designated Safeguarding Officer or the Nominated Safeguarding Trustee (NST) who will take the matter forward.

## **Reporting Allegations, Suspicions or Concerns**

It is not the responsibility of anyone working at TBD to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people in order that appropriate agencies can then make enquiries and take any necessary action to protect the child/person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people then you should raise these with the Designated Safeguarding Officer or the Nominated Safeguarding Trustee (NST) who will be responsible for documenting your concern on an Incident Report Form (see Appendix 6). All concerns will be considered and a decision reached as to whether the concern should be referred to Social Services.

All Incident Report Forms are securely stored in a restricted and protected folder on the TBD server. When an Incident Report Form is archived in this folder a note will be made on TBD's Participant Safeguarding Tracker.

## **Making a Referral to Social Services**

If a decision is made to raise a concern with Social Services it will be the responsibility of the Designated Safeguarding Officer to formally report this concern. If, for any reason, the Designated Safeguarding Officer is unable to lead on this process then the Nominated Safeguarding Trustee (NST) will make the referral.

TBD will make all referrals within 24 hours of a serious concern or disclosure coming to light. When a referral is made, TBD will record the name and role of the children and young people's services member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral.

If a concern is allayed and a decision is made not to make a referral then TBD will still be required to record details of the concern and details as to why a referral was not made. This information may become relevant later on if further concerns emerge.

## **Allegations of Misconduct or Abuse by Staff**

In the event of allegations being made against an employee (staff or voluntary), TBD has a dual responsibility in respect of both the child/young person and employee. The same person must not have responsibility for dealing with the welfare issues about children and young people and the staff employment issues.

Two separate procedures must be followed:

- I. In respect of the child/young person the Nominated Safeguarding Trustee (NST) will lead the process related to the child/young person;
- II. In respect of the staff member against whom the allegation is made the Designated Safeguarding Officer will lead the process related to the staff member.

With regards to the child/young person, the aforementioned process will be followed. With regards to the staff member against whom the allegation is made, the below process will be followed:

1. TBD will make formal contact with Richmond Council who is responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a staff member.
2. TBD is legally required to alert the LADO (local authority designated officer) to all cases in which it is alleged that a person who works with children and young people has:
  - Behaved in a way that has harmed, or may have harmed, a child/children and/or a young person/young people;
  - Possibly committed a criminal offence against a child/children and/or a young person/young people;
  - Behaved towards a child in a way that indicates they are unsuitable for such work.
3. The LADO will instruct TBD on procedure and what information may be shared with the person who is the subject of an allegation. TBD and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
4. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, TBD will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

In all instances TBD will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

Contact details:

The Richmond Single Point of Access (SPA) team are available from 8am to 5.15pm Monday to Thursday and 8am to 5pm on Friday

- Contact number 020 8547 5008
- Out of house number 020 8770 5000

A flowchart for allegations against staff is provided in Appendix 4.

### **Whistleblowing**

All staff, as part of their duty of care, are responsible for raising concerns where they exist relating to child protection. This may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in TBD's safeguarding arrangements. All concerns will be treated in confidence and every effort will be made not to release the whistleblowers' identity if this is requested.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.

Staff can call: 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **Communication with Children & Young People**

### **Communication via Telephone**

Staff should in no circumstances make or receive calls or texts to or from children and young people using their personal mobile phone numbers. A TBD mobile is provided for contacting children and young people. This mobile should be pin locked so that data is not accessible by others. Staff members who use the organisation mobile should, where possible, take the call in an open environment where the conversation can be witnessed.

### **Communication via Email**

Staff will, on occasion, be required to email children and young people using their personal email address. In all cases staff should use formal language to avoid any misunderstanding on the part of the recipient and should be carbon copied to the central administration email address ([admin@thebasementdoor.org](mailto:admin@thebasementdoor.org)). Staff members who have concerns regarding content of an email that they send or receive from a child/young person should consult the Designated Safeguarding Officer for guidance.

### **Social Media**

TBD recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, Tik Tok and Instagram, to name but a few. Contact with children and young people through such forums should only take place through organisational accounts.

