

Frantic Assembly

Child Protection & Safeguarding Policy and Procedures

The Policy has been approved by:

Frantic Theatre Company's Board of Directors on 22 June 2016

If you require a copy of this document in a different format or language contact 020 7841 3115.

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1. INTRODUCTION & POLICY STATEMENT

Frantic Assembly is an internationally renowned theatre company led by co-founder and Artistic Director Scott Graham. Celebrated for its accessible and collaborative approach Frantic Assembly has created award-winning work of breath-taking physical dynamism and emotional eloquence.

Frantic Assembly are world leaders in devised and collaborative theatre. The Frantic Method of devising liberates creative potential and builds confidence in performers, students and teachers.

Frantic Assembly aims to provide safe participatory and creative activities for children and young people through its programme of physical theatre workshops, residencies, talks and performance opportunities. In line with the Children Act 1989 and 2004, Frantic Assembly will ensure that the safety and welfare of the children and young people is paramount. All children and young people, whatever their age, race, ethnic origin, nationality, language, culture, religious beliefs, social class, disability, gender, and/or sexual identity/orientation have a right to protection from abuse.

Frantic Assembly has a duty of care to safeguard all children and young people recognising the possible risks within the organisation and its practices and by developing awareness of the issues which cause them harm. In order to achieve this objective Frantic Assembly has developed a policy and set of procedures to be followed by all individuals, whether they are directly employed by the company, employed as freelancers on behalf of the company, or are volunteers.

Frantic Assembly also recognises that practitioners of physical disciplines are vulnerable to accusations of contact that may be deemed "inappropriate"; therefore, it is in everyone's interest that the company clearly outlines to its representatives a set of guidelines and practices to adhere to.

The aim of Frantic Assembly's Child Protection & Safeguarding Policy is to promote good practice by providing young people with appropriate safety and protection whilst participating in Frantic Assembly's activities. The procedures outlined in this policy will allow all staff and volunteers to make informed and confident responses to specific child protection issues.

2. TERMINOLOGY

The following terminology is used throughout this policy

'child protection'	is protecting children from abuse and neglect
'safeguarding'	is the action that is taken to promote the welfare of children and protect them from harm
'young person/people'	refers to children and young people up to their 18th birthday
'abuse'	abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. (see appendix A for full definitions of abuse)
'activities'	refers to Frantic Assembly's programme of activities available for young people. This typically (but not exclusively) includes one-off workshops, residencies, work placements, talks and performances.
'DBS'	is the Disclosure and Barring Service (replacement to the CRB). A DBS check is for those working in Regulated Activity with Children or Vulnerable Adults
'Regulated activity'	1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being. 2. Work for a limited range of establishments (specified places), with opportunity for contact, for example schools, children's homes

3. Activity done regularly: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight)

'Not regulated activity'

1. If staff work under a reasonable level of supervision: reasonable in all the circumstances for the purpose of protecting the children concerned & carried out by someone who is in regulated activity (eg teacher).
2. If work in specified places consists of occasional or temporary services
3. If it doesn't meet the frequency test: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight)

'Frantic Assembly hosted' refers to activities that are being led by Frantic Assembly, in which they are solely responsible for ensuring participants' safety. This is regulated activity.

'Host' is used to describe an organisation or educational institution that has invited Frantic Assembly to deliver Learn activities for their members, students or exclusive audience. This is not regulated activity

3. **FRANTIC ASSEMBLY'S DESIGNATED SAFEGUARDING OFFICER**

The overall responsibility for child protection lies with the Senior Management and Trustees of Frantic Assembly. The Trustees have appointed the Learn and Train Manager, as the Designated Safeguarding Officer (DSO). The role of the DSO is, in close liaison with the Senior Management and Trustees, to lead on day to day child protection procedures. This will include:

- attending child protection & safeguarding training and keeping up-to-date with current legislation and developments in the field of child protection & safeguarding
- providing all employees or volunteers with a full induction to the company's Child Protection & Safeguarding Policy and good practice guidelines
- ensuring that new employees and volunteers complete a self disclosure form (see appendix B)
- undertaking practical measures to support all employees delivering Regulated Activity in applying for Enhanced Disclosure Certificates through the Disclosure and Barring Service.
- acting as the main point of contact for Frantic Assembly's employees and volunteers on matters of child safety and good practice for working with young people.

In consultation with the Senior Management, the DSO will respond to child protection and safety enquiries from parents, young people, Host organisations and outside agencies. Together, the DSO and Senior Management will act on any child protection allegations and incidents in liaison with Hosts, Children's Services and the NSPCC.

The DSO will give advice if an enquiry concerns any matter relating to the young people that participate in Frantic Assembly's Learn and Train activities or the practitioners that deliver this programme. There may be circumstances where the concerns are about poor practice rather than abuse (defined in appendix A); in these cases, it is still important to take advice as this may be just one of a series of other instances which, taken together, give cause for concern.

In the instance that the DSO is unavailable to respond to matters regarding child protection Frantic Assembly's Executive Director will lead as DSO.

4. PROMOTING GOOD PRACTICE

Abuse can occur within many situations including the home, school and creative or educational environments. There may be instances when Frantic Assembly's employees or volunteers have regular contact with young people and this could make them an important link in identifying cases where they need protection. There may also be occasions when a member of Frantic Assembly witnesses child abuse or bullying, or when a young person discloses such information to them. All suspicious cases of poor practice should be reported following the procedures set out in section 5 of this policy.

4.1 Good practice means:

- Frantic Assembly will insist that at least one member of staff from the Host organisation is present throughout all activities involving young people. If an activity is being hosted by Frantic Assembly, at least two company representatives must be present at all times. We will follow NSPCC guidelines for supervision on 1 adult to 10 young people aged 13-18.
- For Frantic Assembly hosted activities the DSO will work with the practitioner to identify potential risks and agree strategies to manage those risks in advance. Or, at a Host organisation, the main contact will be responsible for sharing risk assessments with the practitioner.
- For unaccompanied young people travelling to Frantic Assembly hosted activities the DSO will ensure parental consent is given in advance, up to date contact information is given to both young person and parent and Frantic Assembly, Frantic Assembly have emergency contact details for the participant and clear directions and meeting points are provided.
- When young people have been identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, the DSO will discuss this with main contact (if at a Host organisation) or with the parent / carer (at Frantic Assembly hosted activity) and where appropriate the young person, to ensure the young person can be supported to participate safely.
- Practitioners should consider individual needs of each participant, particularly where background information has been provided by Host organisations or by Frantic Assembly.
- Practitioners must plan activities to ensure the whole group can participate.
- All representatives of Frantic Assembly should demonstrate behaviour that promotes the welfare of young people, to reduce the likelihood of allegations being made.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people when in the role of practitioner (i.e. not on school premises or when responsible for a group of young people).
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all young people equally, with respect and dignity.
- Being aware and respectful of young people from different faiths and cultures.
- Building balanced relationships based on mutual trust which empowers young people.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Making activities fun, enjoyable and fair.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person).
- Due to the physical nature of Frantic Assembly's educational workshops, at the start of each session the practitioner should always remind young people that there will be contact-based

activities. This prepares the participants, giving them the option of whether they are comfortable taking part.

- If any physical contact/support is required by the practitioners, it should be provided openly and with explanation.

