



THE HERD THEATRE
SAFEGUARDING & CHILD PROTECTION POLICY
Last Review: February 2026

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1. Overall statement

As a theatre company for children and young people we have a duty of care to the young people in our audiences and workshops. We recognise our commitment to safeguard and promote children's welfare and follow a policy of best practice that protects them.

This policy applies to all staff, freelancers of The Herd Theatre and volunteers involved in The Herd Theatre's work, and for the reference of Partners, Parents and Carers of our work.

This policy covers safeguarding of children and young people (up to the age of 18) and vulnerable adults (a person over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment).

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of their age, the impact of previous experiences, their level of dependency, communication needs or other reasons.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting a culture of safeguarding and young people's welfare.

The purpose of this policy:

- To protect children and vulnerable adults who receive The Herd Theatre's services through shows, experiences and workshops.
- To provide freelancers, partners, parents and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

The Herd Theatre believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe, in our audience and in our workshops. We are committed to practise in a way that protects them

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection and safeguarding practices outlined in this company policy and a code of conduct for freelancers and volunteers.
- Recruiting freelancers and volunteers safely, ensuring all necessary checks are made.

- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Ensure we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, freelancers and volunteers, by applying our health and safety policy when working.

Legal Framework

This policy has been drawn up on the basis of NSPCC guidance, and UK law and guidance that seeks to protect children, namely:

Children Act 1989

Working Together to Safeguard Children 2023

Keeping Children Safe in Education 2023

Sexual Offences Act 2003

Children Act 2004

Safeguarding Vulnerable Groups Act 2006

Children and Families Act 2014

Ofsted's 14 National Standards for Out of School Care 2001

UK Council for Internet Safety Framework 2020

The Herd Theatre's Board of Trustees have overall responsibility for Child Protection at The Herd Theatre.

2. Contact Details

Ruby Thompson is the Designated Safeguarding Officer (DSO) at The Herd and is trained by the NSPCC. ruby@theherdtheatre.co.uk 07969026767

Sam Caseley is the Deputy Safeguarding Officer at The Herd. sam@theherdtheatre.co.uk 07810718043

Katherine Igoe-Ewer is the Board Member with Safeguarding Responsibility and has Charity Trustee Safeguarding training from the NSPCC. k.igoe-ewer@hotmail.com 07709724249

The number of Safeguarding incidents per quarter are reported at quarterly trustee meetings.

If you have any concerns or queries about Child Protection at The Herd or this Policy, please direct them to Ruby - ruby@theherdtheatre.co.uk / 07969026767

Support Services (for Hull):

Hull City Council - Early Help and Safeguarding Hub (EHASH)

01482 448 879 (office hours)

01482 300 304 (out of hours)

Reported through the online Portal: <https://www.hull.gov.uk/children/worried-child>

If you can't access the portal email: EHASH@hullcc.gov.uk

Kenworthy House, 98 - 104 George Street, Hull, HU1 3DT

Hull Local Authority Designated Officer (LADO)

Allegations against professionals

Names: Dan Horne and Jacquie Edhouse

Best contact: 01482 790933

Or email: LADO@hullcc.gov.uk

Kenworthy House, 98 - 104 George Street, Hull, HU1 3DT

Online referral form: <https://www.hullscp.co.uk/professionals/safeguarding-professionals/lado/>

Police Station

Humberside Police Headquarters

Priory Road, Hull, HU5 5SF

[01482 220393](tel:01482220393)

NSPCC help line for adults 0808 800 5000

Child Line 0800 1111

January, 2026.

We are committed to reviewing our policy and good practice every year. This policy was last reviewed on 26th January 2026.

Signed:

Ruby Thompson, Co-Artistic Director (Designated Safeguarding Officer)

Signed:

Katherine Igoe-Ewer, Trustee (Designated Safeguarding Lead at Board Level)

3. Safer recruitment of freelancers and training

- The Company Directors and Trustees at The Herd Theatre obtain Disclosure and Barring Service (DBS) checks. These checks will be subscribed to the update service, ensuring they remain an up to date check.
- The Company Directors will view the Trustees DBS certificates every 3 years using the update service.
- The Trustee for Safeguarding will view the Company Directors DBS certificates every 3 years using the update service.
- The DSO will receive external DSO training every 3 years (due December 2026), and review this policy annually in conversation with The Herd's Board of Trustees.
- The Herd Theatre adopts safer recruitment procedures, including; internet searches of the applicant name, interviewing applicants face to face, investigating an applicant's employment history, sharing The Herd's Child Protection Policy and Code of Conduct.
- All workshop leaders, creatives and actors working directly with children must have an Enhanced DBS check no older than 3 years, or part of the update service. If they do not have a check, or their check is older than 3 years, The Herd will carry out a check.
- All workshop leaders and creatives and actors working directly with children will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions (whether spent or not) as well as any cases pending against them. We then follow up with a DBS check. All such information is treated in confidence and will not be used against applicants unfairly.
- At interviews for posts relating to workshop delivery or working directly with children, competency based questions pertaining to good practice in Safeguarding and Child Protection are asked.
- The Herd often work with performers who perform for children and families but don't work directly with children. These freelancers do not require DBS checks. On occasion these performers may visit schools, nurseries or similar organisations to workshop ideas or test work. Schools, nurseries and organisations will be made aware that visitors don't have DBS certificates, and these visits will only take place with the school, nursery or organisations approval. All freelancers without DBS certificates will be accompanied at all times by a Herd staff member with a DBS certificate and follow the school, nursery or organisations protocol on visitors without DBS certificates.
- All new freelancers (workshop leaders, actors and creatives) receive initial training on the issue of child protection as part of their induction to The Herd Theatre. The DSO leads training, informing freelancers of The Herd's approach to safeguarding and any appropriate procedures. This is supported by a 'Code of Conduct' that the freelancers receive, in addition to the Child Protection Policy.