TBD staff, permanent, Volunteer or freelance, must not do any of the following on their personal social media accounts:

- Send or accept any friend requests from TBD members on Facebook
- Request to follow TBD members on other social media platforms
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to an TBD course or member activity on social media
- Send or respond to any private messages from an TBD member on social media

TBD does not expect its staff to protect their personal Twitter/ social media accounts (thereby making sure their tweets/ content is only be visible to followers approved by the account holder) however it does ask all staff to respect their association with the organisation when tweeting.

*Further guidance on use of social media can be found in the TBD social media Policy.*

## **Photography, Video & Online Safety**

Parental/guardian consent for photography or video recording of any child is obtained through Enrolment forms. Photographs and videos of children and young people will be stored in a designated folder that is only accessible by designated TBD staff.

Any camera owned by the TBD and used by staff for the purpose of photographing children and young people engaged in TBD activity must have its memory wiped as soon as content has been transferred to the designated TBD folder. TBD will ensure that any professional photographers or video-makers contracted by TBD to make photos/videos of children under the age of 16 and vulnerable adults have a Disclosure and Barring Service (DBS) check which is dated within the last 3 years, inclusive of their period of engagement.

*Further guidance of TBD use of photography & Videography can be found in the TBD Photography & Filming Policy*

TBD will include information about online safety for all new members taking part in our training, courses, events or any other TBD activity. TBD makes annual updates to our guidelines for online safety in a format that is accessible to all.

## **Venue & Event Management**

### **Venues**

TBD hosted events are usually held in a wide range of venues and community halls, for which we hold health and safety risk assessments.

### **Drugs & Alcohol**

TBD has a zero-tolerance policy for drugs. Any member found to be using or in possession of illegal drugs will have them confiscated and their parent/guardian will be notified. Membership may be suspended/cancelled and a report may be made to the police.

Some of the venues and community events are licensed to serve alcohol. The responsibility for ID checking remains the responsibility of the license holder. Any member, employee or volunteer buying or supplying drinks to a child will be investigated. In the case of members (18-22) the parent/guardian of both members will be notified, membership may be suspended/cancelled and a report may be made to the police. In the case of an employee or adult volunteer the matter will be treated as a case of staff misconduct and will be referred to the LADO as outlined above.

### **Door Checks**

All attendees are advised on the door, where payment and entry to the event occurs, of our no drugs policy and prevention measures for under-age drinking. They are asked to concede to a bag check where necessary. If a bag check is refused, the individual is refused entry to the event. Where a bag check takes place and drugs or alcohol are found the items are confiscated and recorded in our incident log of the event. If weapons are found, the

individual is refused entry and the police are notified. This will also be recorded in our incident log of the event.

### **Adult Supervision at Events**

TBD events should always have a minimum of two DBS checked staff to oversee safety of all children and young people attending. For events exceeding a capacity of over 100 (including musicians, backstage crew and audience) an additional adult will be included in the crew for every 20 expected children (under 18) to attend.

### **Safeguarding at Community & Venue Based Events**

At outdoor community events, TBD sets up a base camp where staff, volunteers and performers can congregate. A minimum of two DBS checked staff are always in attendance and are known to all participants. At TBD events, there is a green room where musicians can leave their personal belongings. We will always avoid situations where a child is left on their own with an adult. If that happens, staff members must always make another aware why and where they are, leaving doors open so that they remain visible. Separate changing areas, if required, are available.

### **Disclosure & Barring Service (DBS) Checks**

#### **Check Levels**

The Disclosure and Barring Service (DBS) exists to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and young people. A DBS check forms one part of the wider safeguarding process. It helps organisations to determine whether a person is a suitable candidate for a particular role by providing information about their criminal history.

TBD requires those undertaking roles including regulated activity to undergo a Standard Check from the Disclosure and Barring Service ("DBS") or to provide in-person a certificate issued within three years of this employment end date. It is the responsibility of the individual to contact TBD regarding the status of their current DBS certificate.

For most of the TBD's work the only relevant regulated activity is unsupervised activities with children: to teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being. This work is Regulated Activity only if done regularly or intensively, which means being carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period. A person who manages or supervises a regulated activity is also counted as undertaking a regulated activity. If the person is providing occasional or temporary services they are not in a regulated activity.