4.2 **Practices to be avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge, such as a schoolteacher or the young person's parents:

- Avoid spending time alone with young people away from others.
- Avoid taking or dropping off a young person to an event or activity.
- Do not administer first aid to young people. There should always be a member of the host organisation present to take responsibility for incidents requiring first aid.
- Avoid taking on the responsibility for tasks for which you are not appropriately trained, for example physically handling disabled participants.
- Do not promise to keep secrets for a young person as this may be at the detriment of the young person's welfare.
- Do not give personal contact details to a young person (e.g. personal mobile phone number/Facebook profile)
- Do not use physical intervention to manage challenging behaviour (see section 5.5 for further details)

4.3 **Practices never to be sanctioned:**

- Physical punishment or the threat of such
- Refusal to speak to or interact with the child.
- Depriving young people of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation, or reducing a young person to tears as a form of control.
- Engaging in rough or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person.
- Failing to act upon and record any concerns raised by a young person.
- Doing things of a personal nature for young people that they can do for themselves.
- Inviting or allowing young people to stay with you at your home unsupervised.

N.B. Please be aware that due to some of the content and language in Frantic Assembly's productions, young people participating in activities with the company may challenge some of the above guidelines. In these instances, Frantic Assembly's representatives should clearly and firmly explain that such behaviour is inappropriate in an educational setting and will not be tolerated.

4.4 Managing challenging behaviour

When working with young people you may, on occasions, be required to deal with challenging behaviour, such as:

- bullying
- violence towards others
- bad language
- discrimination
- venturing outside boundaries on purpose
- abuse of facilities or equipment
- disobeying staff / volunteers
- deliberately making a situation unsafe.

In responding to challenging behaviour your reaction should always be consistent, proportionate to the actions, be imposed as soon as is practical and be fully explained to the young person and their teachers/parents/carers.

When delivering activities at a Host organisation, if you are faced with young people who display negative or challenging behaviours you should follow these guidelines:

- Immediately state that this behaviour cannot be tolerated in a workshop.
- Request that the young person takes a Time Out (leaves the room, supervised by the main contact / staff member representing Host).
- Explain to the main contact / staff member representing Host what has happened and request that they supervise the Time Out and follow up the incident with procedures usual to the Host.
- If the Host is happy for the young person to rejoin the group after a period of Time Out ensure that an apology is received from that young person.
- If managing challenging behaviour at a Frantic Assembly hosted activity you should follow the above action. The DSO and Peer Mentor will supervise a Time Out and talk to the young person about their actions, asking what happened and explaining what is wrong with this behaviour. The DSO will liaise with the lead practitioner to make a decision about whether further action is necessary. This may include:
 - Reparation - the act or process of making amends (i.e. apologising for actions).
 - Restitution - the act of giving something back (i.e. returning stolen property).
 - Sanctions or consequences, e.g. missing out on a trip.
 - Use of individual 'contracts' or agreements for their future or continued participation.
 - Increased supervision by staff / volunteers.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

4.5 Physical Intervention

If delivering Frantic Assembly activities at a Host organisation the overall responsibility for behavioural management lies with the Host. Every organisation has its own procedures for managing challenging behaviour and therefore it is essential that you **do not** use any form of physical intervention at any time.

However, at a Frantic Assembly hosted activity the company has responsibility for the safety of young people in its care at that time. In this instance physical intervention should be avoided unless it is absolutely necessary to prevent a young person from injuring themselves or others, or causing serious damage to property (such as arson). All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

Where young people have been identified as having additional needs or behaviours that are likely to require physical intervention the DSO will discuss this with parents / carers in advance and where necessary seek advice from NSPCC to ensure that a young person can be supported to participate safely. This may include employing a suitably trained support worker or accessing training in physical intervention.

The following must always be considered:

- Physical intervention is a last resort and should be only be if absolutely necessary to prevent a young person from harm.
- Physical intervention should NOT involve inflicting pain to a young person, but rather to restrain and protect them.
- All forms of physical intervention should employ only a reasonable amount of force, i.e. the minimum force needed to avert injury to a person or serious damage to property -applied for the shortest period of time.
- Staff / volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Contact should be avoided with buttocks, genitals and breasts.
- Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the DSO immediately.

A timely debrief for staff / volunteers, the young person and parent / carer should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. All involved should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the young person and parents about the young person's needs and continued safe participation in the group or activity.

4.6 Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident (see 5.3). The DSO will liaise with you and Host organisation to ensure that the parents of the young person are informed, unless this puts the young person in danger:

- If you accidentally hurt a young person.
- If a young person seems distressed in any manner.
- If a young person appears to be behaving inappropriately or makes you feel uncomfortable.
- If a young person misunderstands or misinterprets something you have done.
- If a young person discloses anything to you that causes concern.
- If physical intervention is required to manage challenging behaviour.

5 TAKING ACTION AGAINST CHILD ABUSE

As an artist or arts organisation working directly with young people you should always have a named contact with legal responsibility for participants under age 18 (usually a school teacher or youth worker at a Host organisation, or an emergency contact if during an activity hosted by Frantic Assembly). You should never assume sole responsibility for a young person.

5.1 If a young person discloses information to you

It is possible that a young person, who is suffering or has suffered from abuse will confide in you. This is something that you should be prepared for and must handle carefully. The following action should be taken in this instance:

1. Remain calm and in control – don't panic.
2. Listen carefully to what is being said – you need to remember as much as you can.
3. Find an appropriate, early opportunity to explain you will need to share information with others - do not promise to keep secrets.
4. Don't give your own view or opinions – or ask leading questions
5. Say what you will do next and who you will share information with
6. Make a record immediately afterwards (see appendix C) then follow procedures in 6.3

5.2 If you suspect a young person is being abused

If you see or suspect abuse of a young person (whether by other young people or an adult) you should make the person with legal responsibility for that young person aware of the problem. If you are working at a Host organisation this will be the named contact. If you are at a Frantic Assembly hosted activity speak to the DSO who will immediately speak to the emergency contact of that young person. However, if you suspect that the person with legal responsibility is actually the source of the problem you should make your concerns known to another senior member of staff at that organisation.

Indicators of abuse might include:

Unexplained or suspicious injuries such as bruising, cuts or burns, especially if they are on parts of the body that are not usually prone to injury.

Finger tip bruising.

An injury where the explanation seems inconsistent.

A young person describing what appears to be abuse involving him / her.

Another young person / adult showing concern about the welfare of another child

Unexplained changes in behaviour, for example, becoming very quiet, outbursts of anger etc.

Inappropriate sexual knowledge.

Distrusting adults where a close relationship would normally be seen, for example, aunts and uncles or older brothers and sisters.

Engaging in sexually explicit behaviour.

Possible difficulty making friends.

Eating patterns may vary including overeating or loss of appetite.

