Guidelines, Policies and Procedures

Revised February 2022

TRIPLE ACT THEATRE & ARTS [SCIO]

REGISTERED OFFICE:

Registered Charity in Scotland SC050283

THE MICHAEL LYNCH CENTRE FOR ENTERPRISE

7

1 PRINCESS STREET, ARDROSSAN,

[www.tripleact.co.uk](http://www.tripleact.co.uk/) [| info@tripleact.co.uk](mailto:info@tripleact.co.uk)

NORTH AYRSHIRE, KA22 8DG

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The Purpose of this Document

The national care standards for childcare cover services for children and young people up to

the age of 16 years are to be regulated under the Regulation of Care (Scotland) Act 2001 (‘the

Act’) This Act applies to services in the public, private and voluntary sectors, and in domestic

or non- domestic premises which provide services for over two hours a day and for six days or

more each year. This includes Triple Act Theatre & Arts and it’s educational and outreach

programme.

This Guidelines, Procedures and Policies document allows everyone from participant to

parent/guardian the freedom of information on our policies and principles. Triple Act Theatre &

Arts gathered its information and policies from a number of sources, Getting It Right For Every

Child (GIRFEC), National Guidance for Child Protection in Scotland, United Nations Convention

on Rights of the Child (UNCRC). Children in Scotland – Creative Scotland. Ten steps to

safeguard children in sport – Sport Scotland and Community Groups Guidance – North

Ayrshire Child Protection Committee. Triple Act Theatre & Arts has been involved with North

Ayrshire Child Protection Committee for training opportunities for staff

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Code of Practice

Staff and volunteers should never:

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Engage in inappropriate rough, physical and sexually provocative games, including

horseplay

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Allow or engage in inappropriate touching of any form

Deter young people from making allegations through a fear of not being believed

Allow young people or other staff and volunteers to use inappropriate language

(Obviously, there will be situations within the work undertaken during workshops and

productions when the subject matter requires strong language -Leaders should prepare

carefully for this.)

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Make sexually suggestive comments about or to a young person even in fun

Do things of personal nature for young people that they can do themselves

Jump to conclusions about others without checking facts

Show favouritism to any individuals

Rely on just your good name to protect you

Believe it could never happen to you

**Staff and volunteers should always:**

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Treat everyone with respect

Respect a young person’s right to personal privacy

Take seriously any allegations a young person makes, ensuring that the appropriate

people alerted (see below) that the incident is recorded

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Provide access for young people to talk to others about any concerns they may have

Remember that someone might misinterpret your actions, no matter how intentioned

Plan activities so that at least one other member of staff or volunteer is present, or is

at least within sight or hearing of the activity

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Recognise that particular caution is required even in sensitive moments of counselling,

such as when dealing with bullying, bereavement or abuse

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Child Protection Policy

**Guidelines for Drama, Workshop and Performance Leaders**

**(Voluntary and Paid)**

Triple Act Theatre & Arts is fully committed to safeguarding the welfare of all children and

young people by protecting them from physical, sexual and emotional harm. Volunteers and

staff should, at all times, show respect and understanding of young people, and their safety

and welfare, and conduct themselves in a way that reflects our principles. No activity should be

entered into that is potentially harmful to young people, and good practice should be adhered

to at all times.

**Principles**

You can reduce likely situations for the abuse of participants and help protect yourself from

false accusations by making sure that everyone is aware that, as a general rule, you should not:

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Spend time alone with a young person away from others

Contact young people out with the activity or the project, where it constitutes the

inappropriate use of contacts made through the group

Take young people alone in a car on journeys, however short

Take a young person to your home

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When occasions arise where it is unavoidable that these things happen, then they should only

occur with the full knowledge of your line manager, senior worker or the young person’s

parents.

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Reporting Concerns or Worries

**Concerned about a child?**

Where any member of our organisation has concerns about the welfare or a safety of a child,

these should be discussed with the Designated Child Protection Officer.

The Designated Child Protection Officer (DCPO) is: KATE STEVENS **/ TEL 07979 8000970**

The DCPO will determine the best course of action and how best to ensure the safety and

welfare of the child.

If the DCPO is not available or a staff member disagrees with the DCPO of the organisation

staff are entitled to follow these steps and inform the DCPO of their actions at the earliest

opportunity.