The individual is required to supply all the relevant documentation required for DBS Checks promptly and in good time prior to the commencement of employment or Volunteering. Involvement with TBD may be terminated if the individual fails to provide the relevant documentation in good time. Where TBD pays for a DBS check to be undertaken no further

checks will be conducted and paid for until the expiry of the original DBS check (3 years) or where there are grounds for concern.

Where the role does not require unsupervised contact with a member of TBD or any person who is taking part in an TBD audition, training course, event or project, TBD may decide that a DBS check is not required. In this case the individual must always be supervised by an engaged member of staff who has a valid DBS certificate. (examples: guest judges, guest training provider, Patrons)

### **Intimate Relationships**

TBD adult employees and volunteers should have no relationships of an intimate or sexual nature with participants or any member of TBD under 22 years old, even though such young people may be over the age of consent. If you are a current or former member of TBD who is already in a relationship with a current member of TBD, you must inform us of this relationship prior to commencement of employment or volunteering. This remains in effect for the duration of the membership of the young person, until such time as they voluntarily cease their membership with TBD.

### **Child Performance Licensing**

#### **Requirement to License**

All children who perform on stage or in television, films, commercials or who work as models, have their welfare and safety protected by the following children in entertainment legislation:

- Children & Young Persons Act 1933 & 1963
- Children (Performances) Regulations 1968
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000
- Statutory Instruments: 1968 No. 1728, 1998 No. 1678, 2000 No. 10, & No. 2384
- Child performance and activities licensing legislation in England (April 2015)

For the purposes of children in entertainment a child is a person aged from birth until the end of their compulsory schooling. The aforementioned legislation requires licences to be issued by each Local Authority (LA) for children who take part in one of the following:

- broadcast performances (films, TV, video)
- non-broadcast performances (shows, modelling)

It is the responsibility of TBD to establish contact with the relevant local authority in which a child resides for guidance as to whether a license is required. It should be noted that all of the current work undertaken by TBD falls within the exemptions and licenses are not required. The Child performance and activities licensing legislation in England (April 2015) only applies to actual performances and does not apply to rehearsals or regular workshops.

TBD activities are currently exempt because they do not:

Exceed the 4-day rule – no more than 4 performance days in a six-month period, they do not need to take time off from school and they are not paid (excluding expenses)

#### **APPENDIX 1 – CONTACT DETAILS**

Role	Postholder	Contact Details
Safeguarding Lead Officer	Louise Nagle	<a href="mailto:louise@thebasementdoor.org">louise@thebasementdoor.org</a>
Nominated Safeguarding Trustee (NST)	Clara Strike	<a href="mailto:clara@thebasementdoor.org">clara@thebasementdoor.org</a>
Richmond Single Point Access (SPA)	Contact number 020 8547 5008 Out of house number 020 8770 5000	
NSPCC Helpline	Helpline 0808 800 5000	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

## **APPENDIX 2 - CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND TRUSTEES**

All staff, volunteers and trustees will be expected to be aware of and follow TBD's Safeguarding Policy and Operational Procedures.

All staff, volunteers and trustees will be expected to adhere to the below code of conduct.

Staff, volunteers and trustees will ALWAYS:

- Treat everyone with dignity and respect.
- Set an example you would wish others to follow.
- Treat all children and young people equally.
- Plan activities that involve more than one other person being present, or in sight/hearing of others.
- Follow recommended ratios between adults and children/young people for meetings and activities.
- Respect a child/young person's right to personal privacy.
- Avoid unacceptable situations within a relationship of trust.
- Allow children and young people to talk about any concerns they may have.
- Remember someone else might misinterpret your actions, no matter how well-intentioned.
- Take any allegations or concerns of abuse seriously and refer immediately.

Staff, volunteers and trustees will NEVER:

- Form a relationship with a child/young person that is an abuse of trust.
- Engage in inappropriate behaviour or contact - physical, verbal, sexual.
- Make suggestive remarks or threats to a child/young person.
- Use inappropriate language – writing, phoning, email or internet.
- Let allegations, suspicions, or concerns about abuse go unreported.

On occasion, one-to-one contact will be unavoidable, in such cases:

- Make sure it is for as short a time as possible.
- Ensure you remain accessible to others.
- Tell someone where you are going, what you are doing and why.
- Try to move with the child/young person to areas where there are more people.
- Try to avoid unnecessary physical contact.