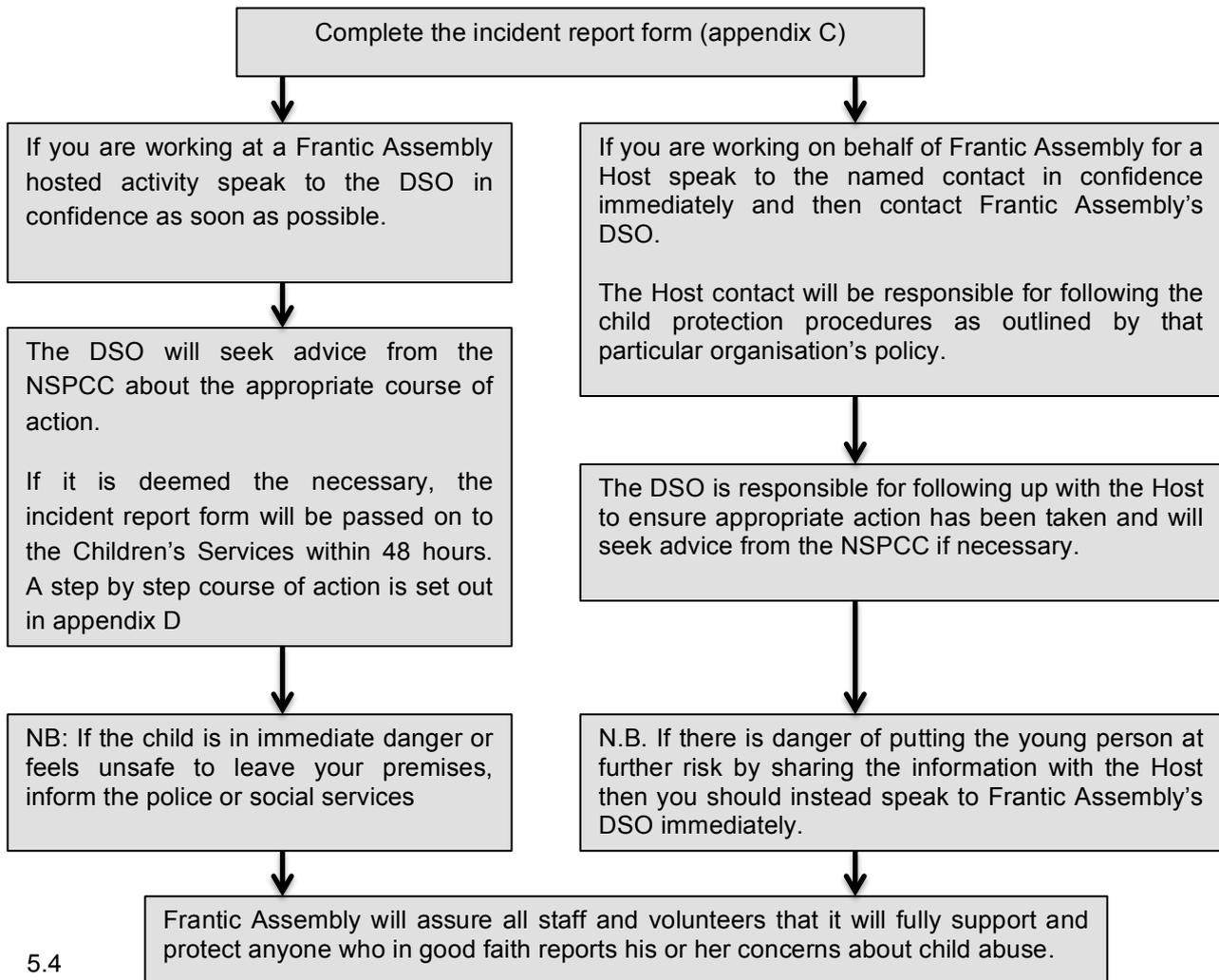
Losing weight unexpectedly.

A young person becoming increasingly dirty and unkempt.

It is important to note that this list only highlights some of the common indicators of abuse and that there are many more. The indicators above can also be present but may not mean that abuse is taking place. It is not your responsibility to judge whether abuse is taking place but it is our responsibility to act and report on any suspicions or concerns that we may have.

Use the incident report form (appendix C) to make a note of what you have witnessed and any action taken.

5.3 How to report an incident



5.4

Allegations made against Frantic Assembly staff

It is highly advisable to follow the good practice guidelines, as set out in section 5, at all times to avoid allegations of child abuse. All allegations or concerns should be directed to the DSO or Executive Director who will liaise with NSPCC for advice and work together to follow the procedures in this policy.

If the allegation made against a member of staff or a volunteer meets any of the following criteria Frantic Assembly will contact the Local Authority Designated Officer (LADO):

- Behaved in a way that has harmed or may harm a young person.
- Possibly committed a criminal offence against, or related to a young person
- Behaved towards a young person/people in a way that indicates s/he is unsuitable to work with young people

The LADO is responsible for:

- Providing advice and liaison
- Monitoring the progress of each case
- Ensuring that cases are dealt with as quickly as possible
- Ensuring the process is fair and thorough

The LADO will also advise Frantic Assembly on what, if anything, may be shared with the person who is subject to an allegation. They should decide, in consultation with the police or other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.

Where there is a complaint against a member of staff there may be up to three types of investigation, dependent on the nature of the concern:

- A criminal investigation by the police
- A child protection investigation by Children's Services
- A disciplinary or misconduct investigation by Frantic Assembly

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision. Disciplinary and appeals procedures are outlined in appendix F.

A step by step course of action is set out in appendix E.

5.5 Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will not be shared without consent, except where required to do so by law or by court order, or where it is in the public interest to do so, for example in cases of suspected child abuse.

Advice from NSPCC, Children's Services and the LADO will followed carefully to ensure information is not shared unless completely necessary.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

5.6 Record retention periods

In line with Guidance contained in the Data Protection Act (1998) personal information should not normally be held for longer than 6 years after the subject's last contact with the authority. Exceptions to the 6 year period will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (eg where the child might seek access to the file at a later date and the information would not be available elsewhere).

When records are being kept for more than the 6-year period files need to be clearly marked and the reasons for the extension period clearly identified.

If an allegation is made against a Frantic Assembly employee or volunteer a record will be kept until the person reaches normal retirement age, or for 10 years if that is longer. Such records will contain details of how the allegations were followed up and resolved, and of any action taken and decisions reached. These records will be kept in a confidential personnel file and a copy should be given to the individual whom the allegation is against.

Appendix G outlines NSPCC guidance on retention periods, storage of records and destruction of records.

5.7 Whistleblowing

The [NSPCC Whistleblowing Advice Line](#) is for anyone with child protection concerns in the workplace. The helpline provides support and advice to those who feel unable to get a child protection issue addressed by their employer. It can be contacted anonymously on [0800 028 0285](#).

6 RECRUITMENT, RESPONSIBILITY AND DISSEMINATION

Frantic Assembly recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. The same procedures will be adopted for all staff, whether paid or voluntary, that will have contact with young people whilst representing Frantic Assembly.

6.1 Pre-selection checks

Frantic Assembly's stance on child protection should be clear in information provided to applicants and new staff. All volunteers/staff should submit the following information before commencing work with the company:

- Name, address and National Insurance number.
- Relevant experience, qualifications and training undertaken.
- Details of previous employment.
- Names of at least two people (not relatives) willing to provide references.
- Consent to a Disclosure and Barring Service Check being undertaken if relevant to their post.

6.2 Interview and Induction

It is always best practice to carry out an interview when employing new staff or volunteers. In exceptional cases where interviews are not possible or relevant (for example when a performer is hired through an audition process), thorough checks and references should be carried out. If any doubts or concerns are noted during the checks and references a formal interview should be arranged to raise these issues.

All employees and volunteers should receive a full induction, during which:

- All personal information given during pre-selection is checked.
- The job requirements and responsibilities should be clarified.
- Child protection policy and procedures are explained
- Any training needs are identified.