This may be:

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Sharing the concern with the child’s named person such as health visitor.

Sharing their concern with Social Services via Reception Services.

Service Access Teams

Irvine:

01294 310300

Kilbirnie:

01505 684551

01294 605261

01770 600742

3

Towns:

Arran:

In the evening (after 5 pm) the coordinator may share their concerns with Ayrshire Out of Hours

Service. **Ayrshire Out of Hours Service 0800 328 7758**

Where immediacy is a factor informing Police Scotland should be contacted:

**Police Scotland 101**

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**What Should I Say?**

**Clearly,** state that you have a concern about a child. It is beneficial when making contact if you

have:

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The child’s name

The child’s date of birth

The child’s address.

The nature of your concern.

The current location of the child.

Your name

Your contact details.

**What Happens Next?**

Unless a child is in immediate danger, social services will always make some enquiries before

deciding what action to take. They will check with other people who know the child such as

their teacher and health visitor to see if they also have concerns. They will look to see if anyone

else has shared a concern about the child. By doing this, they begin to build an overall picture

of this child and their circumstances. **The information you share can make a crucial**

**difference to this picture.**

Depending on the picture that emerges for this child, the family will be offered different kinds

of support to ensure the child is safe and well looked after. The priority for everyone is making

sure the child is safe. Everyone can play a part in this. Please play your part by telling someone

if you have any concerns about a child.

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**Disclosure**

If a child discloses abuse to a member of this organisation they should:

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Remain open to the disclosure: do not appear shocked or disbelieving

(even if you feel it).

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Allow the child to feel secure and give them time.

Never promise them that you will keep what they say secret but do reassure themthat

will act on their behalf to ensure only those who need to know are told.

Only speak of the allegation to those to whom you must refer.

Only discuss this with those who need to know to safeguard the child.

Confidentiality is still essential except for the line of referral.

Record what that you have been told or observed and/using the child’s own words (do

not interpret what they have said).

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Remember overall that the child’s welfare is paramount

Report the details of the disclosure to the Child Protection Officer as soon as is

practically possible.

Promoting & Safeguarding the Welfare of

Children

To help safeguard and promote the welfare of children members of the organisation will

require a basic level of knowledge regarding what may constitute harm to children.

The National Guidance for Child Protection in Scotland 2014 provides comprehensive

information about promoting and safeguarding the welfare of children. Members of our

organisation should be aware of the forms which abuse may take and some of the possible

signs and symptoms.

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**Physical Abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may

occur from an actual attack to a child or an adult’s willful failure to protect them from injury or

suffering. Accompanied by neglect, physical abuse is the most common form of maltreatment

of children and is the most common cause of child death from abuse.

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A child may be hit, punched, kicked or bitten

Shaking a child is extremely dangerous and potentially fatal,

babies are particularly at risk

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A child may be burned or deliberately scalded

A child may be squeezed with violence or attempted suffocation

Deliberate poisoning (household substances, alcohol, drugs or medicines)

Shut in cupboards / Confined in small places

Tied or strapped down

Signs that should concern you:

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Unexplained Injuries (bruising, bruised eyes, fractured or broken bones,

burn or bite marks)

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Perplexing illnesses

Continuous “accidents.”

An unlikely (or no) explanation for an injury

A continual pattern of accidents or injuries

A child may be reluctant to change for physical activities at school etc.

Behavioural Indicators Include:

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A child who is very reluctant to return home

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A child who appears withdrawn / in pain or discomfort

A child who is resistant to going home with one family member

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Self-harm, self-destructiveness

Persistent aggression and violent play

**Emotional Abuse**

All children and young people who are abused are affected emotionally, and all types of child

abuse are harmful. Emotional abuse is a persistent emotional neglector ill treatment that has

severe and persistent adverse effects on a child’s emotional development.

