PERFORM NORTH

Safeguarding and Child Protection Policy

Effective Date: 1 September 2026

Review Date: September 2027

Policy Owner: Perform North

Designated Safeguarding Lead (DSL): Hannah Dale

Deputy Safeguarding Lead (DDSL): Harriet Dixon

Email: info@performnorth.com

Telephone: 07427 421969

Contents

1. Introduction
2. Scope of this Policy
3. Legal Framework
4. Safeguarding Roles and Responsibilities
5. Our Safeguarding Commitment
6. Definitions
7. Recognising Abuse

---

1. Introduction

Perform North is committed to safeguarding and promoting the welfare of every child and young person who engages with our organisation.

The safety, wellbeing and best interests of children are at the heart of everything we do. Every child has the right to feel safe, to be listened to, to be treated with dignity and respect, and to participate in performing arts within a positive, inclusive and supportive environment.

Safeguarding is everyone's responsibility.

All staff, freelancers, volunteers, guest tutors, chaperones, contractors and anyone working on behalf of Perform North share responsibility for protecting children from harm and must act immediately if they have concerns about a child's welfare.

This policy outlines the procedures that Perform North follows to protect children, respond appropriately to safeguarding concerns and meet our legal responsibilities.

It should be read alongside our:

- Terms and Conditions
- Privacy Policy
- Health & Safety Policy
- Staff Code of Conduct
- Accident & Incident Procedures

---

2. Scope of this Policy

This policy applies to every activity delivered by Perform North, including but not limited to:

- Weekly performing arts classes
- Saturday Pre-Professional Programme
- One-to-one vocal coaching
- Private tuition
- Workshops and masterclasses
- Holiday clubs and summer schools
- Theatre rehearsals
- Productions and performances
- Agency representation
- Professional auditions
- Filming opportunities
- Industry workshops
- Open days
- Scholarship auditions
- Off-site visits
- Theatre trips

- Online teaching
- Digital communication
- Social media interactions connected to Perform North

This policy applies regardless of whether activities take place:

- at one of our regular venues;
- within hired rehearsal spaces;
- in theatres;
- at professional filming locations;
- online;
- or at any external venue used by Perform North.

All adults working with children on behalf of Perform North are expected to understand and follow this policy.

---

3. Legal Framework

This policy has been developed with regard to current safeguarding legislation and recognised good practice, including:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where relevant as best practice)
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- Counter-Terrorism and Security Act 2015
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Human Rights Act 1998
- Children and Families Act 2014
- Local Safeguarding Partnership Procedures applicable to the areas in which Perform North operates.

Although Perform North is an independent performing arts organisation rather than a school, we are committed to adopting safeguarding standards that reflect current educational and performing arts best practice.

---

4. Safeguarding Roles and Responsibilities

4.1 Designated Safeguarding Lead (DSL)

Perform North has appointed a Designated Safeguarding Lead (DSL) who has overall responsibility for safeguarding and child protection across the organisation.

The Designated Safeguarding Lead is responsible for:

- overseeing the implementation of this policy;
- acting as the first point of contact for safeguarding concerns;
- maintaining confidential safeguarding records;
- making referrals to children's social care, the police or other relevant agencies where appropriate;
- ensuring staff receive safeguarding training and updates;
- providing safeguarding advice and support to staff and volunteers;
- monitoring safeguarding practice across all Perform North activities;
- reviewing safeguarding procedures annually or following significant incidents.

Current DSL:

Hannah Dale

Director – Perform North

Email: info@performnorth.com

Telephone: 07427 421969

4.2 Deputy Designated Safeguarding Lead

A Deputy Designated Safeguarding Lead supports the DSL and will assume safeguarding responsibilities whenever the DSL is unavailable.

The Deputy DSL should be familiar with all safeguarding procedures and have sufficient training to respond appropriately to concerns.

Deputy DSL: Harriet Dixon

4.3 Concerns About the DSL

If a safeguarding concern relates directly to the Designated Safeguarding Lead, it must not be reported to that individual.

Instead, concerns should be reported immediately to the Deputy DSL who will seek advice from the Local Authority Designated Officer (LADO), children's social care or the police where appropriate.

The welfare of the child will always take precedence over organisational interests.

---

5. Our Safeguarding Commitment

Perform North believes that every child deserves the opportunity to participate in performing arts safely, confidently and free from harm.