6.3 References

If applying for a position that will involve working with young people, a minimum of two references should be taken up and at least one should speak of the applicant's ability to work with young people. If an applicant has no experience of working with children, training is strongly recommended.

6.4 Self disclosure & employment of ex-offenders

In line with the provisions of the Rehabilitation of Offenders Act (UK wide) (1974) (Exceptions) (Amendments) Order 1986 (UK wide) it is a legal requirement that adults intending to work with young people should declare all convictions, including spent convictions. Frantic Assembly requires applicants for posts involving contact with young people to complete a self-disclosure form (see appendix B). Having a criminal record will not necessarily bar an applicant from working with the company, but this will depend on the nature of the position and the circumstances and background of any offences.

6.5 Disclosure and Baring Service Checks

The services of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) were merged into a single, new Non-Departmental Public Body (NDPB) created in place of the previous two organisations. The new organisation is called the Disclosure and Baring Service (DBS) and provide a barring and criminal records disclosures.

In accordance with the Protection of Children Act 1999, Frantic Assembly is required by law to check all company representatives that will work with young people in Regulated Activity under the age of 18 for history of a criminal record. The majority of our work with young people is not regulated activity, and therefore does not require a DBS check however all practitioners will undergo DBS checks for the occasional regulated activity that the company delivers.

The Practitioner's consent is required for the company to fulfil this obligation and it is the practitioner that must submit their details to the Disclosure and Baring Service every two years. For regular practitioners Frantic Assembly will encourage the use of the DBS Update Service enabling practitioners to reuse their DBS certificate and employers can carry out free, instant online Status Checks on employees' DBS if requested. Frantic Assembly must see a valid DBS certificate in order for the Practitioner to represent the company.

6.6 Training

Checks are only part of the process to protect children and young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Effective management will be provided for staff through supervision, support and training. Frantic Assembly will seek out training opportunities for all staff members to ensure that they are able to recognise the signs and symptoms of possible abuse and neglect and are aware of the guidelines for making referrals.

All staff will be given regular opportunities to give and receive feedback, in order to identify training needs and set new goals.

6.7 Responsibility

It is the responsibility of all Frantic Assembly members to adhere to this policy and its guidelines. The effectiveness of this policy and its related procedures will be monitored and developed where necessary by the DSO and Senior Management. The Board of Directors will review the policy every two years and agree to any changes.

6.8 Dissemination

Frantic Assembly will make the Child Protection & Safeguarding Policy available to all staff and volunteers. It should be made clear to staff and volunteers that failure to conform to the policy will result in disciplinary action and possible exclusion from the organisation.

When Frantic Assembly is working in partnership with another organisation or agency (e.g. a school), they will be made aware that this policy is in place and can be obtained from the website.

This policy will be available to all Frantic Assembly members and any outside organisations or individuals. Requests for copies of the documents should be submitted to the DSO or downloaded from the company website..

7. USE OF PHOTOGRAPHIC/FILMING EQUIPMENT

Photographing and filming young people under the age of 18 is allowed only when a legal guardian (parent/carer) has given prior consent and only if intended for use as a teaching aid or promotional tool. If a member of Frantic Assembly intends to photograph or film young people participating in the company's Learn and Train activities, they must speak to the DSO who will liaise with the host organisation and issue photo permission forms and guidelines to parents in advance (see appendix H and I). These forms must be signed by a legal guardian and returned on or before the day of photography/filming. If forms are not returned photography and filming cannot be allowed.

8. ONLINE

8.1 Website

Frantic Assembly's website may contain content from productions of a violent or sexual nature. The website content is chosen carefully and is suitable for audiences aged 14+. Since none of Frantic Assembly's productions or Learn and Train activities are open to young people under the age of 14 the website is unlikely to attract younger audiences. However, the website includes a disclaimer that the content is intended for age 14+ and that no images of young people will be used without prior consent of a legal guardian in line with the company's policy and procedures for use of media (as outlined in appendix H). A copy of this policy is available to download from the website.

8.2 Forum

The Frantic Assembly Forum is not directed to children younger than 14 and is offered only to users 14 years of age or older. Users must accept our terms and conditions to use the forum, including providing age verification. Only the person's username and image will appear on the forum; no contact details will be made public. Terms and conditions include clear guidelines on cyber bullying. Frantic Assembly will monitor all posts and discussions, any inappropriate behaviour will be dealt with quickly and removed. Information on how to report inappropriate posts or behaviour is made clear in the terms and conditions and on the website. There is a link to CEOP (Child Exploitation and Online Protection) website to immediately report incidents of bullying or abuse to the police. We have followed guidelines from the UK Council for Child Internet Safety "Good practice guidance for providers of social networking and other user-interactive services" to set up and moderate the forum and our website and forum has been approved by CEOP.

8.3 Social Media

Frantic Assembly engages with several social media platforms – Twitter, Facebook, Instagram, Vimeo and YouTube. The company is represented by authorised users who post on behalf of the organisation, and employees (permanent or temporary), performers and members of the creative teams who comment about Frantic Assembly on their personal channels.

The General Manager has overall responsibility for digital communications on all social platforms and content on our website. (www.franticassembly.co.uk). Clear guidance and handbooks have been created for any other members of staff posting on these forums on behalf of the company,

All practitioners and staff should refer to Frantic Assembly's Social Media Guidelines to ensure their own and the company's, safety and reputation online.

9. APPENDICES

Appendix A

Definitions of Abuse

The definitions of abuse as set out below are in line with current NSPCC guidelines.

What is abuse and neglect?

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Physical abuse

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. It includes Female Genital Mutilation (FGM) which is a criminal offence and must be reported.

There's no excuse for physically [abusing a child](#). It causes serious, and often long-lasting, harm – and in severe cases, death.

Emotional abuse

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are usually suffering another type of [abuse or neglect](#) at the same time – but this isn't always the case.

Sexual abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities.

This doesn't have to be physical contact and it can happen online, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sometimes the child won't understand that what's happening to them. They may not even understand that it's wrong.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of [sexual abuse](#) in which children are sexually exploited for money, power or status.

Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be [groomed online](#).

Some [children and young people are trafficked](#) into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to [young people in gangs](#).

Neglect

Neglect is the ongoing failure to meet a child's basic needs and is [the most common form of child abuse](#).

A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

A child may be put in danger or not protected from physical or emotional harm.

They may not get the love, care and attention they need from their parents.

A child who's neglected will often suffer from other [abuse](#) as well. Neglect is dangerous and can cause serious, long-term damage - even death.

Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online). Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

Personal Information:

Mr / Mrs / Miss / Ms / Other

First name..... Surname.....

Any surname(s) previously know by.....

Address.....

.....

..... Postcode.....

Telephone:.....

Email.....

Date of Birth.....

Place of Birth.....

NI Number.....

Declaration: I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

Appendix C

Frantic Assembly Child Protection Incident Report Form

Guidance on using the incident report form:

- This form should be used when recording any significant incident (other than an accident) at work that involves a child, young person or vulnerable adult participating in Frantic Assembly's activities.
- Make sure you write your account as soon as possible after the incident occurs.
- Make sure you sign and date the form.
- Try to include names, addresses, telephone numbers and dates of birth if possible.
- Include matters of fact, observations, statements made by other people involved (remember to use exact words) and your actions and words.
- If you wish to express your opinion make sure that you can substantiate it with fact.
- Pass your report to the Designated Safeguarding Officer for Frantic Assembly.
- These reports will be kept for 12 months and then destroyed if no further action is required, unless it involves a Frantic Assembly's employee or volunteer, in which case it will be kept in their personal file.