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Children may be verbally abused – told they are stupid, useless, ugly or should never

have been born

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Subjected to continuous criticism or faced with unrealistically high expectations

Their interests and achievements may be ridiculed or compared unfavourably

Affection given by parents is dependent on the child’s behaviour or achievements

Children may be overprotected to an unrealistic extent

Communication with the child may be distorted so that the adult uses his/her maturity

inappropriately to make the child feel guilty

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Children may have their toys withdrawn, denied or sold by parents/carers as a

punishment

Children may be emotionally damaged by experiences of domestic abuse

Signs that should concern you about a child or young person:

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Child is developmentally delayed

Child indicates through the use of words and body language that they think they

are worthless, stupid or unattractive

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Children expect blame and punishment (or blame themselves)

Children may harm themselves

Children may find it difficult to make friends and see themselves as not being likeable

Children may be mistrusting of adults

Low self-esteem

Sudden speech and language difficulties

Significant decline in concentration

Head banging or rocking

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Compulsive stealing (from parents/carers/teachers)

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Extremes of passivity or aggression

Running away

Indiscriminate friendliness

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs.

Often difficult to assess in practice, some recent child death inquiry reports have highlighted

the consequences of neglect on children and this, alongside an apparent increase in neglected

children has brought about a renewed focus on neglect.

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Inadequate food – leading to children and young people being malnourished

Inadequate clothing (for time of year; shoes too tight; ill-fitting clothing; dirty and

unwashed clothing)

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Neglect of children’s basic physical needs (dirty, smelly, unkempt)

Leaving young children unattended.

Signs that should concern you:

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Child / young person may be too thin

Child / young person may be tired and lethargic

Child / young person may arrive at your workplace desperate for food/constantly hungry,

eating large amounts

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Child / young person may be regularly dressed inappropriately for the weather

Clothes may be dirty, smelly or soiled

Parents may not bring the child on a regular basis

Frequent lateness and/or unexplained non-attendance at school

Child / young person may have untreated medical conditions or infections

Low self-esteem

Ask: are all the children in the family neglected or is it only one child/ young person?

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**Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of

another person, whether or not it is claimed the child consented or assented. It can include:

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Penetrative or non-penetrative acts

Sexual fondling

Masturbation

Sexual Exhibitionism

Non-contact activities, such as watching pornographic material

Pornographic Images

Grooming (including grooming via the internet)

Signs that should concern you:

As with any kind of child abuse, there is no definite list of signs of sexual abuse. The following

are not in themselves absolute evidence of sexual abuse. Concerns must be placed within an

understanding of the normal range of children’s development:

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Highly sexualised behaviour, rather than affectionate physical contact

Abused children may express their worries and experiences through play

Sexually explicit paintings or drawings

Sexual knowledge or curiosity (unlikely for their age)

Children can tell you unhappy secrets or games that they are uneasy about

Regression in development

Self-harm

A child not wishing to go with a certain adult or be looked after by a certain

person (i.e. Babysitter)

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A note about Perpetrators

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Abusers may be extremely frightening and threaten to hurt the child or someone

they care about

Abusers may claim that nobody will believe the child if they tell (and may threaten the

child with this)

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Some abusers will attempt to bribe children with presents, treats or money

Some abusers work to convince children that what they are doing is a normal and

acceptable activity within the family or between friends

Abusers come from all classes, professions, racial and religious backgrounds and can

be anyone – family members, neighbours, friends, doctors, community group helpers,

even professional colleagues

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Most known abusers are men, but some women sexually abuse their own orother

children

Young people also abuse children. About one-third of reported cases involve young

people

Protecting Children within Triple Act Theatre &

Arts

Triple Act Theatre & Arts aims to ensure that all children and/or protected adults are kept safe

from harm while they are with our staff and volunteers.

**Designated Child Protection Officer**

The role of the Designated Child Protection Officer is to implement the policy and procedures

within Triple Act Theatre & Arts It is their role to make everyone aware of these procedures and

provide training to all staff and volunteers. It is the responsibility of all staff to safeguard the

protection of children. It is the duty and responsibility of the Child Protection Officer to report

all concerns to the named person of a child (Midwife/Health Visitor/ Head teacher) and in an

immediacy to contact Social Services or Police Scotland. It is also the duty of the DCPO to

make referrals under the below Referrals Policy.

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**Disclosure**

‘Disclosure’ is the term for what, in the past has been called police checking or screening. All

Staff (full time, part time, freelancers, volunteers, etc.) shall obtain a record of disclosure and

be registered with the PVG Scheme.

**Recruitment**

All Staff / Volunteers who undertake regulated work with children and/or protected adults

within Triple Act Theatre & Arts will be asked to complete a PVG disclosure application. All

staff must provide two references before a firm offer of recruitment is made. All staff complete

and sign the Self-Learning Pack that is provided by North Ayrshire Child Protection Committee

and expect staff to attend further information training in Child Protection if needed.