We are committed to:

- creating a culture where children feel safe, respected and valued;
- listening carefully to children and taking their concerns seriously;
- promoting positive wellbeing and emotional safety;
- safeguarding children from abuse, neglect and exploitation;
- recruiting suitable staff and volunteers through safer recruitment procedures;
- ensuring all adults understand their safeguarding responsibilities;
- responding promptly to safeguarding concerns;
- working openly and collaboratively with parents and carers wherever appropriate;
- sharing information with statutory agencies where necessary to protect children;
- providing appropriate safeguarding training for staff and volunteers;
- continually reviewing and improving our safeguarding practice.

Safeguarding is embedded into every aspect of Perform North's work and is considered in all planning, decision making and operational procedures.

5.1 Equality, Diversity and Inclusion

Perform North is committed to providing an environment where every child feels welcomed, respected and included regardless of:

- age;
- disability;
- race;
- ethnicity;
- religion or belief;
- sex;
- gender reassignment;
- sexual orientation;
- pregnancy or maternity;

- socioeconomic background;
- family circumstances.

We recognise that some children may be more vulnerable to abuse or neglect due to additional needs or personal circumstances.

Safeguarding decisions will always take account of each child's individual circumstances, communication needs and level of understanding.

Reasonable adjustments will be made wherever possible to enable every child to participate safely.

---

6. Definitions

For the purpose of this policy:

Child

A child is anyone under the age of 18.

Safeguarding

Safeguarding means protecting children from maltreatment, preventing impairment of health or development, ensuring children grow up in safe and effective care and taking action to enable all children to achieve the best possible outcomes.

Child Protection

Child protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Significant Harm

Significant harm is the threshold that justifies compulsory intervention by statutory agencies to protect a child.

---

7. Recognising Abuse

Abuse is a form of maltreatment of a child.

Abuse may be inflicted by an adult or another child.

A child may be abused within their family, within an institution, by someone known to them, by a stranger or online.

Abuse can occur once or repeatedly over time.

The main categories of abuse are:

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child. This may include hitting, shaking, throwing, burning, poisoning, suffocating or otherwise causing injury.

Emotional Abuse

Emotional abuse involves the persistent emotional maltreatment of a child which affects their emotional development, self-esteem or wellbeing.

Examples include humiliation, intimidation, rejection, excessive criticism, exposure to domestic abuse or placing unrealistic expectations on a child.

Sexual Abuse

Sexual abuse involves forcing or encouraging a child to take part in sexual activities, whether or not the child understands what is happening.

Sexual abuse may involve physical contact or non-contact activities such as grooming, online abuse, sexual exploitation or encouraging children to view inappropriate material.

Neglect

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

This may include failing to provide appropriate food, clothing, supervision, medical care, education or emotional support.

8. Responsibilities

Safeguarding is everyone's responsibility. Every adult working with or on behalf of Perform North has a duty to safeguard children and promote their welfare.

No concern is too small to report. If a member of staff, volunteer or freelancer is unsure whether something constitutes a safeguarding concern, they should seek advice from the Designated Safeguarding Lead immediately.

8.1 Responsibilities of Perform North

Perform North will:

- provide a safe, welcoming and inclusive environment for every child;
- promote the welfare of children in all activities;
- ensure safeguarding remains a priority in all decision making;
- implement safer recruitment procedures;
- ensure appropriate safeguarding training is provided;
- appoint and support a suitably trained Designated Safeguarding Lead and Deputy DSL;
- maintain accurate safeguarding records;
- respond appropriately to concerns about children;
- work in partnership with parents, carers and statutory agencies;
- regularly review safeguarding policies and procedures;
- undertake appropriate risk assessments for activities and venues.

8.2 Responsibilities of the Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- receive and manage safeguarding concerns;
- provide advice and guidance to staff;
- maintain confidential safeguarding records;
- make referrals to children's social care, the police or other agencies where appropriate;
- ensure safeguarding concerns are recorded accurately;
- liaise with external agencies;
- ensure safeguarding policies remain current;
- coordinate safeguarding training;
- monitor safeguarding practice throughout the organisation.

8.3 Responsibilities of Staff, Freelancers and Volunteers

Every adult working on behalf of Perform North must:

- place the welfare of children above all other considerations;
- treat every child with dignity and respect;
- maintain appropriate professional boundaries;
- act as positive role models;
- follow this safeguarding policy at all times;
- report safeguarding concerns immediately;

- complete required safeguarding training;
- cooperate with safeguarding investigations;
- respect confidentiality whilst understanding that safeguarding information must be shared where necessary;
- challenge poor practice where appropriate;
- report concerns regarding another adult's behaviour.

No member of staff should assume that another person has already reported a concern.

8.4 Responsibilities of Parents and Carers

Parents and carers play an important role in safeguarding children.