The Herd - Safeguarding & Child Protection Code of Conduct

- At the start of every project - show, workshop programme etc - all staff receive top up training on the issue of Safeguarding and Child Protection from the DSO, to ensure they are reminded of their responsibilities.
- All freelancers are alerted to their individual responsibility to protect children both directly in the context of their duties and to the extent they encounter children whether on a planned or unplanned basis in the context of their duties at The Herd.
- All Herd staff, freelancers and volunteers will receive in-house Safeguarding Training delivered by DSO or Deputy within 6 months of starting at The Herd and must be refreshed every year.
- The majority of Herd Trustees will undertake NSPCC Trustee Safeguarding Training. This figure will be reviewed annually with the approval of the updated safeguarding policy.

4. Trips to our shows and installations

- The Herd's shows and play installations take place in public spaces (Theatres, Libraries, Community Centres, Schools etc). All Herd staff and freelancers are aware of the need to protect children who visit shows in these different spaces. The presence of Herd staff and freelancers does not replace the need for parents or carers to supervise the children in their care while visiting our shows.
- With the exception of participatory workshops, unaccompanied children under 16 will not be admitted to The Herd's shows.
- The Herd staff and freelancers should never be alone with a child.
- All Herd front of house freelancers and are easily identifiable. Front of House wear branded t-shirts and are specifically alerted to the need to be friendly and approachable to children visiting Herd shows or the shop. Receiving venues will also have clearly identifiable staff. Lost children should contact an easily identifiable member of freelancers from The Herd or the Venue.
- The Herd Theatre has full Public Liability Insurance.
- Risk assessments of each of our shows and activities is carried out on a regular basis, including venue specific risk assessments from each touring venue. Action plans are then put into place to address specifically identified hazards and the means of eliminating or minimising them.

Lost Children

Herd staff and freelancers are mindful of visitors their shows and if a child thought to be lost they will:

- Approach the child
- Remain calm to assist in keeping the child calm
- Ask the child who they came with, and the name of this person, if the child is able to provide that information.

- Seek to find the responsible adult.

Herd staff and freelancers will not:

- Be alone with the child, by remaining in a public space, and where possible ensuring another Herd staff member or freelancer is with them.
- Announce the child's name in public.

Accidents and illness

In the event of a child suffering an accident during a visit to a Herd show or installation:

If the venue hosting a Herd show has their own Health and Safety procedures, in the first instance Herd staff and freelancers will alert venue freelancers to the accident and follow their specific procedures.

Details of all accidents in our performance area are entered in show reports distributed daily to the Herd Company Directors, and then added to an accident book, kept in the Stage Management Touring Log. The accident book is reviewed every 3 months or at the end of a touring period.

Details of all accidents in The Herd Shop are added to an accident book. The accident book is reviewed every 3 months.

If shows are conducted in venues without external freelancers to oversee Health and Safety (namely in community centres and rural touring venues) The designated Herd member or Front of House freelancers will be trained in first aid every three years, and will be on the premises during all public events. They will establish what further action needs to be taken and will put those measures in place.

First Aid Kits are taken with all Herd touring equipment and kept close to the performance area in our Health and Safety Policy.

- Before administering any form of First Aid, the First Aider will seek permission from the injured audience member, or where appropriate, their responsible adult. If the incident is life threatening and consent cannot be obtained, the First Aider will proceed with the assistance regardless.
- In most cases, injuries sustained can easily be treated by the first aider. If this is not the case the first aider will promptly contact the emergency services and the responsible parent/guardian and will ensure that the child is comforted until further help arrives. The designated Herd first aider will stay with the family if possible.
- Details of all accidents in our performance area are entered in show reports distributed daily to the Herd Company Directors, and then added to an accident book, kept in the Stage Management Touring Log. The accident book is reviewed every 3 months or at the end of a touring period.

- The Herd Theatre freelancers cannot administer any form of medication, including paracetamol or aspirin unless agreed via the 'Permission to administer medication' form.

5. Taking part in our workshops

Workshops in schools or other external institutions

When running programmes in schools and other external institutions (Theatres, Libraries, Museums etc.) The Herd Theatre shall enter into an agreement with the school/organisation outlining responsibilities and expectations of both parties. The responsibilities of the school/organisation shall be as follows:

- A qualified teacher or member of staff must be present in the room at all times;
- Ensure that no employee of The Herd Theatre is left in sole charge of children.

The responsibilities of The Herd Theatre shall be as follows:

- To abide by the policy of the school or organisation, as far as is deemed reasonable.
- To not allow any image or recordings to be used for publicity purposes without permission.
- When working with schools it will be made clear to the school that the children or vulnerable adults participating in the activity remain their responsibility and under the care of school staff.

If the staff member from the school / organisation leaves the room, and The Herd employee is left in sole charge of the children The Herd employee should:

- Open the classroom / workroom door.
- Pause the current workshop activity and revert to a highly safe activity - an activity in which the facilitator has eyes on all children and no breakout work is taking place - the facilitator will exercise their judgement in what is appropriate.
- Use a class phone, or send a member of staff or pupil (if appropriate) to reception to notify reception that a member of staff must return to the room as soon as possible.
- The Herd understands that the context of this happening may vary, and expects their facilitators to exercise judgement on the best course of action - with the main aim of getting the school / organisation member of staff back in the room.