Incident Report:

Date of incident: _____

Time of incident: _____

Contact name, number and address for the location of incident: _____

Name of child/young persons affected: _____

DOB: _____

Contact name, number and address for next of kin: _____

What happened?: _____

What was said?: _____

What did you, or any other individual say? Record contact details of these people, including names, numbers and addresses:

What else did you observe, if anything?: _____

Your details:

Your name: _____

Position or relationship to child/young person? _____

Address: _____

Tel: _____ Mobile: _____

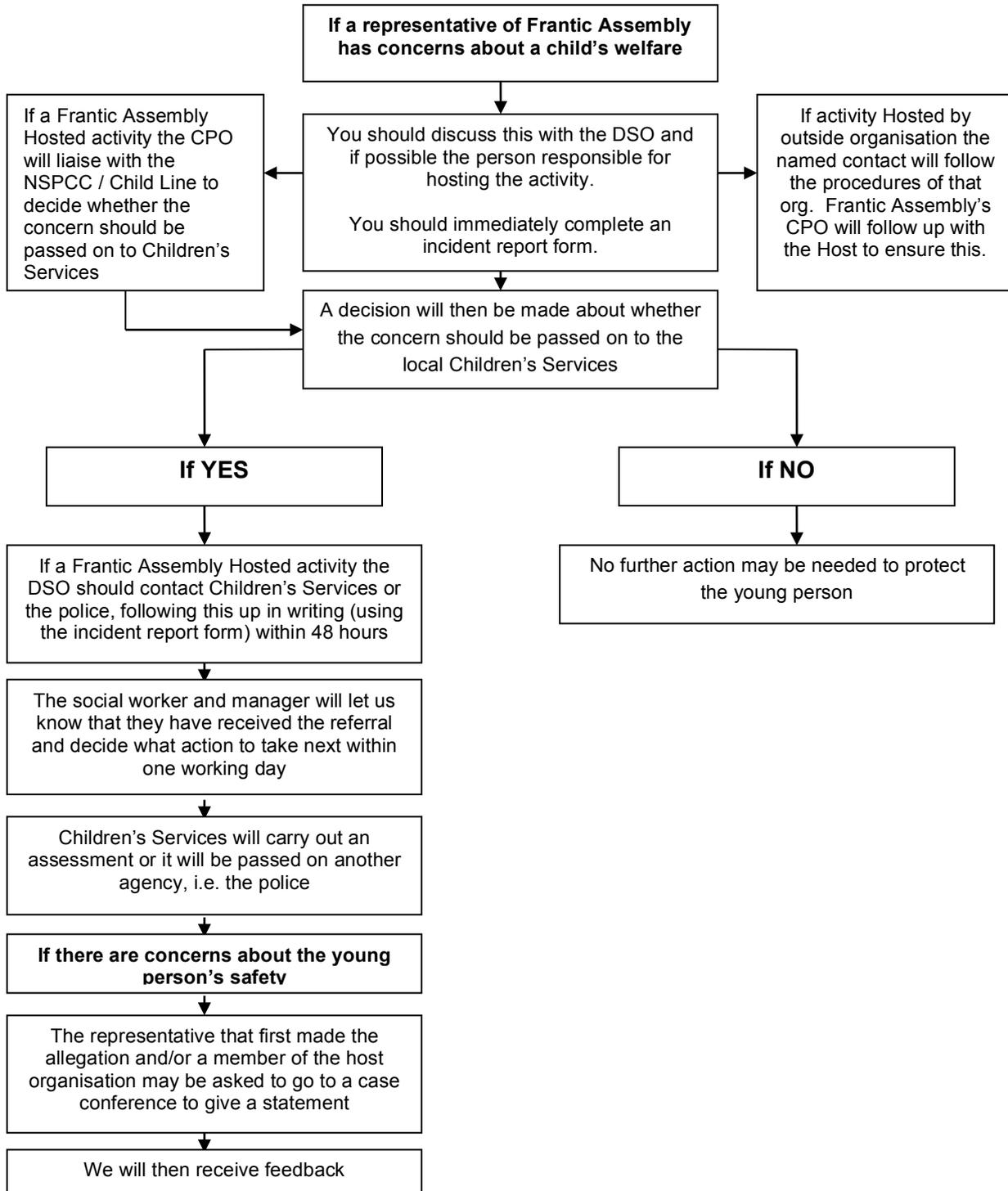
Signature: _____ Date _____

DSO signature: _____

Appendix D

Course of Action for Reporting an Incident of Child Abuse

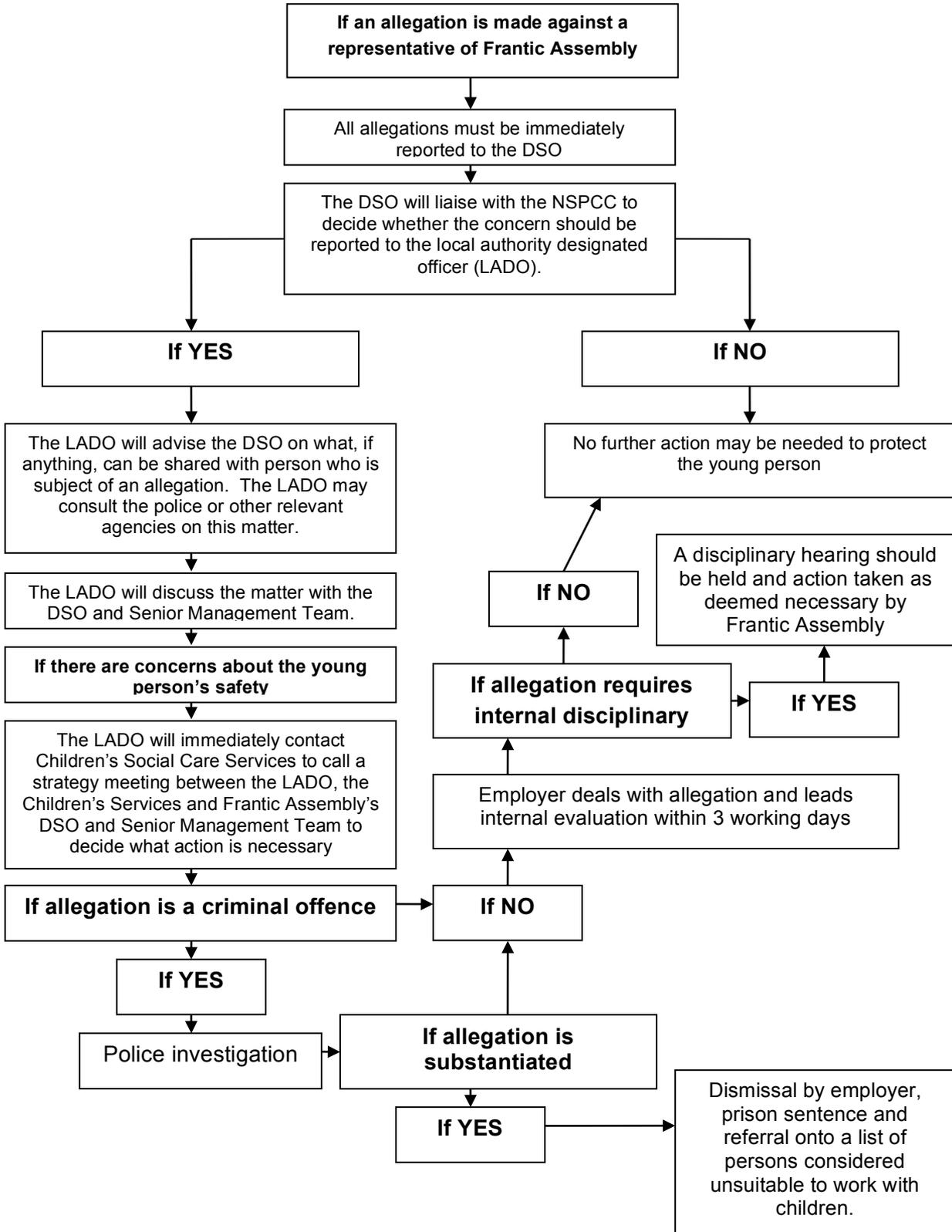
If any representative of Frantic Assembly has a concern regarding child safety or abuse the company should follow the course of action outlined in this document. The company will not withhold any information from investigating authorities:



Appendix E

Course of Action for Managing Allegations

If an allegation of child abuse is made against any representative of Frantic Assembly, the company will support the accused person, but will follow the course of action as set out in this document. The company will not withhold any information from investigating authorities:



Appendix F

Disciplinary and Appeals Procedures for Staff

DISCIPLINARY, DISMISSAL AND GRIEVANCE PROCEDURES

In April 2009 the Statutory Disciplinary, Dismissal or Grievance Procedures that had been in place since October 2004 were abolished (subject to transitional provisions). The substance of the statutory procedures have been reproduced to a large extent in a new Code produced by ACAS. The Code is designed to help employers, employees and their representatives deal with disciplinary and grievance situations in the workplace. A failure to follow the Code will not, in itself, make an employer liable to proceedings, however, Employment Tribunals will take this into account when considering cases. A Tribunal Award may be subject to an uplift of 25% where the Code has not reasonably been followed. Conversely where an employee has unreasonably failed to follow the guidance in the Code, an award can be reduced by 25%. The main points of the Code are summarised below.

The full Code can be found at <http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>

Dealing with disciplinary issues

Investigate potential disciplinary matters without unreasonable delay. This may take the form of an investigatory meeting with the employee or the collection of evidence by the employer for use at any disciplinary hearing. An investigatory meeting should not by itself result in any disciplinary action. Although there is no statutory right for an employee to be accompanied at a formal investigatory meeting, such a right may be allowed under an employer's own procedure. In misconduct cases, where practicable, different people should carry out the investigation and disciplinary hearing.

Suspension may be necessary during an investigation. This should be as brief as possible and should be kept under review. It should be made clear that it is not a disciplinary action.

Inform the employee if there is a disciplinary case to answer. Notification, in writing, should -

- Contain enough information to enable the employee to prepare to answer the case.
- Be accompanied by any relevant written evidence.

Hold a meeting with the employee to discuss the problem.

- The meeting should be held without unreasonable delay, but allow the employee reasonable time to prepare their case.
- Employers and employees (and their companions) must make every effort to attend.
- At the meeting the employer should explain the complaint against the employee and go through the evidence that has been gathered.
- The employee should be allowed to set out their case and answer any allegations.
- The employee should be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should also be given an opportunity to raise points about any information provided by witnesses. Where an employer or employee intends to call relevant witnesses they should give advance notice that they intend to do this.

Workers have a statutory right to be accompanied by a companion where the disciplinary meeting could result in -

- a formal warning being issued; or
- the taking of some other disciplinary action; or
- the confirmation of a warning or some other disciplinary action (appeal hearings).
- The chosen companion may be a fellow worker, a trade union representative or an official employed by a trade union (a trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker).
- The request to be accompanied must be reasonable. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable -
 - to bring a companion whose presence would prejudice the hearing
 - to ask to be accompanied by a companion from a remote geographical location if someone suitable and willing was available on site.
- The companion should be allowed to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

Decide on appropriate action

- After the meeting decide whether or not disciplinary or any other action is justified and write to the employee with your decision.
- Where misconduct or unsatisfactory performance is confirmed it is usual to give the employee a **written warning** in the first instance.
- A further act of misconduct or failure to improve performance within a set period would normally result in a **final written warning**.
- If an employee's first misconduct or unsatisfactory performance is **sufficiently serious**, it may be appropriate to **move directly to a final written warning** e.g. where the employee's actions have had, or are liable to have, a serious or harmful impact on the organisation.

Warnings should set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required (with timescale). The employee should be told how long the warning will remain current. The employee should be informed of the consequences of further misconduct/failure to improve performance, within the set period following a final warning. For instance: dismissal, demotion etc.

A decision to dismiss should only be taken by a manager who has the authority to do so. The employee should be informed as soon as possible of

- The reasons for the dismissal
- The date on which the employment contract will end
- The appropriate period of notice
- Their right of appeal.

Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause the employer should make a decision on the evidence available.

Gross misconduct Some acts are so serious in themselves or have such serious consequences that they may justify dismissal without notice for a first offence. But a fair disciplinary process should always be followed, before dismissing for gross misconduct. Disciplinary rules should give examples of acts which the employer regards as acts of gross misconduct. These may vary according to the nature of the organisation and what it does, but might include things such as child abuse, theft, fraud, physical violence, gross negligence, serious insubordination or inability to learn a role.

Provide employees with an opportunity to appeal Where an employee feels that disciplinary action taken against them is wrong or unjust they should be able to appeal against the decision. Employees should let employers know the grounds for their appeal in writing.

- Appeals should be heard without unreasonable delay and ideally at an agreed time and place.
- The appeal should be dealt with impartially and wherever possible, by a manager who has not previously been involved in the case.
- Workers have a statutory right to be accompanied at appeal hearings.
- Employees should be informed in writing of the results of the appeal as soon as possible.

Special cases

Where disciplinary action is being considered against an employee who is a trade union representative the normal disciplinary procedure should be followed. Depending on the circumstances, however, it is advisable to discuss the matter at an early stage with an official employed by the union, after obtaining the employee's agreement.

If an employee is charged with, or convicted of a criminal offence this is not normally in itself reason for disciplinary action. Consideration needs to be given to what effect the charge or conviction has on the employee's suitability to do the job and their relationship with their employer, work colleagues and customers.

Dealing with grievances

- Employees should let the employer know the nature of the grievance.
- If informal resolution is not possible, employees should raise the matter formally and without unreasonable delay with a manager who is not the subject of the grievance. This should be done in writing and should set out the nature of the grievance.
- Hold a meeting with the employee to discuss the grievance. This should be called without unreasonable delay after a grievance is received.
- Employers, employees and their companions should make every effort to attend the meeting.
- Employees should be allowed to explain their grievance and how they think it should be resolved. Consideration should be given to adjourning the meeting for any investigation that may be necessary.
 - Allow the employee to be accompanied at the meeting. Workers have a statutory right to be accompanied by a companion at a grievance meeting which deals with a complaint about a duty owed by the employer to the worker. So this would apply where the complaint is, for example, that

the employer is not honouring the worker's contract, or is in breach of legislation. The rules governing a companion's presence at a disciplinary meeting, set out above, apply for a grievance meeting.