Parents are expected to:

- provide accurate emergency contact information;
- inform Perform North of any medical conditions, allergies or additional needs;
- notify Perform North of any safeguarding concerns that may affect their child whilst attending activities;
- ensure children are collected by authorised adults;
- inform Perform North of any court orders or legal restrictions affecting collection arrangements;
- communicate respectfully with staff and other families;
- work collaboratively with Perform North where safeguarding concerns arise.

---

9. Safer Recruitment

Perform North is committed to ensuring that all adults working with children are suitable to do so.

We operate safer recruitment procedures designed to reduce the risk of unsuitable individuals gaining access to children.

Recruitment may include:

- application forms;
- interviews;
- identity verification;
- right to work checks;
- qualification checks;
- employment history checks;
- professional references;

- Enhanced DBS checks where appropriate;
- barred list checks where legally required;
- safeguarding questions during recruitment;
- induction and probationary monitoring.

Possessing a DBS certificate alone does not automatically determine suitability to work with children.

9.1 Ongoing Suitability

All staff, freelancers and volunteers have an ongoing responsibility to remain suitable to work with children.

Individuals must inform the Designated Safeguarding Lead immediately if they:

- are arrested;
- are charged with an offence;
- become subject to a police investigation;
- become subject to safeguarding enquiries;
- receive professional restrictions;
- become aware of any circumstance that could affect their suitability.

Failure to disclose relevant information may result in suspension or termination of engagement.

9.2 Safeguarding Induction

Before working with children, all new staff, freelancers and volunteers will receive an appropriate safeguarding induction.

This will include:

- safeguarding responsibilities;
- this policy;
- reporting procedures;
- emergency procedures;
- code of conduct;
- whistleblowing arrangements;
- health and safety procedures;
- expectations regarding professional behaviour.

---

10. Staff Code of Conduct

Everyone representing Perform North is expected to maintain the highest standards of professional conduct.

Staff, volunteers and freelancers must:

- act professionally at all times;
- maintain appropriate boundaries;
- use respectful language;
- treat every child fairly;
- avoid favouritism;
- avoid situations that could be misinterpreted;
- maintain confidentiality;
- dress appropriately;
- behave in a manner that reflects Perform North's values.

Staff must never:

- humiliate or belittle children;
- shout aggressively;
- use inappropriate language;
- engage in bullying or intimidating behaviour;
- develop inappropriate personal relationships;
- communicate secretly with children;
- exchange personal gifts of significant value;
- accept gifts that could influence professional judgement;
- use alcohol or illegal drugs whilst responsible for children;
- attend activities whilst impaired.

---

11. Professional Boundaries

Healthy professional relationships are essential in performing arts training.

Adults must maintain clear professional boundaries at all times.

Staff should:

- avoid becoming over-familiar;
- avoid spending unnecessary time alone with children;
- avoid sharing unnecessary personal information;
- avoid forming exclusive relationships with participants;
- communicate professionally at all times.

Children should never be asked to keep secrets from their parents or carers.

---

12. Appropriate Physical Contact

Performing arts training may occasionally require limited physical contact.

Physical contact should only ever be used when it is:

- appropriate;
- necessary;
- proportionate;
- explained beforehand;
- respectful;
- in the child's best interests.

Examples include:

- correcting posture;
- demonstrating dance technique;
- supporting balance;
- preventing injury;
- administering first aid.

Whenever possible, staff should explain what they are doing before making physical contact.

Children should always be treated with dignity and may decline non-essential physical contact.

Physical contact must never:

- be secretive;
- be excessive;
- be for the benefit of the adult;
- be sexually motivated;
- make a child feel uncomfortable or unsafe.

---

13. One-to-One Teaching

Perform North provides one-to-one tuition, including vocal coaching and private lessons.

These sessions require additional safeguarding measures.

Where reasonably practicable:

- lessons should take place in an appropriate professional environment;
- rooms should have visibility into the teaching space or an open door where appropriate;
- another responsible adult should be present within the building;
- parents should know lesson times and locations;
- communication regarding lessons should be through parents for younger children;
- unnecessary physical contact should be avoided.

Online lessons should only take place using approved platforms and with parental knowledge where appropriate.

---

14. Guest Tutors, Visiting Professionals and Contractors

Guest tutors, workshop leaders, choreographers, directors, accompanists and visiting professionals contribute significantly to Perform North's training.

Before working with children they will:

- receive a safeguarding briefing;
- be informed of reporting procedures;
- know who the Designated Safeguarding Lead is;
- follow Perform North's safeguarding procedures;
- adhere to the Staff Code of Conduct.