Workshops ran independently by The Herd

The Herd Theatre's programme outside of school and nursery partnerships is currently exclusively for family participation with children attending with their own responsible adults.

During these workshops responsible adults have responsibility of their children and Herd staff ensure they;

- Remain in the room with their child.
- Are responsible for taking their child to the toilet.
- Should an adult be responsible for more than one child and one child needs the toilet, the other children must go with that adult.

If The Herd develops a programme whereby children are attending workshops by themselves parents and carers can leave their child in a Herd Theatre session knowing that their safety is our priority;

The National Standards

The Herd Theatre workshop sessions comply with Ofsted's 14 National Standards for Out of School Care 2001 (pg. 13-15)

- The Herd staff and freelancers are aware of the company Health and Safety policy and equipment is checked regularly.
- Workshops for children aged 3 – 8, a leader, and two assistants. This is a minimum ratio of 1:7; the national guideline is 1:8.
- A minimum of 2 adults work on workshops for children aged 9+, a leader and a deputy. This is a minimum ratio of 1:10; the national guideline is 1:10.
- Children are always escorted by an adult when they need to leave the workshop room.
- The Herd staff and freelancers always ensure that written consent is given from parents/ carers if children or young people are taken off site.

Codes of behaviour

- The Herd staff and freelancers are alerted to the need to treat children with dignity and not to ask them to do anything which might embarrass them or be contrary to their cultural or religious precepts.
- Workshop Freelancers are trained by The Herd's Designated Safeguarding officer at the start of any project. Freelancers are then informed of any changes regarding child protection laws or best practise by the DSO during the project.
- Workshop freelancers understand that the language and tone they adopt are important factors in a child's sense of safety and reassurance. They also are trained to consider the impact of the language used by others may have on children and of the need to take steps to avoid a situation where language could be used to unsettle or intimidate children.
- Workshop freelancers and all those responsible for devising events are trained to consider the safety of the event they are responsible for, the appropriateness of the equipment to be used given the age and ability of the children expected to attend the performance and of the need to take steps to eliminate any activity or equipment that could endanger the children attending the event.

- During workshops, we encourage independent learning and adults should have minimal physical contact with children. In drama exercises it is sometimes necessary to have some physical contact when joining in activities to encourage others but freelancers should be mindful of what/how much contact is appropriate and permission will always be sought from the participant. Where possible freelancers should demonstrate physical exercises with other workshop staff.
- The Herd staff and freelancers should discourage children from leaning, lying or sitting on them and other clingy behaviour. Children may need to be reassured, encouraged to engage with the session and asked not to hold onto/lean onto adults. Adults will take themselves away from a child who repeatedly tries to sit/lean on them, and remind the child that they are safe. Positive behaviour of other children will be rewarded to set an example of how we want children to behave with the adults in the room.

Medical issues, Emergencies and emergency contact details

- Emergency contact forms are sent to parents ahead of any workshops with The Herd and are compulsory before participation, no matter how short the session.
- Children will not be allowed to take part in the workshop if parents or guardians have not sent back the emergency contact form.
- The Herd administrator will contact parents/guardians who have not returned their form, one week prior to the workshop/course, to remind them.
- Parents /guardians must fill in a new form for each class, or check and sign an old form in as there may be changes that we are not aware of.
- We ask that parents/ guardians complete forms (not childminders or other carers) to ensure that all information is correct.
- Parents/guardians are asked to alert freelancers before a workshop if their child has any specific needs associated with their health or has a disability which will require The Herd staff and freelancers to make adjustments as much as possible in order to enable them to join in.
- If any child has an allergy which may be affected by their ability to join in they must let The Herd know before attendance and ensure the carer or parent has any appropriate medicine that they can administer or knows what steps to take to ensure the safety of the child should the need arise.

If an accident or illness occurs during a workshop

- The workshop leader or assistant will assess the situation and remove the child from the activity.
- They will be taken to a quiet area (that is still in the presence of another member of staff) where they can be comforted and helped (where possible).
- A trained first aider will be on hand in any workshop carried out by The Herd. This usually falls under the host organisation i.e. Theatre Venue, or School. The first aider will

take action to administer first aid or contact the emergency services or arrange for the child to return home, depending on what is necessary. If a child does not need the emergency services, but the child continues to feel ill the assistant will contact the parent/guardian and request that the child is taken home.

- If a child needs to take medication or may need Herd Staff/freelancers to administer medication the parent must discuss this with Herd Staff/freelancers prior to the workshop and the parent/carer must fill in and sign the 'Permission to Administer Medication Form' (Appendix 5).

If shows are conducted in venues without external freelancers to oversee Health and Safety a designated Herd team member will be trained in first aid, and will be on the premises during all public events. They will establish what further action needs to be taken and will put those measures in place. In this event First Aid Kits will be taken to workshops and the First Aider will follow this protocol:

- Before administering any form of First Aid, the First Aider will seek permission from the injured audience member, or where appropriate, their responsible adult. If the incident is life threatening and consent cannot be obtained, the First Aider will proceed with the assistance regardless.
- In most cases, injuries sustained can easily be treated by the first aider. If this is not the case the first aider will promptly contact the emergency services and the responsible parent/guardian and will ensure that the child is comforted until further help arrives. The designated Herd first aider will stay with the family if possible.
- Details of all accidents in workshops are entered in show reports distributed daily to the Herd Company Directors, and then added to an accident book.