## **APPENDIX 3 - DEFINITIONS & SIGNS OF ABUSE**

In order to effectively protect children and young people, staff should be familiar with the key signs and indicators of abuse, which are detailed below:

### **Physical Abuse**

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

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability as well as overprotection and limitation of exploration and learning, or presently the child participating in normal social interactions. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some levels of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including both penetrative and non-penetrative acts such as kissing, touching or fondling the child's genitals or breasts, vaginal or anal intercourse or oral sex.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet)

### **Child Sexual Exploitation (CSE)**

CSE is a form of sexual abuse. A young person is forced or persuaded to take part in a sexual act (including sharing images) in exchange for something - this could include affection, gifts, drugs/alcohol, accommodation, friendship or money. The young person may be forced or threatened, or may believe they are in a consensual relationship with the other person.

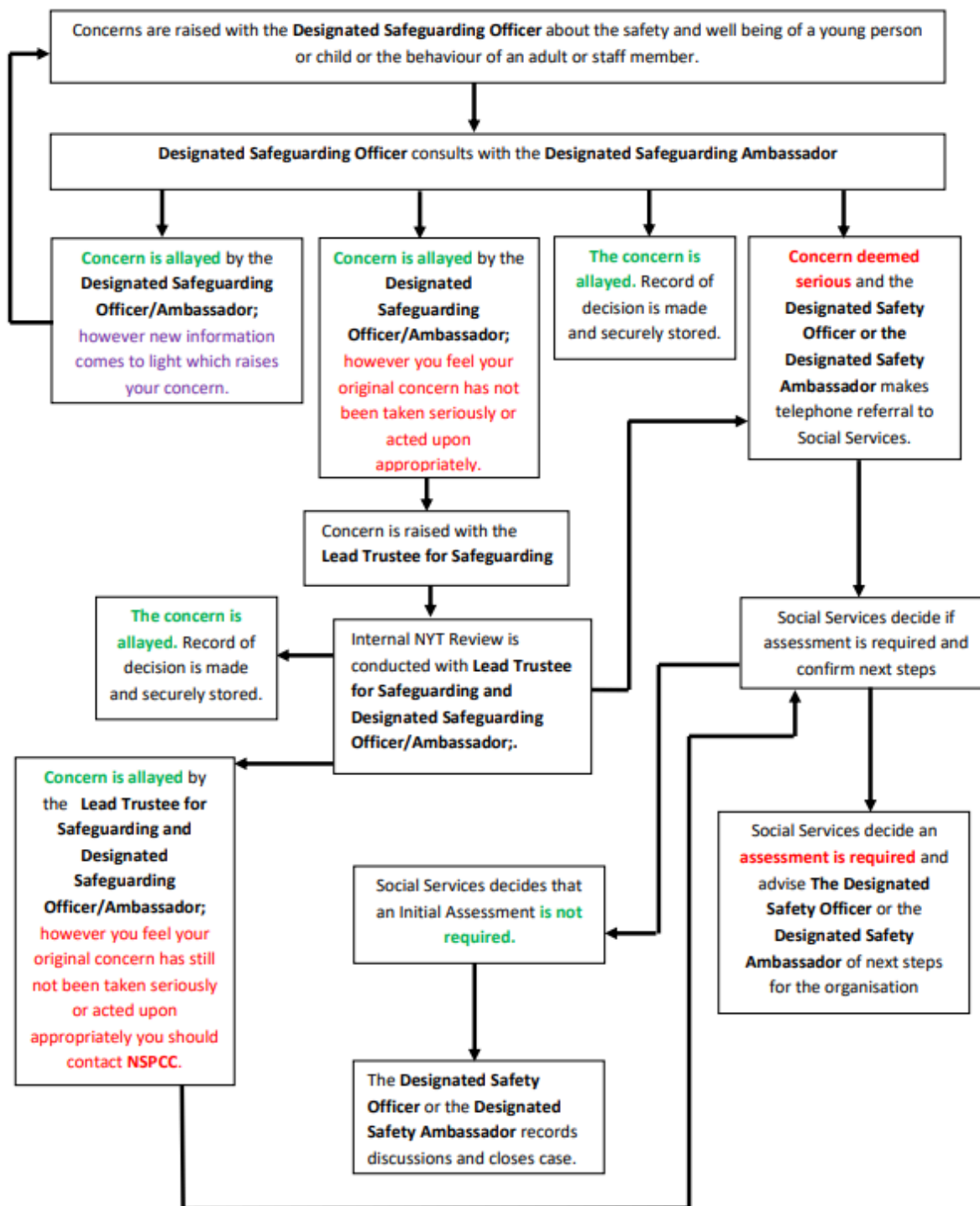
## **Neglect**

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.