Where appropriate, visiting professionals may be supervised whilst working with participants.

---

15. Productions, Agency Work and Professional Engagements

Perform North provides opportunities for children to participate in theatre productions, filming, auditions and professional work.

Safeguarding arrangements will be adapted according to the nature of each project.

Where applicable, Perform North will:

- comply with child performance licensing requirements;
- use licensed chaperones where required;
- undertake risk assessments;
- ensure appropriate supervision ratios;
- communicate schedules clearly with parents;
- ensure dressing room arrangements protect children's privacy and dignity;
- maintain accurate registers and sign-in procedures.

Children will never be guaranteed professional work or representation, and safeguarding considerations will always take precedence over performance opportunities.

Where professional opportunities are provided through Perform North Talent Agency, safeguarding responsibilities remain in place throughout the engagement.

16. Allegations and Concerns About Adults

Perform North is committed to ensuring that all allegations and concerns involving adults who work with children are taken seriously, managed fairly and handled promptly.

The welfare of the child will always be the primary consideration.

An allegation may relate to a member of staff, volunteer, freelancer, contractor, guest tutor or any other adult working on behalf of Perform North.

An allegation should be treated seriously if an adult has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or involving a child;
- behaved towards a child in a way that indicates they may pose a risk of harm to children;
- behaved in a manner that suggests they may no longer be suitable to work with children.

Anyone receiving such information must report it immediately to the Designated Safeguarding Lead.

No attempt should be made to investigate the matter independently before appropriate advice has been sought.

16.1 Concerns About the Designated Safeguarding Lead

Where a safeguarding concern relates to the Designated Safeguarding Lead, the concern must not be reported to that individual.

Instead, it should be reported immediately to the Deputy Designated Safeguarding Lead, who will seek advice from the Local Authority Designated Officer (LADO), children's social care or the police where appropriate.

16.2 Low-Level Concerns

Perform North recognises that concerns about adults do not always meet the threshold of a formal safeguarding allegation.

A low-level concern may include behaviour that:

- appears unprofessional;
- breaches the Staff Code of Conduct;
- causes discomfort or unease;
- demonstrates poor judgement;
- creates unnecessary one-to-one situations;
- shows favouritism;
- involves inappropriate communication;
- undermines professional boundaries.

Although these concerns may not require referral to external agencies, they should still be reported to the Designated Safeguarding Lead.

Patterns of behaviour may become apparent over time, and early reporting helps to maintain a safe culture.

---

17. Whistleblowing

Perform North encourages an open and transparent safeguarding culture.

All staff, freelancers and volunteers have a professional responsibility to raise concerns about unsafe practice.

This includes concerns regarding:

- poor safeguarding practice;
- breaches of policy;
- unsafe behaviour;
- attempts to conceal safeguarding concerns;
- inappropriate conduct by colleagues.

Individuals raising concerns in good faith will be treated fairly and without detriment.

If an individual feels unable to report concerns internally, they may contact the Local Authority Designated Officer (LADO), children's social care, the police or the NSPCC Whistleblowing Advice Line.

---

18. Responding to Safeguarding Concerns

Every safeguarding concern must be treated seriously.

No member of staff should assume that someone else has already reported a concern.

Where there is any doubt, advice should always be sought from the Designated Safeguarding Lead.

Children rarely disclose abuse directly.

Concerns may arise through:

- a direct disclosure;
- changes in behaviour;
- observations of injuries;
- information from another child;
- information from parents;
- information from another organisation;
- online activity;
- repeated worrying incidents.

All concerns must be reported promptly.

18.1 If a Child Makes a Disclosure

If a child tells you they are being harmed or may be at risk of harm:

Do

- remain calm;
- listen carefully;
- reassure the child they have done the right thing by speaking;
- allow the child to speak freely;
- use open questions only where clarification is needed;
- explain that you cannot keep information secret if someone is unsafe;
- make accurate notes as soon as possible;
- report the concern immediately to the Designated Safeguarding Lead.

Do Not

- promise confidentiality;
- interrupt unnecessarily;
- investigate;
- ask leading questions;
- express shock or disbelief;
- criticise another person;
- confront the alleged abuser;
- delay reporting.

18.2 Immediate Danger

If a child is believed to be at immediate risk of significant harm:

- call 999 immediately if emergency assistance is required;
- ensure the child is safe;
- provide appropriate first aid where necessary;
- notify the Designated Safeguarding Lead as soon as it is safe to do so.

The safety of the child must always take priority over following normal reporting procedures.