Decide on appropriate action (if any) following the meeting. Decisions should be communicated to the employee, in writing, without unreasonable delay and, where appropriate, should set out what action the employer intends to take to resolve the grievance. The employee should be informed that they can appeal if they are not content with the action taken.

Appeal:

- Where an employee feels that their grievance has not been satisfactorily resolved they should appeal. They should let their employer know the grounds for their appeal without unreasonable delay and in writing.
- Appeals should be heard without unreasonable delay and at a time and place which should be notified to the employee in advance.
- The appeal should be dealt with impartially and wherever possible by a manager who has not previously been involved in the case.
- Workers have a statutory right to be accompanied at any such appeal hearing.
- The outcome of the appeal should be communicated to the employee in writing without unreasonable delay.

Overlapping grievance and disciplinary cases

Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

Collective grievances

The provisions of the Code do not apply to grievances raised on behalf of two or more employees by a representative of a recognised trade union or other appropriate workplace representative. These grievances should be handled in line with the organisation's collective grievance process.

Gross Misconduct

An act of Gross Misconduct may result in summary dismissal. The following is a non-exhaustive list of examples of what might constitute Gross misconduct:

- 1) Theft of or malicious damage to Company property
- 2) Incapacity for work due to being under the influence of alcohol or non-prescribed drugs
- 3) Physical assault and fighting
- 4) Sexual harassment
- 5) Serious breach of safe working practices
- 6) Abusive behaviour including sexist, racist and other oppressive behaviour.

When dealing with cases of gross misconduct it is important to establish the facts before taking any action. A short period of suspension with pay whilst investigation of the allegations takes place may be useful. Such suspension should only be imposed after careful consideration and should be kept under review. It should be made clear to the employee that the suspension is not a disciplinary action and does not involve any pre-judgment.

Appendix G

NSPCC Guidance on Child Protection Records Retention and Storage

GUIDANCE ON RETENTION PERIODS

Type of record	Retention
<p>Child welfare concerns that your organisation refers on to children's social care or the police.</p> <p>For example this would include concerns about physical, sexual, emotional or neglect of a child, disclosures from a child about being abused or information from a third party which might suggest a child is being abused; concerns about a parent or another adult that uses your organisation, or a young person who has been abused by another young person.</p>	<p>The referral should be acknowledged in writing by children's social care and your organisation keeps this on file.</p> <p>Records should be kept for 6 years after the last contact with the service user unless any of the exemptions apply (outlined in section 6.6 of child protection policy) or if your organisation is required to comply with any other statutory requirements.</p>
<p>Child welfare concerns that your organisation decide, after consultation, do not necessitate a referral to children's social care or the police. In such circumstances the organisation should make a record of the concern and the outcome. For example where a child has been bullied, overly pushy parents or a very distressed child where the distress is unrelated to child abuse.</p>	<p>Destroy the record a year after the child/adult concerned ceases to use the service unless the child or adult are continuing to use your organisation.</p>
<p>Concerns about people (paid and unpaid) who work with children and young people, for example, allegations, convictions, disciplinary action, inappropriate behaviour towards children and young people. For example where an employee has breached the code of conduct, a record of the behaviour, the action taken and outcome should be recorded.</p>	<p>Personnel files and training records (including disciplinary records and working time records) - retain for 6 years after employment ceases. However the records should be retained for a longer period if any of the following apply:</p> <ul style="list-style-type: none"> • There were concerns about the behaviour of an adult who was working with children where s/he behaved in a way that has harmed, or may have harmed, a child; • The adult possibly committed a criminal offence against, or related to, a child; • The adult behaved towards a child in a way that indicates s/he is unsuitable to work with children <p>In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer.</p>
<p>Disclosure and Baring Service disclosures obtained as part of the vetting process.</p>	<p>The actual disclosure form must be destroyed after 6 months. However it is advisable that organisations keep a record of the date of the check, the reference number, the decision about vetting and the outcome.</p>

STORAGE OF RECORDS

Some pointers to good practice:

- Information about concerns, allegations, and referrals should not be kept in one 'concern log' rather information or items relating to individuals need to be kept in separate files.
- Compile and label files carefully.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- Keep a key log so that it is possible to see who has accessed the cabinet, when, and the titles of the files they have used.
- Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.
- If files are to be stored long term then arrangements need to be made for the keys to be passed from outgoing staff to their successors.
- If records are stored electronically then password protect those records, which only limited staff should have access to.
- Where a local service/activity is closed arrangements must be in place for ongoing management of the records relating to that service/activity including the review and disposal of records.

DESTRUCTION OF RECORDS

Records should be incinerated or shredded in the presence of a member of the organisation or entrusted to a firm specialising in the destruction of confidential material. This action must be taken at the same time as the electronic record is purged. If not shredded immediately, all confidential records must be held in a secured plastic bag, labelled as confidential and locked in a cupboard or other secure place.

When a part of an organisation (eg a branch, team, project etc) is closed down the organisation must make arrangements for ongoing management of records relating to that branch/team/project including the review, retention and disposal of records.

Appendix H

Guidance for the use of Images of Children and Young People

INTRODUCTION

The safety of children and young people is paramount in all of Frantic Assembly's activities. This document has been developed by Frantic Assembly to provide guidance on the use of images of children and young people. The policy document is kept by the organisation's administrators and is available to all people on request.

Frantic Assembly is committed to providing a safe environment for children and young people under the age of 18. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in this guideline Frantic Assembly aims to follow the best possible practice to protect children and young people wherever photographs or recorded images are taken and stored.

KEY CONCERNS

The key concerns contained within this policy regarding the use of images of children/young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of youngsters.

RECORDING IMAGES OF CHILDREN/YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example: "This is a member of the Anywhere Junior Theatre Company who likes Atomic Kitten". This information can make a child vulnerable to an individual who may wish to start "grooming" that child for abuse. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

GUIDELINES FOR RECORDING IMAGES

- All children featured in recordings taken by Frantic Assembly must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, (i.e. a minimum of vest/shirt and shorts)
- The photograph should ideally focus on the activity
- Where possible images of children and young people should be recorded in small groups (the group may comprise any combination of adults and children)
- Frantic Assembly will try to ensure that images of a young person, who is under a court order, are not recorded or published
- Any instances of the use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF)
- Frantic Assembly practitioners and directors should still be allowed to use video equipment as a legitimate teaching aid. However, children/young people and their parents/carers should be aware that this is part of the teaching programme and care should be taken in the storing of such films

GUIDELINES FOR PUBLISHING IMAGES

- If the child is named, Frantic Assembly should avoid using their photograph
- If a photograph is used, Frantic Assembly should avoid naming the young person or use their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website
- Frantic Assembly should request both the young person's and parent/carers permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A Parent/Carer and Child Permission Form is the best way of achieving this and should be completed before any photographs or recorded images are taken (see Permission Form)
- In order to guard against the possibility of a young person under a court order appearing on a website, Frantic Assembly will not simultaneously stream images of children and young people onto a website. Delayed streaming provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).