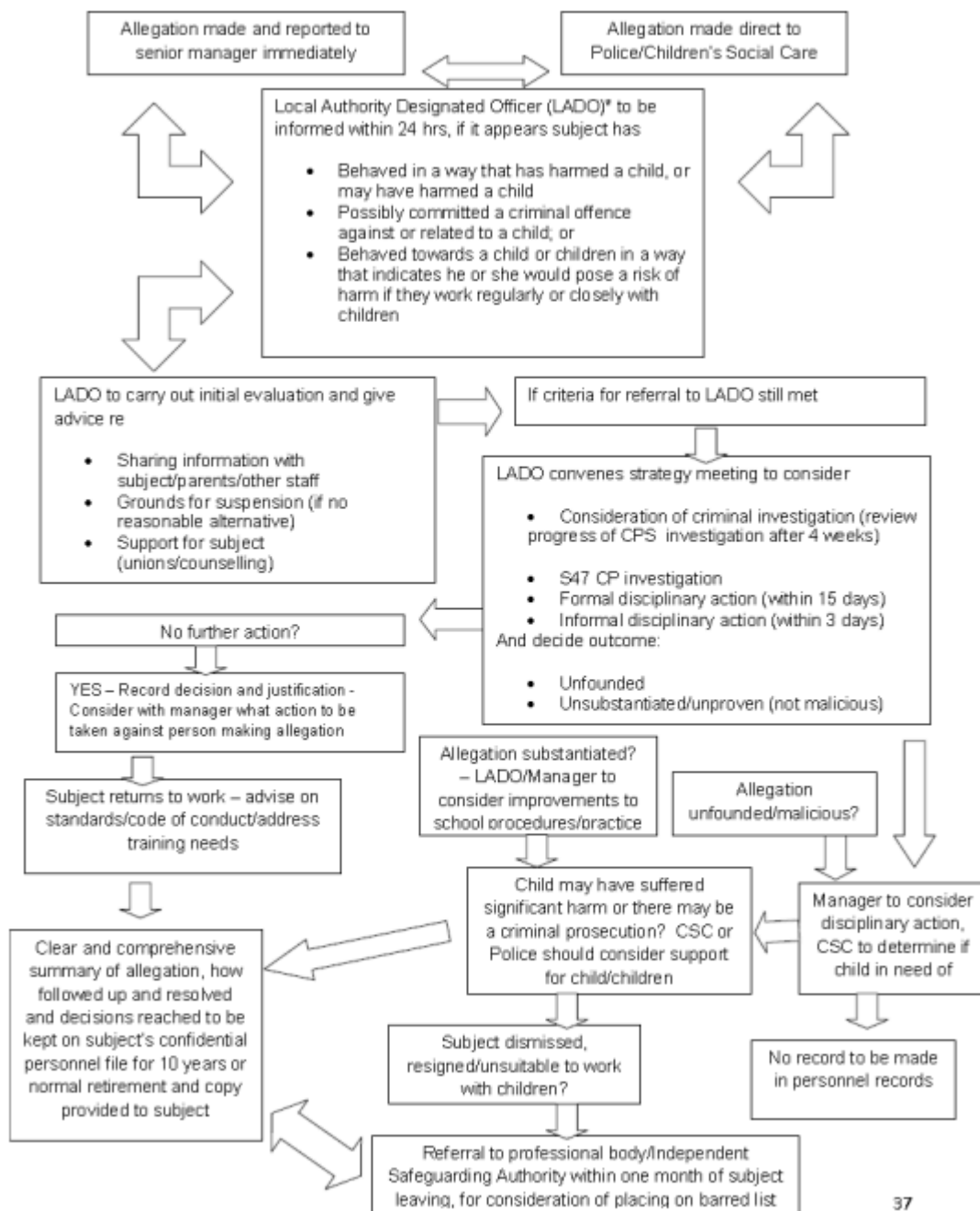
Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