Breaks

- Toilet breaks: children under 7 are taken to the toilet if they need to go. The Herd staff member or freelancer will escort children to the toilet and wait outside. We advise that younger children are taken to the toilet before the workshop session. If a child requires assistance on the toilet, this will be established ahead of the session with parents and carers Herd staff will refer to The Herd's intimate care policy
- Refreshment breaks: During an hour-long workshop a break will not automatically be given. If a child informs the freelancers that they are thirsty or need the toilet their need will be met.
- During a workshop of more than one hour regular toilet and refreshment breaks are provided. Squash, water and fruit are offered to all children during day long workshop refreshment breaks. The Herd staff and freelancers refer to emergency contact forms to discover allergies.

Lunches

During all-day workshops we request that children bring a packed lunch. Children are not permitted to leave the premises during lunch breaks.

Departure from the workshop

- Parents/carers must come to a designated area to pick up their children – the arrangements for collection will be made clear by the Herd staff and freelancers at the time of registration. They must inform the workshop leader that they have picked up their child and wait until their child has been signed out before leaving the premises. The emergency contact form has a space for the names of two people who the parent/carer will allow to pick up their child in their absence – if arrangements have been made for one of these two appointed adults to collect the child the workshop assistant must be notified at the time of registration.
- Workshop leaders are contracted to stay until all children are picked up by one of the registered carers, we expect parents/carers to be on time or notify us beforehand if they are going to be late.
- Children will not be allowed off the premises to be picked up.
- If a child is uncollected, please refer to the Uncollected Children Policy.

[The Herd - Uncollected Children Policy](#)

Responding to concerns

If you're worried about a child or vulnerable adult, we're listening.

6a. Responding to a child protection concern

As the majority of the children we work with at The Herd are under 7, we are aware that they are more vulnerable to abuse because they may have limited spoken language. This means the majority of our safeguarding practices, in action, are about responding to concerns you may have about a child through:

- Observations of behaviour or change in behaviour in a baby or child
- Observations of physical abuse; such as bruising or cuts
- Observations of emotional abuse; the language a caregiver uses to a child
- Observations of neglect; such as inappropriate clothing, unwashed children

- Observations or signs of parental drug or alcohol use
- Becoming aware of inappropriate images or content a child is exposed to.

This list is not exhaustive, please refer to appendix 1 below for more details.

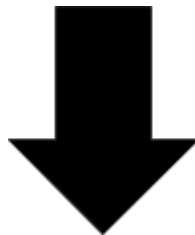
If you have any concern about a child or care giver please follow these steps below:

Report suspicions or disclosures immediately to the DSL of the host organisation (school, family hub etc), then Ruby Thompson, The Herd's Designated Safeguarding Officer (DSO), or in the DSO's absence, the deputy within 24hours. Use the Incident Report Form (Appendix 3) to do so. The DSO is aware that it is vitally important that any disclosure made in confidence is recorded factually as soon as possible and that an accurate account should be made of:

- The date and time of what has occurred
- The names of people involved
- What was said or done by whom
- Any injuries identified on a [body map](#)
- Any action taken to gather information and what steps have been taken to refer the matter to other agencies
- Any further action
- We value your opinion and ask you to put it in the report, but make sure you delineate between opinion and fact.
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

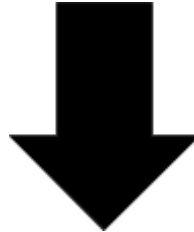
You must speak to the Designated Safeguarding Lead (DSL) of the School or Family Hub etc **before you leave the premises**. The setting will have their own procedures which you will need to follow; this may include completing a form for them.

If you believe the child is in immediate danger or at risk of significant harm, keep the child with you. Do not leave the premises until you are satisfied that the DLS on site is responding to the matter.



You must Complete a Herd Child Protection Incident Record Form, found in your workshop pack or on Herd's workspace if a member of the core team. This must be completed and returned to The Herd's DSO **within 24 Hours**.

In this form, please describe as verbatim as possible what happened. Use speech marks to differentiate what was said. We value your opinion and we ask you to give it in the form - opinion around the child and/or carer's emotional state for example - but do ensure you separate the facts of the situation from your opinions around it.



If you send the completed form to the DSO via email, you must write the following in the subject "Confidential: Safeguarding Concern". Do not use names in the body of the email as this is not secure.

Once you have given the form to the DSO or a deputy at The Herd, it is unlikely you will need to take any further action. The DSO will inform you should they need any further information from you. Do not discuss the matter with anyone else. Remember the DSO is there to support you too.

- In order to effectively protect children and young people, freelancers should be familiar with the key indicators of abuse in order to take action. It is everybody's responsibility to be alert to the potential indicators of abuse. All Herd staff, workshop leaders, actors and creatives who come into contact with children are made aware of The Herd Theatre's Policy on what to do if you suspect a child is being abused. Please see appendix 1.
- All Herd staff and freelancers are aware of the risk factors and recognise children need support and / or safeguarding.
- Relevant staff understand the roles and responsibilities of other departments and agencies in safeguarding children.
- All Herd staff and freelancers respond sensitively to the needs of children and their families from a range of racial, social, cultural, religious or linguistic backgrounds.
- The Herd's Designated Safeguarding Officer Ruby Thompson, and Deputy Safeguarding Officer Sam Caseley are a couple and are therefore likely to take holiday at the same time. No live work with children will take place during this time. If, however, a safeguarding concern needed to be addressed, both DSO and deputy would be reachable by phone, and able to deal with the concern.
- All parents and carers are made aware of this policy.
- The application of this policy is constantly being reviewed.