---

19. Reporting Procedures

Any safeguarding concern should be reported immediately to the Designated Safeguarding Lead.

The member of staff reporting the concern should:

1. report verbally as soon as possible;
2. complete a Perform North Record of Safeguarding Concern Form;
3. provide factual information only;
4. avoid personal opinion unless clearly identified as such;
5. continue to support the child appropriately;
6. maintain confidentiality.

Staff should not discuss safeguarding concerns with colleagues unless there is a legitimate safeguarding reason to do so.

19.1 Recording Information

Safeguarding records should include:

- the child's full name;
- date of birth (where known);
- date and time of the concern;
- location;
- names of those present;
- factual observations;
- the child's own words wherever possible;
- action taken;
- who the concern was reported to;
- date and time of the report;
- signature of the person completing the record.

Records should be completed as soon as possible after the concern arises.

19.2 Referral to External Agencies

The Designated Safeguarding Lead will determine whether referral to an external agency is required.

Where appropriate, referrals may be made to:

- children's social care;
- the police;
- the Local Authority Designated Officer (LADO);
- health professionals;
- the Local Safeguarding Partnership;
- emergency services.

Where there is reason to believe a child is suffering or likely to suffer significant harm, referrals will be made without unnecessary delay.

19.3 Informing Parents and Carers

Where appropriate, Perform North will work openly with parents and carers.

Parents will normally be informed of safeguarding concerns.

However, parents will not be informed before referral if doing so may:

- place a child at increased risk;
- compromise a criminal investigation;
- increase the likelihood of evidence being destroyed;
- place another individual at risk.

The Designated Safeguarding Lead will make this decision in consultation with statutory agencies where appropriate.

---

20. Safeguarding Records

Accurate record keeping is an essential part of effective safeguarding.

Perform North will maintain confidential safeguarding records for all concerns, regardless of whether a referral is made.

Records will:

- be factual;
- be completed promptly;
- include dates and times;
- distinguish fact from opinion;
- record decisions made;
- record actions taken;
- be signed by the author.

Safeguarding records will be stored securely with restricted access.

They will be retained in accordance with legal requirements and Perform North's Data Retention Schedule.

---

21. Confidentiality

Safeguarding information is confidential and should only be shared on a need-to-know basis.

Staff should never discuss safeguarding concerns casually with colleagues or other parents.

Children should never be promised complete confidentiality.

Where a child is at risk of harm, information may need to be shared without consent in order to protect them.

22. Information Sharing

Perform North recognises that timely information sharing is vital in safeguarding children.

Information will be shared lawfully, fairly and proportionately.

The organisation will comply with the Data Protection Act 2018 and UK GDPR whilst recognising that data protection legislation does not prevent appropriate safeguarding information sharing.

Information will only be shared with those who have a legitimate safeguarding need to know.

Where appropriate, Perform North will work collaboratively with:

- children's social care;
- police;
- health professionals;
- schools and educational settings;
- local authorities;
- licensed chaperones;
- theatre management;
- other organisations involved in safeguarding the child.

22.1 Confidential Storage

Safeguarding documentation will be:

- stored securely;
- password protected where held electronically;
- accessible only to authorised individuals;
- retained for appropriate periods;
- disposed of securely when no longer required.

23. Online Safety and Digital Communication

Perform North recognises that technology plays an important role in education, communication and the performing arts. We are committed to promoting safe and responsible use of digital technology whilst protecting children from online harm.

Online safeguarding applies to all digital communication connected with Perform North, including online lessons, self-tapes, email, messaging platforms, social media, websites and video conferencing.

23.1 Communication with Children

Staff, freelancers and volunteers must maintain professional boundaries when communicating with children.

Communication should:

- be professional at all times;
- relate only to Perform North activities;
- take place using approved methods of communication;
- be transparent and appropriate;
- include parents or carers where appropriate, particularly for younger participants.

Staff must not:

- communicate using disappearing message services;
- engage in private or secret conversations with children;
- request or accept personal social media friendships with participants;
- share personal telephone numbers unless authorised by Perform North;
- communicate outside reasonable hours unless necessary for an event or emergency.

23.2 Online Lessons

Where online teaching is provided, Perform North will take reasonable steps to ensure lessons are delivered safely.

Online sessions should:

- use recognised and secure platforms;
- take place in appropriate environments;
- be scheduled in advance;
- be known to parents or carers where appropriate;
- maintain professional standards throughout.

Participants should also join lessons from an appropriate environment wherever possible.

23.3 Self-Tapes and Auditions

Perform North regularly supports participants with self-tapes and professional audition submissions.

