



THE HERD THEATRE CHILD PROTECTION POLICY

CONTENTS

- 1) Overall statement
- 2) Safer recruitment of freelancers and training
- 3) Trips to our shows
- 4) Taking part in our workshops
- 5) Photographic permission and social media
- 6) Responding to a child protection concern
- 7) Reporting Procedure, Whistleblowing and responsibilities
- 8) What to do if you suspect a member of Herd staff
- 9) The storage of personal information
- 10) Local authority and key contacts
- 11) Anti-bullying policy

Appendix 1 Definitions of abuse

Appendix 2 Photo Consent Templates

Appendix 3 Reporting Form

Appendix 4 Anti-bullying reporting form

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 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.

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 issues.
- 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 through procedures 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 2018

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. Ruby Thompson is the Designated Safeguarding Officer (DSO) at The Herd trained by NSPCC.

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

January, 2024.

2) Safer recruitment of freelancers and training

- The Company Directors at The Herd Theatre obtain enhanced Disclosure and Barring Service (DBS) checks. These are renewed every three years.
- 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.
- All workshop leaders, creatives and actors working alone with children are DBS checked before beginning work with The Herd Theatre.
- 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 applicants for these posts 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 interview for posts relating to workshop delivery or working directly with children, competence based questions pertaining to good practice in Child Protection are asked.
- 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. They also receive a copy of our child protection policy and are required to read it as part of their induction training and sign a declaration stating their intention to observe the policy.
- 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.
- Freelancers working directly with children receive child protection training within the organisation at the start of every project or show.

3) Trips to our shows

- The Herd's shows take place in public spaces (Theatres, Libraries, Community Centres, Schools etc). All Herd freelancers are aware of the need to protect children who visit shows in these different spaces. The presence of Herd freelancers does not replace the need for parents or carers to supervise the children in their care while visiting our shows.
- Parents and guardians must stay with their children at all times during trips to Herd shows. This includes in any performance space, playground, garden, toilets and café of performance venues.
- With the exception of participatory workshops, unaccompanied children under 16 will not be admitted to The Herd's shows.
- 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. Receiving venues will also have clearly identifiable staff. Lost children should contact an easily identifiable member of freelancers from The Herd or the Venue.
- Herd freelancers are mindful of visitors to their shows and if a child is thought to be lost they will approach the child and look for the nearby parent/guardian. Lost children will be accompanied to the box office (where applicable) or the foyer of the venue we are in. If a person is thought to be behaving suspiciously our incident reporting policy will be implemented.
- 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 in place to address specifically identified hazards and the means of eliminating or minimising them.

Accidents and illness

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

If the venue hosting a Herd show has their own Health and Safety procedures, in the first instance Herd 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.

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 of Front of House freelancers 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.

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

- 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.

4) 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.

Workshops ran independently by The Herd

Parents 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 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 freelancers always ensures that written consent is given from parents/ carers if children or young people are taken off site.

Codes of behaviour

- The Herd 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, and to read this policy with the DSO before undertaking any activity. 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. Where possible freelancers should demonstrate physical exercises with other workshop staff.
- The Herd 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 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 as 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.

Breaks

- Toilet breaks: children under 7 are taken to the toilet if they need to go. The assistant will escort children to the toilet and wait outside. We advise that younger children are taken to the toilet before the workshop session.
- 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 freelancers refer to emergency contact forms re 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 must come to a designated area to pick up their children – the arrangements for collection will be made clear by the Herd 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 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 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.

5) 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.

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.

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 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. 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.

6) Responding to a child protection concern

- 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 freelancers are aware of the risk factors and recognise children need support and / or safeguarding.
- Relevant freelancers understand the roles and responsibilities of other departments and agencies in safeguarding children.
- All Herd freelancers respond sensitively to the needs of children and their families from a range of racial, social, cultural, religious or linguistic backgrounds.
- All parents and carers are made aware of this policy.

- **The application of this policy is constantly being reviewed.**

Information for all freelancers responding to a disclosure

- Treat any allegations extremely seriously.
- Listen to what the child has to tell you.
- Do not interrupt the child, 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 to the child.
- Tell the child that they are right to tell you.
- Reassure the child 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 what you are going to do next.
- Write down everything that was said using the child'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 is speaking to you. Do not interrupt the child to get a pen and paper.
- Contact The Herd's DSO immediately. If hosted by a school or other organisation contact the Child Protection Officer and follow their reporting procedure. 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 disclose of information only to those who need to be aware of it.

- Do not make promises that you can't keep.
- Do not cast doubt on what the child has told you.
- Do not say anything that makes the child feel responsible for the abuse.
- It is not the responsibility of anyone working for The Herd Theatre to decide whether or not a child 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.