6.b) Responding to a disclosure

We do work with children and young people who are able to disclose information to a trusted adult. We also work with vulnerable adults, the caregivers of our children and young people. They may come to a Herd member of staff or freelancer with an issue they would like to disclose. If this happens follow the guidelines below:

- Treat any allegations extremely seriously.
- Listen to what the child/ young person/ adult has to tell you.
- Do not interrupt the child/ young person/ adult, ask leading questions, change the subject or interrogate the child. It is the job of the experienced police and social services to investigate the situation.
- Remain calm and as best you can do not convey shock or other emotion to the child/ young person/ adult.
- Tell the child/ young person/ adult that they are right to tell you.
- Reassure the child/ young person/ adult that they are not to blame.
- Do not promise secrecy, use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know to be able to help.
- Tell the child/ young person/ adult what you are going to do next.
- Use the Reporting Form (Appendix 3) to write down everything that was said using the child's/ young person's/ adult's own words (verbatim) where possible, with speech marks displaying their words.
- You may have to do this immediately afterwards as you may not be able to write this down when the child/ young person/ adult is speaking to you. Do not interrupt the them to get a pen and paper.
- Contact The Herd's DSO or Deputy immediately. If hosted by a school or other organisation contact the Designate Safeguarding lead first, and follow their reporting procedure, and then inform The Herd. It is their responsibility to liaise with the relevant authorities, usually Social Services. All referrals must be made within 24 hours of the information being known.
- Fill in a 'Child Protection Incident report Form' (Appendix. 3) this will be provided through the Herd or the host organisation. This will be made clear before any workshop or show.
- Limit the disclosure of information only to those who need to be aware of it.
- Do not cast doubt on what the child/ young person/ adult has told you.
- Do not say anything that makes the child/ young person/ adult feel responsible for the abuse.
- It is not the responsibility of anyone working for The Herd Theatre to decide whether or not a child/ young person/ adult is being abused or might be abused. However, there is a responsibility to act on all concerns to protect children in order that appropriate agencies

can then make enquiries and take any necessary action to protect the child/ young person/ adult.

The same process of reporting for a disclosure or concern is:

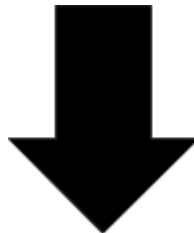
Report suspicions or disclosures immediately to the DSL of the host organisation (school, family hub etc), then Ruby Thompson, The Herd's Designated Safeguarding Officer (DSO), or in the DSO's absence, the deputy within 24hours. Use the Incident Report Form (Appendix 3) to do so. The DSO is aware that it is vitally important that any disclosure made in confidence is recorded factually as soon as possible and that an accurate account should be made of:

- The date and time of what has occurred
- The names of people involved
- What was said or done by whom
- Any injuries identified on a [body map](#)
- Any action taken to gather information and what steps have been taken to refer the matter to other agencies
- Any further action
- We value your opinion and ask you to put it in the report, but make sure you delineate between opinion and fact.
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

As an overview:

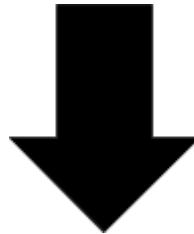
You must speak to the Designated Safeguarding Lead (of School/ Family Hub etc) **before you leave the premises**. The setting will have their own procedures which you will need to follow; this may include completing a form for them.

If you believe the child is in immediate danger or at risk of significant harm, keep the child with you. Do not leave the premises until you are satisfied that the DLS is responding to the matter.



You must Complete a Herd Child Protection Incident Record Form, found in your workshop pack or on Herd's workspace if a member of the core team. This must be completed and returned to The Herd's DSO **within 24 Hours**.

In this form write everything you can think of that happened, no matter how small. We value your opinion and we ask you to give it in the form - opinion around the child and/or carers's emotional state for example - but ensure you separate the facts of the situation and your feelings and opinions around it.



If you send the completed form to the DSO via email, you must write the following in the subject "Confidential: Safeguarding Concern". Do not use names in the body of the email as this is not secure.

Once you have given the form to the DSL or a deputy, it is unlikely you will need to take any further action. The DSL will inform you should they need any further information from you. Do not discuss the matter with anyone else and remember they are there to support you.

7. Responsibilities

The Designated Safeguarding Officer will use appropriate reporting systems depending on the situation. They will log the incident in The Herd's Safeguarding Log, then update The Herd Trustee Safeguarding Lead at Board Level of the incident. They operate as another check and balance and may ask questions or advise further course of action if necessary.

Within workshops where The Herd have full Safeguarding responsibilities;

- The Herd's DSO will review the report made and use their trained judgement to take the appropriate next steps. This is based on the threshold of the concern or disclosure, and previous knowledge or any additional context they may hold.
- If escalation is required, The DSO will attempt to report to the Local Authority as soon as is possible and no later than within 24 hours of receiving the report.
- All reports to the Local Authority will be recorded, with details of the report, and the time and date the report was made, in The Herd's Safeguarding Reporting Document. This record will be kept on a secure hard drive.

- Should the Herd staff be dissatisfied with the action of the Local Authority then - The Herd's DSO, with the support of the Herd's Board Member for Safeguarding, shall make a complaint to Social Services.
- If it is thought that returning the child home would put the child in immediate danger, advice will be sought from the Local Authority or in their absence other appropriate agencies, such as the police.