**Barred & Under Consideration Policy**

Disclosure Scotland will continually monitor scheme members suitability to carry out regulated

work and will notify our organisation if someone is barred as they have become unsuitable to

carry out that type of regulated work or if someone if moved to consideration for listing. This

can happen either at the time that someone applies to join the PVG Scheme or throughout the

period that they are doing regulated work.

If we are notified that an individual is barred from a regulated work type that they do or have

applied to do within our organisation, the individual will not be recruited to do, or will be

removed from that type of regulated work. Our organisation will be committing an offence if

we engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member ‘under consideration for listing’ if they have

information that they need to take time to review. During this time, the member is not barred

from regulated work. If we are notified by Disclosure Scotland that an individual is under

consideration for listing, our organisation will take the following action:

At the recruitment stage

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Continue with the recruitment but ensure the individual is supervised at all times until

the final determination is made

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Place you in a non-regulated work role until the final determination is made

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Decide on a case-by-case basis

As a result of on-going monitoring

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The individual will continue in their role but will be supervised at all times until the final

determination is made

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Place you in a non-regulated work role until the final determination is made

The individual will be suspended until the final determination is made

Decide on a case-by-case basis

The decision will be fully explained in accordance with our current HR policies and Handbook.

This policy will be made available to all of our staff/volunteers.

**Secure Handling Policy**

Disclosure records will only be requested when necessary and relevant to a particular post and

the information provided on a disclosure record will only be used for recruitment purposes.

Triple Act Theatre & Arts will ensure that an individual’s consent is given before seeking a

disclosure record and will seek their consent before using disclosure information for any

purpose other than recruitment. Furthermore, Triple Act Theatre & Arts will ensure that all

sensitive personal information that is collated for the purposes of obtaining a record will be

managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorized to see it in the coulrse of their

duties.

Disclosure information will be stored in a locked non-portable container and we will not retain

such information for longer than it is relevant to their needs. Only those authorized to see this

information in the course of their duties will have access to the container. Disclosure

information will be destroyed by shredding. No image or photocopy of the disclosure

information may be retained. Recipients of disclosure information may, however, keep a record

of the following:

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Date of issue of disclosure record

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Name of subject

Disclosure type

Position for which the disclosure was requested

Unique reference number of disclosure

Recruitment decision taken

Triple Act Theatre & Arts will ensure that all staff with access to disclosure information are

aware of this policy and have received relevant training and support. We undertake to make a

copy of this policy available to any applicant for a post with Triple Act Theatre & Arts that

requires a Disclosure.

**Referrals Policy**

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our

organisation.

When a volunteer or member of staff is permanently removed from a regulated work position,

there are certain circumstances where Triple Act Theatre & Arts are required to notify the

Protection Unit at Disclosure Scotland that this has happened. This is called “Making a

Referral”. If we would have permanently removed the individual, the actions detailed in this

policy will continue to apply (even if a member of staff or volunteer leaves their regulated work

position prior to any action being taken, irrespective of the reason that they leave).

Two conditions must be met before we let Disclosure Scotland know that something

happened.

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. A person has been permanently removed/removed themselves from regulated work

. At least one of the following five ground apply:

a. Caused harm to a child or protected adult

b. Placed someone at risk of harm

c. Engaged in inappropriate conduct involving pornography

d. Engaged in inappropriate sexual conduct

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e. Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we must let

Disclosure Scotland know by making a referral within three months of the permanent removal

of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who

is no longer in regulated work with us but which we believe would, in all probability, have led to

the two conditions being met, we will consider whether we want to make a referral but the legal

responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary to make a referral, this process will be carried of by the Designated Child

Protection Officer. In their absence, the referral process will be carried out by the Creative

Learning Officer. Those who are in a position which may involve carrying out disciplinary action

which may result in the removal from regulated work or dismissal of someone in regulated

work must ensure they notify the Designated Child Protection Officer or, in their absence, the

Creative Learning Officer of the legal requirement to make a referral where the conditions

above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is

therefore essential that those involved in carrying out disciplinary action notify the Designated

Child Protection Officer or Creative Learning Officer when both conditions for making a referral

have been met.

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