7) Reporting Procedure, Whistleblowing & Responsibilities

Reporting and whistleblowing procedure for The Herd Staff and freelancers

Information for Staff and freelancers

- Report suspicions or disclosures immediately to Ruby Thompson, The Herd's Designated Safeguarding Officer (DSO). 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 action taken to gather information and what steps have been taken to refer the matter to other agencies
 - Any further action
 - Where relevant, reasons why there is no referral to a statutory agency
 - Names of person reporting and to whom reported

Responsibilities

- The Designated Safeguarding Officer will use appropriate reporting systems for the situation. This may be reporting the matter to the Hull LADO (Local Authority Designated Officer).
- Completed forms are kept in a safe locked place to ensure confidentiality.
- If it is thought that returning the child home would put the child in immediate danger, advice will be sought from the LADO or in their absence other appropriate agencies.

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

Ruby Thompson
Designated Safeguarding Officer
Co-Director
The Herd Theatre
2 Kingston Court, Hull, HU2 8GA
ruby@theherdtheatre.co.uk
07969026767

8) What to do if you suspect a member of Staff from The Herd Theatre

- 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, and The Herd Theatre 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 in 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.

9) 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 be 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.

10) Local Authority Key Professionals/contacts

If a child is at immediate risk contact the Police on Emergency 999.

All incidents concerning child protection should be reported to the Designated Safeguarding Officer. If this person is unavailable you should report to the Deputy.

Please see contact details below:

Designated Safeguarding Officer

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

Deputy Designated Safeguarding Officer

Sam Caseley
Co-Director of The Herd Theatre
131 Ella Street, Hull HU5 3AJ
07810
sam@theherdtheatre.co.uk

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

Hull Local Authority Designated Officer (LADO)

Allegations against professionals

01482 790933

Midmere Centre

Dorchester Road

Hull

HU7 6BD

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

Police Station

Humberside Police Headquarters

Priory Rd, Hull HU5 5SF

01482 220393

Police

Emergency: 999

Non-emergency: 101

NSPCC help line for adults 0808 800 5000

Child Line 0800 1111

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 January 2027.

11) 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.

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, buggery 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.
- Beggings 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.

Appendix 2. Photo 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 social media pages
- The Herd Theatre's website
- Developing the performance material
- Newsletters
- Publicity for the project and the project's sponsors
- Local or national press
- Theatre programmes and brochures
- Displays of the students' work on the theatre premises

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. We would be most grateful if you would sign the slip below to give your permission for these images of your child to be used.

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 _____

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

I do

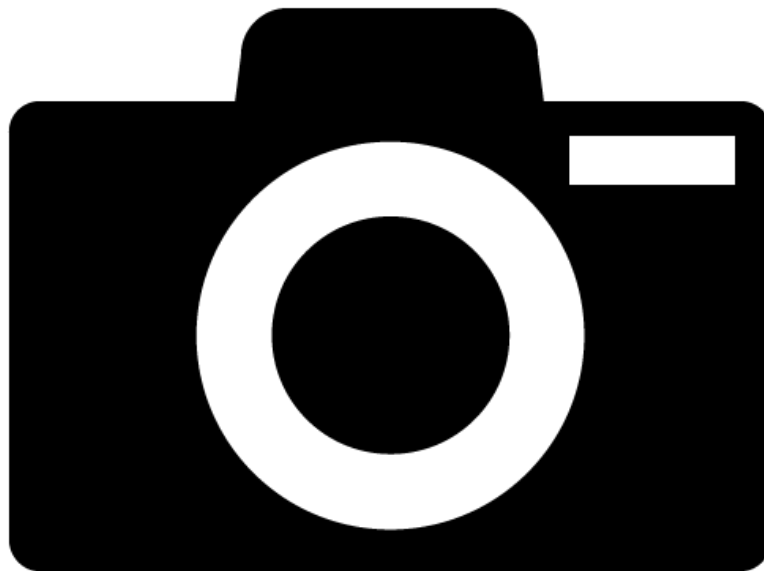
I do not

Signed parent/guardian _____

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

Show Photography/Videography sign:

This event is being photographed



We may use photographs taken at today's event for promotional purposes including in print, online and social media.

Please speak to me or the photographer if you do not wish to have your photo taken

Photo/Video Audience Consent Form

[Insert name of Show]

I hereby give consent for my child to be photographed by The Herd Theatre and [insert photographer]. I understand that the photographs may be displayed at the theatre, used in marketing materials, printed in publications or used in social media campaigns by The Herd Theatre and may be distributed to a third party in connection with the above production. The images will only be used in connection with the show and my child will not be named in any such photographs.

Signature	Date	Signature	Date

A record will need to be kept of which audience members do not give consent and the photographer needs to be made aware of these audience members.

Ideally the photographer should be with the person collecting consent so that they are fully aware of who may and may not be photographed.

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 separate sheet if necessary.)

<p>Actions taken so far:</p>	
<p>External Agencies Contacted (Date & Time)</p>	
<p>POLICE</p> <p>Yes/No</p>	<p>If yes - which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>SOCIAL SERVICES</p> <p>Yes/No</p>	<p>If yes - which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>

<p>LOCAL AUTHORITY</p> <p>Yes/No</p>	<p>If yes - which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>OTHER</p> <p>Yes/No</p>	<p>If yes - which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>

<p>Signature:</p> <p>Print Name:</p> <p>Date:</p>

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

Appendix 4: Anti-Bullying Report Sheet

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: _____