Where self-tapes are recorded by Perform North:

- recordings will be made in an appropriate professional setting;
- only those necessary for the recording will be present;
- recordings will only be shared for their intended professional purpose;
- recordings will be stored securely and deleted when no longer required.

Parents should be informed where younger children are participating in self-tape sessions.

23.4 Mobile Phones and Smart Devices

Children may bring mobile phones to Perform North activities where necessary.

However:

- phones should remain switched off or on silent during sessions unless permission has been given by a member of staff;
- phones should not distract from learning;
- photography or filming of others is not permitted without permission;
- mobile phones must never be used within toilets or changing areas.

Staff should avoid using personal mobile phones whilst supervising children except where necessary for Perform North business or emergencies.

---

24. Photography, Video Recording and Social Media

Perform North recognises the importance of celebrating achievements whilst protecting children's privacy.

Photographs and videos may be taken during classes, rehearsals, performances and events for purposes including:

- promotion of Perform North;
- social media;
- website content;

- printed marketing;
- internal training;
- participant celebration.

Consent will be obtained in accordance with Perform North's Photography & Media Policy.

Children whose parents have declined consent will not knowingly be included in promotional photography.

Photography and filming are strictly prohibited in:

- toilets;
- changing rooms;
- areas where children are dressing;
- any situation where a child's dignity or privacy could be compromised.

Parents and audience members may be restricted from filming performances where licensing, safeguarding or copyright requirements apply.

---

25. Attendance and Registers

Accurate attendance records form an important part of safeguarding.

Perform North will maintain registers for all sessions.

Registers will normally include:

- participant name;
- arrival time;
- departure time where appropriate;
- emergency contact details;
- medical alerts where relevant.

Registers should be completed promptly and accurately.

Staff should immediately investigate unexpected absences where safeguarding concerns exist.

---

26. Arrival and Collection Procedures

Parents and carers remain responsible for children until they have been signed into Perform North activities.

Children should not be left unattended before the advertised start time unless prior arrangements have been agreed.

At the end of activities, children will only be released to:

- a parent or carer;
- an adult authorised by the parent;
- another individual agreed in advance by the parent.

Where appropriate, Perform North may operate a password collection system.

Staff reserve the right to request identification if they are uncertain whether an individual is authorised to collect a child.

26.1 Changes to Collection Arrangements

Parents should notify Perform North as soon as possible if collection arrangements change.

Where staff are uncertain regarding collection arrangements, the child will remain supervised until appropriate confirmation has been obtained.

---

27. Late Collection

Where a child has not been collected:

- reasonable attempts will be made to contact parents or carers;
- emergency contacts will be contacted if necessary;
- at least two adults should remain with the child wherever reasonably practicable;
- the child should be reassured and appropriately supervised.

Staff should never take a child home in their own vehicle unless this forms part of an agreed emergency safeguarding plan.

Where parents cannot be contacted and safeguarding concerns arise, advice will be sought from children's social care or the police.

A written record should be completed following any significant late collection.

---

28. Missing Child Procedure

If a child cannot be located:

1. Remain calm.
2. Inform the session leader and Designated Safeguarding Lead immediately.
3. Check:

- registers;
- toilets;
- changing areas;
- rehearsal rooms;
- communal spaces;
- exits.

4. Ensure remaining children continue to be safely supervised.
5. Contact parents or carers.
6. Contact the police immediately if the child remains missing or there is reason to believe they are at risk.
7. Complete a safeguarding record once the situation has been resolved.

Following any missing child incident, Perform North will review procedures to reduce the likelihood of recurrence.

---

29. Toileting and Intimate Care

Perform North expects children attending sessions to be independently toilet trained unless additional arrangements have been agreed in advance.

Staff should encourage children to manage toileting independently wherever possible.

If assistance becomes necessary due to illness, injury or disability:

- the child's dignity must always be maintained;
- another responsible adult should be informed wherever possible;
- parents should be notified as soon as reasonably practicable;
- any intimate care provided should be recorded.

No member of staff should provide unnecessary intimate care.

---

30. Changing Rooms and Costumes

Children have the right to privacy when changing for classes or performances.

Perform North will take reasonable steps to ensure changing arrangements are appropriate to:

- the age of participants;
- the venue;
- the nature of the activity.

Adults should not routinely change alongside children.

Staff entering changing areas should announce themselves before entering whenever reasonably possible.

Photography and filming are prohibited in changing rooms.

Where costume assistance is required during productions, staff should provide only the minimum assistance necessary whilst maintaining the child's dignity.

