

NK Theatre Arts - Safeguarding Policy

Last Reviewed: April 2025
Next Review Date: March 2026

Purpose and Scope:

- All children, young people and vulnerable adults without exception have the right to feel safe when attending our activities.
- NK Theatre Arts is committed to creating a safe and inclusive environment for all participants, staff, volunteers, and audiences involved in our activities.
- This safeguarding policy outlines our commitment to protecting children, young people, and vulnerable adults from harm, abuse, or exploitation.
- It applies to all employees, volunteers, freelancers, directors etc. working on behalf of the company.

Principles and Commitments:

- Welfare of the Individual is Paramount. The safety and well-being of children, young people, and vulnerable adults is our top priority.
- Inclusion and Equality: We are committed to treating everyone with respect and dignity, regardless of age, disability, gender, race, religion, sexual orientation, or any other characteristic.
- We acknowledge and respect the rights, wishes and feelings of the children, young people and vulnerable adults with whom we work.
- We support and empower individuals to speak up about concerns and ensure they are listened to.
- We take proactive steps to identify and mitigate risks of harm.
- Accountability: Everyone involved in our activities has a responsibility to safeguard others and report concerns.

Roles and Responsibilities:

- Designated Safeguarding Lead:
 - Leading safeguarding efforts within the company
 - Acting as the first point of contact for safeguarding concerns.
 - Ensuring all staff and volunteers receive appropriate training.
 - Liaising with external agencies (e.g., social services, police) when necessary.
 - Keep clear concise records of all DBS checks/Chaperone License/Training information.
 - Regularly review and update this policy.
- Management:
 - Ensure safeguarding is embedded in all company activities.
 - Ensure safeguarding procedures are followed by all staff and volunteers.
 - Facilitate training of staff and volunteers.
 - Provide resources and support for safeguarding initiatives.
 - Regularly review and update this policy alongside the DSL.
- All Staff and Volunteers:
 - Attend safeguarding training
 - Be familiar with and always follow this policy.
 - Follow the correct procedure when responding to a disclosure or concern
 - Report any concerns to the DSL immediately.
 - Maintain appropriate boundaries and professional behaviour, in keeping with the staff & Volunteer code of conduct.

Safer Recruitment:

- All staff and volunteers working with children or vulnerable adults will undergo a thorough recruitment process

- Where applicable there will be a requirement for application forms and interviews and receipt of references from previous employers or organizations.
- All employees, contractors and volunteers over the age of 18 years, who will work with children, young people and vulnerable adults, will undergo Disclosure and Barring Service (DBS) checks where appropriate. NK Theatre Arts will repeat DBS checks every three years.
- Any employees, contractors and volunteers between the age of 16-18 years, who will work with children, young people and vulnerable adults, will undergo Disclosure and Barring Service (DBS) checks where appropriate. NK Theatre Arts will update this DBS check once reached the age of 18.
- Individuals who are working with NK Theatre Arts on a short-term basis such as photographers, work experience students, additional practitioners etc. who have not been DBS Checked by the company MUST be overseen throughout the entirety of their visit by a DBS cleared member of staff. This oversight role must be taken very seriously by the member of staff who takes the responsibility
- Initial induction training to any new staff and/or volunteers will include safeguarding procedures and expectations.

Training and Awareness:

- All staff and volunteers will receive regular safeguarding training.
- Training will cover recognizing signs of abuse, reporting procedures, and the company's code of conduct.
- Refresher training will be provided annually or as needed.
- Access to this safeguarding policy will be available on our website www.nktheatre.co.uk and will be given to staff, volunteers, freelance practitioners, directors etc. working within the company.

Staff Conduct:

All staff, volunteers, and contractors must:

- Be familiar with and always abide by the full Staff & Volunteer Code of Conduct (See additional documentation)
- Recognise the position of trust in which they have been placed.
- Observe all rules and guidance established for the safety and security of children, young people and vulnerable adults.
- Ensure their behaviour is appropriate, professional and respectful always.
- Ensure that in every respect, the relationships they form with children, young people and vulnerable adults under their care are appropriate.
- Never engage in inappropriate communication including, but not solely, personal social media contact, with children, young people or vulnerable adults.
- Treat everyone with respect and dignity inclusive of all children, young people and vulnerable adults, staff, volunteers, contractors, parents and visiting agencies.
- Ensure that all relationships with parents are appropriate and within the boundaries of professionalism.
- Avoid being alone with a child, young person or vulnerable adult, unless it is necessary and with prior approval.
- Avoid physical contact with children, young people and vulnerable adults, unless it is necessary for the activity and conducted in an appropriate manner.
- Raise awareness of and appropriately discuss any concerns regarding the behaviour of other staff, volunteers & contractors with management and/or the DSL
- Raise awareness of and appropriately discuss any concerns regarding bullying.
- Follow correct procedures following suspicion, disclosure or allegation of child abuse (Please see below)

Bullying:

- NK Theatre Arts has a zero tolerance to bullying. The emotional wellbeing of all within NK Theatre Arts is of utmost importance.