## APPENDIX 4 –REPORTING PROCEDURES FLOWCHART

This quick guide flowchart is designed to advise on the most appropriate action to be taken if you suspect abuse, poor practice or breach of the code of conduct:



## APPENDIX 5 – REPORTING FLOWCHART FOR ALLEGATIONS MADE AGAINST STAFF



## APPENDIX 6 – INCIDENT REPORT TEMPLATE

Ensure that the report is submitted to TBD’s Designated Safeguarding Officer and/ or TBD’s Nominated Safeguarding Trustee. This can be completed online at:

<https://www.thebasementdoor.org/safeguarding>

<b>YOUR DETAILS</b>	
Your name:	
Your role:	
Date/time report completed:	
<b>CHILD’S/ YOUNG PERSON MAKING DISCLOSURE DETAILS (these details may be available internally)</b>	
Child/young person’s name:	
Child/young person’s address:	
Child/young person’s date of birth:	
<b>INCIDENT/DISCLOSURE DETAILS</b>	
Date/time of incident or disclosure & names of other people present:	
Information regarding the nature of the allegation/ disclosure e.g. location, type of disclosure, relationship to person making disclosure, method of disclosure.	
Concise account of what was said by the victim, using their own words.	
Description of any injury’s sustained	
Date passed onto NYT Designated Safeguarding Officer/ Ambassador	
<b>EXTERNAL AGENCIES CONTACTED (for DSA or DSO to fill in)</b>	
Police – Details of name of contact and advice received:	
Social Services – Details of name of contact and advice received:	
Other - Details of name of contact and advice received:	

## APPENDIX 7 – CHILD PERFORMANCE LICENSE REQUIREMENTS

The following chart shows the regulations of times and hours as required by The Children and young people (Performances) Regulations 1968. All categories of children and young people's entertainment licensing, including both licence exemptions are subject to these times and hours.

<b>Performances (same nature)</b>	2 per day	1 Performance & 1 rehearsal OR 2 Performances
<b>Performances per Week</b>	Max. 6 days per 7 day week	Max. 8 consecutive weeks requires 2 week interval before performing again in ANY production
<b>Time Gap between performance days</b>	14 hours must elapse between the end of the previous days performance and the beginning of the following days performance	
<b>Performance Time</b>	Max. 3 hrs 30 mins	Including breaks
<b>Appearance in Performance</b>	Max. 2 hrs 30 mins	aggregated
<b>Intervals</b>	1 1/2 hours minimum	Between 2 performances OR 1 performance & 1 rehearsal
<b>Exception to Intervals (in any week)</b>	On not more than 2 days minimum of 45 minutes interval between performances and/or rehearsals. Maximum 6 hours at place of performance	
<b>School Day</b>	Attending school after the morning session	1 performance OR 1 rehearsal ONLY
<b>Performance Hours</b>	Age 12 & Under	Age 13 and over
<b>Earliest Arrival</b>	10.00 a.m.	10.00 a.m.
<b>Latest Departure</b>	10.00 p.m.	10.30 p.m.
<b>Exception (1)</b>	10.30 p.m.	11.00 p.m.
<b>Exception (2)</b>	Not later than 11.00 p.m. on not more than 3 evenings per week, provided that he is not so present on more than 8 evenings in a period of 4 consecutive weeks.	
<b>Medical (1)</b>	YES (period longer than 1 week)	Performing over 6 consecutive days
<b>Medical (2)</b>	NO (period less than 1 week)	Performing under 6 consecutive days
<b>Arrangements for getting Home</b>	Applicant shall ensure that suitable arrangements (having regard to the child's age) are made for the child to get to his home or other destination after the last performance or rehearsal or the conclusion of any activity on any day.	