---

31. Medical Information and Medication

Parents are responsible for informing Perform North of:

- medical conditions;
- allergies;
- additional needs;
- medication requirements;
- emergency healthcare plans.

Medical information should be kept up to date.

Where emergency medication is required, parents should ensure it is clearly labelled and available during activities.

31.1 Administration of Medication

Perform North does not routinely administer medication.

However, where it is agreed that medication needs to be administered during an activity:

- written parental consent must be obtained;
- medication must be clearly labelled;
- instructions must be provided;
- administration should be recorded.

Emergency medication, including inhalers and adrenaline auto-injectors, should remain readily accessible.

---

32. Accidents, Illness and First Aid

Perform North will make reasonable arrangements to provide appropriate first aid during activities.

Any accident, injury, illness or significant incident occurring during a Perform North activity should be recorded using the **Perform North Accident, Incident and First Aid Form**.

Where appropriate:

- parents or carers will be informed as soon as reasonably practicable;
- emergency services will be contacted where required;
- medical advice will be sought where appropriate.

32.1 Emergency Medical Treatment

In an emergency, Perform North will take whatever action is reasonably necessary to protect the health and welfare of a participant.

This may include:

- administering emergency first aid;
- contacting emergency services;
- accompanying a child to hospital where a parent has not yet arrived;
- contacting emergency contacts.

Parents remain responsible for ensuring emergency contact information remains accurate and up to date.

33. Behaviour, Respect and Safeguarding

Perform North is committed to creating an environment where every participant feels safe, respected and able to thrive.

We believe that positive behaviour is an important part of safeguarding.

All participants are expected to:

- treat others with kindness and respect;
- follow instructions from staff;
- behave in a way that supports the safety of others;
- respect personal space and boundaries;
- use appropriate language;
- look after Perform North property and venues;
- contribute to a welcoming and inclusive environment.

Behaviour that places another child at risk will always be taken seriously.

Where appropriate, staff will work with parents to support improvements in behaviour.

Where behaviour presents an ongoing safeguarding risk, Perform North reserves the right to suspend or remove a participant from activities where necessary to protect others.

---

34. Child-on-Child Abuse

Perform North recognises that children can abuse other children.

This behaviour is never dismissed as "banter", "part of growing up" or "children falling out."

Child-on-child abuse may include:

- bullying;
- physical assault;
- sexual harassment;
- sexual violence;
- unwanted touching;
- coercion or controlling behaviour;
- initiation or hazing;
- discriminatory abuse;
- sharing sexual images;
- online abuse;
- intimidation;
- emotional abuse.

Where concerns arise:

- every child involved will be supported appropriately;
- the welfare of all children will be considered;
- concerns will be recorded;
- parents will be informed where appropriate;
- referrals to external agencies will be made where necessary.

Children who have harmed others may themselves require safeguarding support.

35. Bullying

Perform North operates a zero-tolerance approach to bullying.

Bullying may be:

- physical;
- verbal;
- emotional;
- social;
- online;
- discriminatory.

All reports of bullying will be investigated fairly and proportionately.

Children should feel confident that concerns will be listened to and taken seriously.

Where appropriate, Perform North will work with parents and carers to resolve concerns whilst maintaining the safety and wellbeing of all participants.

---

36. Mental Health and Emotional Wellbeing

Perform North recognises that good mental health forms an important part of safeguarding.

Staff are not expected to diagnose mental health conditions.

However, staff should remain alert to changes in behaviour which may indicate a child requires additional support.

Concerns may include:

- sudden withdrawal;
- significant anxiety;
- persistent low mood;
- expressions of hopelessness;
- changes in attendance;
- self-harm;
- suicidal comments.

Any concerns should be reported to the Designated Safeguarding Lead.

Where there is immediate concern regarding a child's safety, emergency procedures should be followed.

---

37. Radicalisation and Extremism

Perform North recognises that children may be vulnerable to radicalisation.

Radicalisation is the process through which a person comes to support extremist ideologies or terrorism.

Staff should remain alert to:

- significant changes in behaviour;
- extremist language;
- intolerance towards others;
- attempts to isolate other children;
- accessing inappropriate extremist material.

Concerns should be reported to the Designated Safeguarding Lead who will determine whether referral through appropriate safeguarding procedures is required.

---

38. Children with Disabilities and Additional Needs

Perform North recognises that children with disabilities, special educational needs (SEND) or communication differences may face additional safeguarding risks.

Staff should consider:

- communication needs;
- increased vulnerability;
- dependence upon adults;
- barriers to reporting concerns;
- social isolation;
- additional support required during activities.