- No incident, however seemingly small, will be ignored or not addressed.
- No information should ever be withheld or filtered.
- Wherever possible, issues between students that can be resolved in class will be dealt with immediately and it will be to the discretion of the tutor(s) & Head of Department in question to judge the situation and take appropriate action.
- Bullying of any kind, verbal/physical/online abuse amongst members, parents, staff, volunteers, contractors, directors or assistants must be reported to the DSL

Phones & Photography:

- Members, parents, staff & volunteers are reminded that whilst phones are allowed in the building during workshops and rehearsals members are not permitted to take photos during any session and we ask that, where possible, phones are kept in a bag or pocket.
- The taking of photographs or videos by staff, volunteers, external agencies (photographers etc.) should only be done with the knowledge and consent of those being photographed or videoed.
- Parents are asked to sign to give consent for their child to be photographed/videoed by NK Staff and Volunteers upon joining the membership.
- NK Theatre Arts operate a strict NO PHONES policy backstage during productions for members, chaperones and staff.
- No photos or videos are to be taken in Dressing Rooms at any point.
- Any photos taken backstage must be pre-authorised and only done so by a member of NKTA staff.
- Any unauthorised or inappropriate photographs or videos of members, including but not restricted to, those being on social media, must be reported to the DSL
- Any unauthorised or inappropriate photographs or videos, being used to bully, embarrass or harass members, staff or volunteers must be reported to the DSL.
- In these circumstances the DSL will seek advice from the Trustee representative for Safeguarding and, where appropriate, the local authority and/or the police.

Productions:

- All rehearsals and productions involving members still in full time education at school (16 Years of age and under) will be carried out within the terms set out by the license agreed with Stockport Council
- All Safeguarding procedures for Backstage must be carried out by the director/production team and checked by the DSL
- Whilst backstage members will be looked after by Licensed Chaperones, DBS cleared members of staff and/or their own parent(s)

Reporting Concerns:

If a child makes a disclosure that they have suffered significant harm through abuse or neglect

- Listen carefully to what the child says
- Allow the child to speak at their own pace
- Ask questions
- Reassure the child that they have done the right thing by talking to someone.
- At no point should a child be told the disclosure will be kept secret.
- The disclosure must be recorded as quickly as possible using the correct procedure.
- The recording must use only the child's words and include the date and time the disclosure was made.
- Any disclosures recorded must be passed on to the DSL
- Disclosures must not be discussed with other staff or volunteers

If you have a concern about the welfare of a child or vulnerable adult

- Ensure you report your concern to the DSL immediately.
- If the DSL is unavailable follow the reporting flow chart accordingly. (See additional documentation)

- Record your concern using the correct procedure and include the date and time.
- Do not investigate concerns yourself.
- In an emergency, contact the police or emergency services.

Confidentiality:

- All safeguarding concerns and actions taken will be recorded securely and confidentially.
- Records will be stored in line with data protection laws (e.g., GDPR).
- Information will only be shared on a need-to-know basis and with the consent of the individual, unless there is a legal obligation to disclose.

Responding to Allegations:

- We should always be clear that it is our responsibility to take what action is necessary to ensure the safety of all children, young people and vulnerable adults in our care.
- We should always be clear that it is our responsibility to ensure that our staff, contractors and volunteers
- All allegations of abuse or harm will be taken seriously and handled sensitively.
- The DSL will follow a clear procedure, including:
 - Recording details of the concern using the correct format.
 - Assessing the risk and taking immediate action to protect the individual.
 - Seek advice from the Trustee Representative for Safeguarding where appropriate
 - Reporting to external agencies if necessary.
 - Supporting all parties involved.
- If a member of staff, volunteer, freelance practitioner etc. is implicated in an allegation the correct procedures will be followed in keeping with company policy.
- If the DSL or Trustee Representative for Safeguarding are implicated in any concerns and/or allegations then the matter should be taken directly to the relevant people within the Local Authority.

Contact Information:

- Designated Safeguarding Lead (DSL):
 - Name: Dawn Wrigley
 - Email: dawn@nktheatrearts.org.uk
 - Phone: 0161 4306570 Ext 2002
- Trustee Responsible for Safeguarding:
 - Name: Liz Dunne
 - Email: liz@nkta.co.uk
- Senior Management:
 - Name: Darren Stannage
 - Email: darren@nktheatrearts.org.uk
 - Phone: 0161-430-6570 (Ex 2007)

External Support:

Local Authority Designated Officer (LADO): Stockport MBC – [Contact them Here](#)
NSPCC Helpline: 0808 800 5000

Review and Monitoring:

This policy will be reviewed annually or following any significant incident or change in legislation. Feedback from staff, volunteers, and participants will be used to improve safeguarding practices.

This policy is a living document and will be updated as needed to reflect best practices and legal requirements.