## APPENDIX 8 – REFERENCE FORM FOR POSTS REQUIRING ACCESS TO CHILDREN

### AND YOUNG PEOPLE

This Reference is for:	
Post offered:	
Please confirm employment dates:	From: To:
Applicant's most recent job title:	
Main duties/responsibilities of post:	
Reason for leaving	
How long have you known the applicant?	
Does the candidate perform their duties satisfactorily?	
If 'no' please provide details of any areas requiring improvement	
Number of sick days in the last 24 months	
Can you think of any reason why this person might not be suitable for the above role?	
Please comment on the effectiveness of the applicants interactions with children and young people:	
Are you completely satisfied that the applicant is suitable to work with children and young people?	Yes <input type="radio"/> No <input type="radio"/> If no please provide details:
To the best of your knowledge has the applicant had an allegation made against them regarding their behaviour towards children and young people?	Yes <input type="radio"/> No <input type="radio"/> If yes please give details:
Has the applicant been subject to any disciplinary action relating to their suitability to work with children and young people in which penalties were imposed?	Yes <input type="radio"/> No <input type="radio"/> If yes please give details:
Would you re-employ the applicant?	Yes <input type="radio"/> No <input type="radio"/> If no please give details:
Has the DBS check been carried out by your organisation?	Yes <input type="radio"/> No <input type="radio"/> If yes please state when:
Please state whether you would recommend this candidate for the post without reservation:	
Printed name	
Signature	
Position	

## **APPENDIX 9 – Appropriate language, Personal space, Work and home, Collusion, Modelling behaviour, Confidentiality, Gifts, loaning and borrowing**

Based off of Safeguarding: Maintaining professional boundaries, a head teacher update 2016

### **Appropriate language**

You can and should develop good strong trusting relationships with the members that you engage with, but you are not forming “friendships” with them. On this basis always be thoughtful about the language that you might be using. Sensitive thought and challenge should be explored in relation to inappropriate language or terms. Examples to avoid include:

- Use of inappropriate names or terms of endearment.
- Inappropriate conversation or enquiries of a sexual nature.
- Inappropriate comments about either party’s appearance, including excessive flattering or personal criticism.
- Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation.
- Humiliation, profanity or vilification.
- Suggestive humour, “banter”, jokes or innuendo of a sexual nature.
- Obscene or inappropriate gestures and language.
- Names such as buddy, mate, pal, friend and so on may give confusing messages.

### **Personal space**

Respect the personal space and privacy of all members. Remember that young people can read different interpretations into our actions. It is also very easy for these situations to escalate if we are not sensitively, proactively and dynamically challenging and managing boundaries. The exception to this will always be related to safeguarding and the safe management of risk. Examples to avoid:

- Unwarranted or unwanted touching of a member personally or with objects (e.g. pencil, book, ruler etc).
- Corporal punishment (physical discipline, pushing, shoving, smacking).
- Initiating, permitting or requesting inappropriate or unnecessary physical contact with a member (hugs, kisses, tickling, play fighting) or facilitating situations which unnecessarily result in close physical contact.

### **Work and home**

Work and home or the personal and the professional should be held separately. Remaining “in role” at all times minimises the likelihood of false, or unfounded allegation and ensures that professional codes of conduct are adhered to. Examples to avoid:

- Inviting, allowing or encouraging members to meet you outside of your working dynamic.

- Allowing members to access a staff member's personal internet locations and personal devices (e.g. social networking sites).
- Attending member's accommodation or their social gatherings.
- Being alone with a member outside of a staff member's responsibilities unless agreed by a senior member of staff.
- Entering changing rooms or toilets occupied by members when supervision is not required or appropriate or using toilet facilities allocated to members. Undressing using facilities set aside for members, or in their presence.
- Transporting a member unaccompanied without prior permission.
- One-to-one tutoring, mentoring or coaching of members without the prior agreement.
- Giving personal gifts or special favours. Singling the same members out for special duties or responsibilities.

### **Collusion**

Be careful not to collude with members. Be aware that children and young people can draw adults into conversations and situations. We should always remain within the boundaries of our professional role.

### **Modelling behaviour**

Challenge anti-discriminatory language/jokes. We are role models to the members that we work with, and it is important that we promote and respect difference. We also have a responsibility to challenge negative ideas, assumptions, behaviour and language whenever it occurs. This is how young people will learn new ways of thinking about themselves and others.

### **Confidentiality**

Avoid discussing information regarding other NYT members or members of staff. Be aware of being overheard while on your mobile phone or talking to other staff.

### **Gifts, loaning and borrowing**

Avoid giving members gifts and lending or borrowing items. There are issues of power, control and equality involved in these areas. Members should be discouraged from offering gifts to staff.