- Frantic Assembly will carefully consider images of children and young people used in all publications so that images deemed inappropriate are not used.
- Frantic Assembly will try to take photographs that represent the broad range of youngsters participating in activities. This might include:
 - boys and girls
 - disabled people
 - minority ethnic communities
 - people with specific religious beliefs
 - a range of clothing e.g. tracksuit/jogging trousers

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT FRANTIC ASSEMBLY EVENTS

There is evidence that some people have used arts or education events as an opportunity to take inappropriate photographs or film footage of children or young people. While this might be rare, Frantic Assembly recognises that a duty of care to young people is necessary to ensure that this risk is as small as possible.

If Frantic Assembly commission a professional photographer or invite the press to an event that involves children or young people we will ensure that they are clear about our expectations of them in relation to child protection. The following steps will be taken to help reduce risk:

- A clear brief will be provided about what is considered appropriate in terms of content and behaviour
- The photographer will be issued with identification, which must be worn at all times
- Participants and parents will be informed in advance that a photographer will be in attendance at an event using the Permission Forms
- Access to the participants by photographers will be supervised by a CRB cleared member of Frantic Assembly's staff
- Frantic Assembly does not have the authority to approve/allow photo sessions outside the event or at a child/young person's home

Parents and spectators might also wish to take photographs or record their children participating at the event:

- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations
- Parents and spectators should be required to register at an event if they wish to use photographic equipment
- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography these should be reported to the event organiser and recorded in the same manner as any other child protection concern
- Event organisers should approach and challenge any person taking photographs who has not registered with them. They might need to refer to the local police force if this person continues to record images

SUMMARY

Child protection is about putting in place the best possible practices and procedures; this will protect not only the child but also the adult (i.e. practitioners, photographer or parent). If you have any comments on these guidelines Inga Hirst at Frantic Assembly (0207 841 3115).

Appendix I

Parent/Carer and Young Person Permission Form For The Use of Photographs and Recorded Images

Frantic Assembly would like to take photographs/video footage of the workshop you or your child is taking part in. We will only use the photographs/videos if we have your permission to do so.

This side of the form should be signed by the legal guardian (usually parent/carers) of a child or young person under the age of 18, together with the child or young person. It provides permission for the images of the child/young person to be used. Please note that you will have to fill in a separate form for each child.

Frantic Assembly recognises the need to ensure the welfare and safety of all young people involved in arts activities. As part of our commitment to ensure the safety of young people we will not permit photographs or videos of young people to be taken or used without the consent of the parents/carers and the young person. Frantic Assembly will follow the guidance for the use of images of children and young people, a copy of which is attached.

Frantic Assembly will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and documentation of our education and training programme. If you become aware that these images are being used inappropriately you should inform Inga Hirst at Frantic Assembly immediately on 020 7841 3115 or inga@franticassembly.co.uk. Address: 31 Eyre Street Hill, London, EC1R 5EW.

These images may be used on our website which can be found at www.franticassembly.co.uk

If at any time either the parent/carer of the young person wishes data to be removed from the website, seven days notice must be given to the administrator after which the data will be removed.

(please keep the top half of this page for your information and return the bottom half to)

This side to be completed by the young person and the parent/carers

I.....(name of young person) consent to Frantic Assembly photographing or videoing my involvement in arts activities under the stated rules and conditions.

Signed

Date.....

I.....(parent/carers full name) consent to Frantic Assembly photographing or videoing(name of young person) under the stated rules and conditions and I confirm that I am legally entitled to give this consent.

I also confirm that(young person) is not under a court order.

Signed

Date.....

Please return this form to

Appendix J

Useful Contact Details

Organisation	Address	Telephone/website
Report all allegations and concerns to: Inga Hirst	Frantic Assembly 31 Eyre Street Hill London, EC1R 5EW	020 7841 3115
Report allegations in Camden to: Multi-Agency Safeguarding Hub team (MASH)	Multi-Agency Safeguarding Hub	020 7974 3317 LBCMASHadmin@camden.gov.uk
For advice on child protection: Karen Lahat	Camden Safeguarding Children Board 5 Pancras Square London N1C 4AG	020 7974 4556
For advice on or reporting illegal content on the internet: Internet Watch Foundation	East View 5 Coles Lane Oakington Cambridge CB24 3BA	01223 237 700 General Enq: webmaster@iwf.org.uk Reporting: http://www.iwf.org.uk/reporting.htm
NSPCC	National Centre Weston House 42 Curtain Road London EC2A 3NH	Helpline: 0808 8005000 help@nspcc.org.uk http://www.nspcc.org.uk/
Childline UK	Freepost 1111 London N1 OBR	0800 1111 http://www.childline.org.uk/
Disclosure and Baring Service	PO Box 3961 Royal Wootton Bassett SN4 4HF	03000 200 190 customerservices@dbs.gsi.gov.uk http://www.disclosure.gov.uk/
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	https://thecpsu.org.uk/contact-us/
Department of Health	Consultancy Service Room 133, Dept. of Health Wellington House 133-135 Waterloo Road London SE1 8UG	https://www.gov.uk/government/organisations/department-of-health

In an emergency telephone 999

Appendix K

Useful Sources of Information

First Check: A step by Step guide for organisations to safeguard children (£30)	www.nspcc.org.uk Publications and Information Unit NSPCC, Weston House 42 Curtain Road London EC2A 3NH Tel 020 7825 2775
Working in Schools: A practical Guide to the Partnership by Charlotte Jones (free to download from ITC website)	www.itc-arts.org Independent Theatre Council
Keeping Arts Safe: Protection of children, young people and vulnerable adults involved in arts activities, 2003 ISBN 0-7287-0941-4 (free to download)	www.artscouncil.org.uk Arts Council England Go to info and publications, publications, browse by subject, education and learning
Disclosure and Baring Service Website Includes lists of umbrella bodies and codes of practice for England and Wales.	www.gov.uk/dbs Information line 03000 200 190
CEOP (Child Exploitation and Online Protection)	http://www.ceop.police.uk/safety-centre/
Internet watch Foundation	www.iwf.org.uk
UK Council for Child Internet Safety "Good practice guidance for providers of social networking and other user-interactive services"	http://dera.ioe.ac.uk/1970/ http://www.education.gov.uk/ukccis
Recruiting Safely: Guidance for employers and other bodies in the health and social care field on recruiting and retaining staff and volunteers with criminal records, 2001 (Nacro on behalf of the Forum on the Employment of Ex-Offenders in Care Settings)	c/o Nacro 169 Clapham Road London SW9 0PU Tel 020 7582 6500
The Protection of Children Act 1999: A Practical Guide to the Act for all Organisations Working with Children (2000) (Department of Health)	www.doh.gov.uk/downloads/childprotect.pdf go to publications and statistics, publications library, fill in the full title under title and search words.
What Rights Leaflet: the UN Convention on the Rights of the Child made simple (Unicef free to download)	www.therightssite.org.uk www.unicef.org Helpdesk Tel 0870 606 3377
The United Nations Convention on the Rights of the Child	www.un.org
Working together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (Department of Health, 1999)	www.doh.gov.uk/quality5.htm under publications, policy and guidance
Child Protection in Sport Unit -Includes the Coaches Charter	www.sportprotects.co.uk
Foundation for Community Dance – guidelines and information on physical arts work	www.communitydance.org.uk
Football Association information on use of images of Children	www.thefa.com
Local Child Protection Co-ordinators	www.acpc.gov.uk