Within workshops where the host organisation has Safeguarding responsibilities (eg. schools);

- The Herd's Designated Safeguarding Officer, will pass on the report to the school's Designated Safeguarding Lead or organisation's Designated Safeguarding Officer.
- If the DSL of the host organisation wasn't updated by the Herd staff member or freelancer at the time, The Herd's DSO or Deputy DSO would make contact with them over the telephone and make sure they were made aware of the incident or concern. This would be added to the safeguarding log.
- A record that this report was passed on will be made in The Herd's Safeguarding Reporting Document.
- Should The Herd be dissatisfied with the action of the host organisation's Designated Safeguarding Lead or Designated Safeguarding Officer, The Herd's Designated Safeguarding Officer will report directly to The Local Authority.

If you require any further information or have any complaints or concerns about your child's safety, please contact :

Ruby Thompson
Co-Director & Designated Safeguarding Officer
The Herd Theatre
131 Ella Street
Hull, HU5 3AJ
ruby@theherdtheatre.co.uk
07969026767

8. Whistleblowing

- The Herd Staff / freelancers are able to share in confidence concerns they may have about another member of staff / freelancer or a volunteer. Staff, who in good faith report their concerns that a colleague may be or is abusing a child, will be fully supported.
- Any allegations of abuse will be fully recorded and reported appropriately and every effort will be made to maintain confidentiality for all concerned. Appropriate support will be offered to the child, parents and members of staff.
- Suspension of the member of Staff, against whom an allegation has been made, needs careful consideration. The Herd Theatre Staff will consult with the board of trustees and

will seek the advice from the LADO (Local Authority Designated Officer) before deciding on the course of action to be taken.

- Suspension of a freelancer / member of staff does not indicate guilt on their part. It is a step taken to protect children while any investigation is taking place and The Herd are seeking to establish the facts of the situation.

Concerns about The Herd's Staff (excluding Co-Artistic Directors)

Any concerns about Herd Staff - employees or freelancers should be reported directly to Ruby Thompson, The Herd's DSO.

Concerns about The Herd's Co-Artistic Directors

The Herd's Co-Artistic Directors, Ruby Thompson and Sam Caseley, are a couple. The Herd recognises that this compromises their ability to respond to safeguarding concerns other staff members might have about either of them.

Should a staff member have concerns about either Co-Artistic Director, these should be shared with The Herd's Designated Safeguarding Trustee:

Katherine Igoe-Ewer
k.igoe-ewer@hotmail.com
07709724249

9. Safe Touch Guidelines

At The Herd we work with very young children and babies. They often have very little spoken language. The interaction with artists, practitioners, performers and very young children may be different to that of older children.

Sometimes young children and babies use touch as a communication method and when working closely in a child-led way, some children initiate touch as a way of playing.

Safe Touch with early years children whilst working with The Herd means:

- Initiated by a child; for example a child wants support to reach something high up, or the child starts a dance with you holding hands.
- Practitioners do not pick up children unless the child requests to assist in some way, parent or carer requests (for support holding a baby whilst putting shoes on for

example), or the child is in immediate danger and needs to be moved away from something.

- Any interaction that involves being picked up should be brief, and other ways of soothing or moving on encouraged.
- Any safe touch should only happen in the presence of the baby or child's parent/carer and in the presence of another Herd practitioner or member of staff
- Sometimes young children come to you as a supportive adult if they are upset, have fallen over, or hurt themselves in some way, to seek comfort. This could be sitting on your lap or reaching out for a cuddle. It is important that young children feel validated and have their needs met in order to feel safe. If the carer is at the other side of the room at that moment, it is ok to soothe the child by rubbing their backs gently, or accepting their need for a hug as reassurance. But this should be a very short period of time, and immediately you should make contact with their carer, and take them over to their carer as soon as possible for further physical reassurance.
- Verbal reassurance and sympathetic eye contact can suffice, so do not initiate physical contact, unless the child initiates it.
- Sometimes young children show their enjoyment of an activity or experience with physical contact too. Just as before, this can be met in an appropriate way - a touch on the head or hands, they might touch you on your arms or legs or head. This is ok but the game of touch should not be the primary game. Try making contact through an object for example if there is a desire for a haptic experience.
- We sometimes set up activities involving touch with parents/carers and their babies or young children - these are modelled with toys or between practitioners.
- We do not develop a physical relationship with a child, for example hugging to say hello or goodbye. We use eye contact, verbal sounds, and facial expression to develop playful, safe relationships.

Safe Touch for older children (such as in One Day Play or Pop-Up Play) needs to be:

- Necessary: are you sure that demonstration or verbal instruction is not adequate?
- Permitted: permission for contact sought and given by child or young person
- Ask if you can touch and accept that permission may be refused
- Clear: tell the child or young person where you are going to touch and how you will touch
- Contextual: explain why you are going to touch
- Always check that your reason for using touch is understood and has been an effective way of learning for the participant and their caregiver.

10. Photography and Video Permission and Social Media

When using photographic or filming equipment in shows or workshops the taking of any image will be discussed with the parent/guardian or school/organisation as appropriate. Staff (including workshop leaders and assistants) must not take photos of participants/children and young people on personal devices including phones and cameras. Herd social media channels are managed internally by The Herd team who will operate in-line with this policy.

Workshops

- Formal permission will be obtained prior to the use of any image via a consent form. The Herd Theatre recognises, and is vigilant to, the possibility of a child or vulnerable adult being identified with a particular school or organisation.
- All consent forms must specify how an image is going to be used, and must make clear that images may be used in a number of formats over a number of years.
- Audience members and parents/carers attending 'sharings' of children's work are only permitted to take photographs or videos of performances if permissions are obtained for all children participating, and parents are asked not to share these via any social media platform.