Reasonable adjustments will be made wherever possible to enable all children to participate safely.

Safeguarding procedures apply equally to every participant regardless of ability.

39. Off-Site Activities and Transport

Perform North regularly delivers activities in theatres, hired venues and other external locations.

Appropriate risk assessments will be completed where necessary.

Parents will receive relevant information before off-site activities.

Children should not normally travel alone in a member of staff's private vehicle.

Where exceptional circumstances require this:

- the Designated Safeguarding Lead should be informed;
- parental consent should be obtained where possible;
- appropriate insurance arrangements must be in place;
- the journey should be recorded.

Wherever reasonably practicable, staff should avoid transporting children alone.

---

40. Staff Training

All adults working with children on behalf of Perform North will receive appropriate safeguarding information relevant to their role.

Training may include:

- safeguarding awareness;
- recognising abuse;
- reporting concerns;
- online safety;
- child-on-child abuse;
- professional boundaries;
- safer working practice;
- Prevent awareness;
- first aid awareness where appropriate.

Safeguarding updates will be provided when legislation or organisational procedures change.

---

41. Policy Monitoring and Review

This policy will be reviewed:

- annually;
- following significant safeguarding incidents;
- following changes to legislation;
- following organisational changes;
- where safeguarding practice indicates improvements are required.

The Designated Safeguarding Lead is responsible for ensuring this policy remains accurate and effective.

---

42. Related Policies

This policy should be read alongside:

- Perform North Terms and Conditions
- Privacy Policy
- Health and Safety Policy
- Photography and Media Policy
- Staff Code of Conduct
- Missing Child Procedure
- Late Collection Procedure
- First Aid Procedures
- Accident, Incident and First Aid Form
- Record of Safeguarding Concern Form

APPENDIX A

Categories of Abuse

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child.

Examples include:

- hitting
- shaking
- throwing
- poisoning
- burning
- scalding
- drowning
- suffocating
- fabricated or induced illness

Possible indicators include:

- unexplained injuries
- repeated injuries
- injuries inconsistent with explanations
- fear of adults
- flinching
- reluctance to change clothes
- aggressive behaviour

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child.

Examples include:

- constant criticism
- humiliation
- intimidation
- rejection
- exposure to domestic abuse
- inappropriate expectations
- isolation

Possible indicators:

- low self-esteem
- anxiety
- excessive clinginess
- developmental delay
- withdrawn behaviour
- extreme behaviour
- self-harm

Sexual Abuse

Sexual abuse involves forcing or encouraging a child to take part in sexual activities.

This includes:

- physical abuse
- grooming
- online abuse
- exploitation
- indecent images
- inappropriate touching
- exposing children to pornography

Possible indicators:

- inappropriate sexual knowledge
- fear of particular adults
- changes in behaviour
- sexually explicit behaviour
- self-harm
- anxiety
- unexplained injuries

Neglect

Neglect is the persistent failure to meet a child's basic needs.

Examples include:

- inadequate food
- poor supervision
- lack of medical care

- unsuitable clothing
- failure to protect from danger

Possible indicators:

- poor hygiene
- hunger
- tiredness
- untreated medical conditions
- poor attendance
- developmental delay

APPENDIX B

Possible Additional Safeguarding Concerns

Staff should also remain alert to:

- Child Criminal Exploitation
- Child Sexual Exploitation
- County Lines
- Female Genital Mutilation
- Forced Marriage
- Honour Based Abuse
- Domestic Abuse
- Online Grooming
- Radicalisation
- Bullying
- Child-on-child abuse
- Mental health concerns
- Missing education
- Self-harm
- Suicide risk

APPENDIX C

Safeguarding Reporting Flowchart

Concern identified

↓

Ensure immediate safety

↓

Inform DSL immediately

↓

Complete Record of Safeguarding Concern Form

↓

DSL assesses concern

↓

Referral if appropriate

↓

Record securely stored

↓

Monitor and review

APPENDIX D

Body Map Guidance

When recording injuries:

- never ask the child to remove clothing unnecessarily
- record only visible injuries
- use the child's own words
- record size, colour and location
- never diagnose injuries
- sign and date the record

Attach a blank body map form if an injury is observed.

APPENDIX E

Useful Safeguarding Contacts

- Police Emergency — **999**
- Police Non-Emergency — **101**
- NSPCC Helpline — **0808 800 5000**
- Childline — **0800 1111**
- Local Authority Designated Officer (LADO) – Check for Local Authority contact
- Designated Safeguarding Lead — Hannah Dale
- Deputy Designated Safeguarding Lead — Harriet Dixon