Shows

- When using photographic or filming equipment in shows 'Photography or Filming in progress' signs will be displayed throughout the venue and an announcement will be made by the Herd staff and freelancers at the beginning of the show. If a parent does not consent the photographer/videographer will be immediately informed and a Herd member of freelancers will oversee that any photos taken prior to this are deleted.
- All photographs must be kept on a secure encrypted hard-drive, and must be used solely for the purposes stated in the consent form. If a photograph has been taken of a child who has not granted permission, this must be deleted as soon as the issue comes to light.
- The Herd Theatre is committed to keeping children safe in relation to the development of new technologies and social media.
- Children's comments or photographs only appear on our website or public social media sites once consent and permission from parents/guardians has been obtained. Children are never named and their identities are always protected.
- When a photograph of a child or young person is used, no identifying information (i.e. full name, school etc.) will be included alongside the photograph. This means not showing school logos where possible too. If it is unavoidable to identify a child (for example in a newspaper article), use only the child's first name. Please See Appendix 2.

11. The storage of personal information

Freelancers of The Herd

- Personal information that is acquired or held in the course of working with children should be treated as confidential. Particular care should be taken with sensitive information.
- Consideration should also be given to the Data Protection Act 1998 which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely.
- The Herd Theatre uses the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, The Herd complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.
- The Herd Theatre uses an the Umbrella Body of Hull City Council to process DBS checks in England
- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Use of the data of children involved in Herd projects

- This data is kept in digital form on an encrypted hard drive. Access to this file will be limited to the DSO and Deputy DSO Sam Caseley. In printed form this data will be kept in a locked storage container.
- If The Herd Theatre wishes to pass on personal information to a third party, consent to do so must first be gained by the child and the parent/carer before any information is shared. The only exception to this is if it might be unsafe to seek consent (for example if consent might increase the risk to the child) or if seeking consent causes an unjustified delay, or if it would prejudice the prevention, detection or prosecution of a serious crime.
- The Herd will store children's data for 10 years after which both digital and paper copies of the data will be destroyed. If a project requires the data be stored for longer, children, parents and carers will be made aware when initially providing data.

12. Anti-bullying Policy

The Herd Theatre acknowledges that bullying behaviour is unacceptable and will not be tolerated. We endeavour to ensure that a secure environment is provided for every child and young person who participates in our activities. The Herd acknowledges that bullying can take

place and may need to be addressed amongst any combination of persons regardless of their role.

Definition

The Anti Bullying Alliance defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

Bullying can be:

- Emotional - being deliberately unfriendly, excluding, tormenting (e.g. hiding possessions, using threatening gestures).
- Physical - pushing, hitting, kicking or any use of violence.
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments

Disability related – ridiculing a child because of their disability

Homophobic - because of, or focusing on the issue of sexuality

Religious - because of or focusing on the issue of faith

Verbal - name-calling, sarcasm, spreading rumours , shouting or swearing

- Cyber - all areas of internet, such as e-mail and internet chat room misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities

Implementation

- It is the responsibility of The Herd Theatre's Company Directors, freelancers and workshop freelancers to ensure the implementation of the Anti-Bullying Policy to minimise occurrences of bullying.
- Workshop practitioners are mindful and aware of the need to guard against any unwanted behaviour in the sessions and should also encourage participants to report any instances of bullying. Workshop practitioners who are concerned about behaviour should alert the Designated Safeguarding Officer, Ruby Thompson. The seriousness of the situation will be determined and might include a discussion with individuals, or the involvement of parents. Where bullying has been established, a written record will be made and appropriate action taken.

13. Additional Policies and Documents

☰ **The Herd - Safeguarding & Child Protection Code of Conduct**

☰ **The Herd - Intimate Care Policy**

☰ **The Herd - Uncollected Children Policy**

14. Policy Review

- The application of this policy is constantly being reviewed. As well as ensuring that it stays within current legislation the policy is completely redrafted and updated annually.
- The date of the next full redraft and update will be February 2027.

APPENDICES

Please see below

Appendix 1. Definitions and types of abuse

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through the failure to act to protect.

Possible signs of abuse: Look for clusters of these signs:

- Unexplained burns, broken bones, bite marks, cuts, bruises, or welts in the shape of an object.

- Resistance to going home.
Fear of adults.

Consider the possibility of physical abuse when the parent or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury.
- Describes the child as "evil," or in some other very negative way.
- Uses harsh physical discipline with the child.
- Has a history of abuse as a child.
- Speaks to the child in an intimidating manner

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person.

Possible signs of abuse:

- Apathy, depression.
- Hostility
- Difficulty concentrating
- Overly compliant or demanding behaviour, extreme passivity, or aggression.
- Extremes in behaviour, such as being either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).
- Delayed in physical or emotional development.
- Has attempted suicide.
- Reports a lack of attachment to the parent.

Consider the possibility of emotional abuse when the parent or other adult caregiver:

- Constantly blames, belittles, or berates the child.
Is unconcerned about the child and refuses to consider offers of help for the child's problems.
- Overtly rejects the child.

Sexual abuse

Sexual abuse involves forcing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape or oral sex or non- penetrative acts such as fondling. Sexual abuse 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. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

This includes people from all walks of life.

Possible signs of abuse:

Inappropriate interest in or knowledge of sexual acts.

Seductiveness.

Avoidance of things related to sexuality, or rejection of own genitals or body.

- Either over compliance or excessive aggression.
- Fear of a particular person or family member.
- Difficulty walking or sitting.
- Suddenly refuses to participate in physical activities.

Consider the possibility of sexual abuse when the parent or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
- Is secretive and isolated.
- Is jealous or controlling with family members.

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 and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, 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.

Possible signs of abuse:

- Clothing unsuited to the weather.
- Child dirty or unbathed.
- Extreme hunger.
- Apparent lack of supervision.
- Has not received help for physical or medical problems brought to the parents' attention.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to activities early, stays late, and does not want to go home.
- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunisations, or glasses.

- States that there is no one at home to provide care.

Consider the possibility of neglect when the parent or other adult caregiver:

- and child rarely touch or look at each other.
- Shows little concern for the child.
- Denies the existence of—or blames the child for—the child's problems in school or at home.
- Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.
- Sees the child as entirely bad, worthless, or burdensome.
- Demands a level of physical or academic performance the child cannot achieve.
- Looks primarily to the child for care, attention, and satisfaction of emotional needs.

Peer on Peer (Child on Child) abuse

In most instances, the conduct of children towards each other will be covered by our

Behaviour Policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns.

The forms of peer on peer abuse are:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- Physical abuse which can include hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm.
- Abuse in intimate personal relationships between peers.
- Sexual Violence and Sexual Harassment.
- Causing someone to engage in sexual activity without consent.
- Consensual or non-consensual sharing of nudes and semi-nude images and/or videos.
- Upskirting.
- Initiation/hazing type violence and rituals.

Any downplaying of certain conduct can lead to a culture of unacceptable behaviour which will lead to children not reporting or normalising abuse causing an unsafe environment. We are clear that there will be a zero-tolerance approach to any form of peer on peer abuse.

Radicalisation and Extremism

Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous. This can happen both online and offline.

Exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and The Herd follows the Department for Education guidance for schools and childcare providers.

The Herd seeks to protect children and young people against the messages of all violent extremism and when any member of staff has concerns that a child or young person may be at risk of radicalisation or involvement in terrorism, they should speak with the DSO in the first instance.

Extremism is defined by the Crown Prosecution Service as:

- The demonstration of unacceptable behaviour by using any means or medium to express views which:
- Encourage, justify or glorify terrorist violence in furtherance of beliefs.
- Seek to provoke others to terrorist acts.
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- Foster hatred which might lead to inter-community violence in the UK.

Possible indicators of vulnerability to radicalisation

- is distanced from their cultural/religious heritage
- experiencing family tensions; a sense of isolation; and low self-esteem.
- dissociated from their existing friendship group and become involved with a new and different group of friends.
- searching for answers to questions about identity, faith and belonging
- perceptions of injustice or feeling of failure
- involvement with criminal groups

Appendix 2. Photo Consent Templates



Photo/Filming Consent Form

Dear Parent/Guardian,

Permission to take Photographs/Video Footage in a Workshop

Your child is working on a project with The Herd Theatre. During the project we hope to take photographs and video footage of some of the work, and would like to ask for your permission to make use of the photographs and video footage. This may be used for:

- The Herd Theatre's website

- The Herd Theatre's social media (Instagram and Facebook)
- Fundraising activities
- Developing the performance material
- Newsletters

Photographs and video footage may be used for these purposes at any time, and may be stored by The Herd Theatre in perpetuity. There will be **no** commercial use of these images.

Thank you in advance, and if you have any questions please feel free to contact me at sam@theherdtheatre.co.uk

Best wishes,

Sam Caseley
The Herd Theatre

Name of Child/Children

I give my permission for images of my child to be used by The Herd Theatre. (Please circle appropriate)

I do

I do not

Signed parent/guardian

(If you are aged 18 or over, you may sign this form yourself)



Photo/Video Audience Consent Form
[Insert name of Show]

Appendix 3. Incident Report Form

CHILD PROTECTION INCIDENT RECORD FORM

THE HERD THEATRE
Your Name:
Your Position:
Child's Name:
Child's Address:
Child's School:
Parents'/Carers' Name and Address:
Date and Time of any Incident:

Nature of Incident/ Your Observations :

Exactly what the child said and what you said:
(Record actual details. Continue on a separate sheet if necessary.)

SECTION BELOW TO BE FILLED IN BY THE HERD'S DESIGNATED SAFEGUARDING OFFICER OR DEPUTY SAFEGUARDING OFFICER.

Actions taken so far:

External Agencies Contacted (Date & Time)

<p>POLICE Yes/No</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>SOCIAL SERVICES Yes/No</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>LOCAL AUTHORITY Yes/No</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>

OTHER Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:
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Signature: Print Name: Date:
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Signed.....

Ruby Thompson, Co-Director, The Herd Theatre (Designated Safeguarding Officer)

Appendix 4: Anti-Bullying Report Form

Date of incident: _____

Name of person reporting incident: _____

Time: _____

Location: _____

Description of incident (continue on a separate sheet if necessary) _____

Action taken: (continue on a separate sheet if necessary)

Signature of person making report: _____

Signature of Designated Safeguarding Officer: _____

Appendix 5: Permission to administer medication

Permission to Administer Medication

This document, once signed by a child’s parent or carer, gives The Herd staff permission to administer medication to a child.

Name of medication	
Times Medication must be administered	
Other details required to administer medication	

I give permission for The Herd’s staff to administer the above medication to my child at the times stated.

Parent / Carer:

Signature

Name

Herd Staff:

Signature

Name