

# Safeguarding Policy

*Last Review: July 2024*

*Next Trustee review: July 2024*

*Next external review: September 2024*

Boundless Safeguarding Contact Details			
Designated Safeguarding Lead (DSL)	Adèle Reeves de Melo	<a href="mailto:adele@boundlesstheatre.org.uk">adele@boundlesstheatre.org.uk</a>	07920063224
Secondary Designated Safeguarding Lead (SDSL)	Pavlos Christodoulou	<a href="mailto:pavlos@boundlesstheatre.org.uk">pavlos@boundlesstheatre.org.uk</a>	07515646146
Trustee with Safeguarding responsibility (TSR)	Charlotte Mcmillan	<a href="mailto:charlotte@mcmillan-consulting.co.uk">charlotte@mcmillan-consulting.co.uk</a>	07880784679
MASH Multi-Agency Safeguarding Hub	Croydon Branch	<a href="http://croydonlcsb.org.uk/what-to-do-if-youre-worried-about-a-child/">http://croydonlcsb.org.uk/what-to-do-if-youre-worried-about-a-child/</a>	0208 726 6464
<p><b>Please Note:</b></p> <p>If you suspect that a child or young person in Croydon may be being abused or neglected, it is vital you report your concerns so that this can be investigated. This will be the responsibility of the Safeguarding Lead as part of the reporting process defined in this document, but if for whatever reason you need immediate support you can call the MASH Consultation Line on 0208 726 6464, or use one of the following numbers:</p> <ul style="list-style-type: none"> <li>• If you believe a child is at immediate risk of harm, call 999</li> <li>• For Urgent Action (same-day intervention by a social worker) call 0208 255 2888</li> <li>• For Urgent Action out of Hours call 0208 726 6400</li> </ul>			

## Policy Overview

This policy applies to all staff, Trustees, volunteers, freelancers, agency staff and anyone contracted or working on behalf of Boundless Theatre both in person and digitally. It covers all projects, programmes and activities, including but not limited to productions, the Advisory Group, workshops and projects. Activities may be held in places or with partners that have their own safeguarding policies, in these instances, this policy should be seen as a supplement to those policies.

This document outlines the two halves of our Safeguarding Policy in relation to:

1. [Child Safeguarding Policy](#): for all people up to the age of 18;
2. [Adults at Risk Safeguarding Policy](#): for all young people and adults aged 18 years and older.

## Purpose

Boundless Theatre fosters and produces new and experimental theatre for young audiences. We are committed to creating a safe environment where children, young people and adults can enjoy

rewarding and stimulating experiences. To safeguard all participants in Boundless Theatre activities we are committed:

- To protect all children, young people, and adults at risk who take part in Boundless Theatre activities;
- To provide all staff and volunteers with overarching principles that guide our approach to safeguarding and child protection.

## Legal Framework

This policy, and related procedures, have been drawn up based on legislation, policy, and guidance that seeks to protect children and adults at risk in England. This includes:

- [The Children's Act \(1989\)](#), and the [Children's Act \(2004\) revised](#)
- [The Care Act \(2014\)](#)
- [Working Together to Safeguard Children \(2023\)](#), Department for Education
- [Safeguarding and protecting people for charities and trustees \(2017\)](#), The Charity Commission
- [The Sex Offenders Act \(1997\)](#) and the [Sexual Offences Act \(2003\)](#)
- [The Safeguarding Vulnerable Groups Act \(2006\)](#), amended by the [Protection of Freedoms Act \(2012\)](#)
- [The United Convention of the Rights of the Child \(1991\)](#)
- [The Data Protection Act \(1998\)](#)
- [The Human Rights Act \(1998\)](#)
- [Protection of Freedoms Act \(2012\)](#)
- [The Children and Families Act \(2014\)](#)
- [SEND Code of Practice: 0-25 years \(2014\)](#)
- [Information Sharing: Advice for Practitioners \(2015\)](#)

## Supporting Documents

This policy should be read alongside:

- [Child Safeguarding Procedure](#)
- [Adults at Risk Safeguarding Procedure](#)
- [Boundless Values](#)
- [Code of Behaviour](#)
- [Social Media Guidelines](#)
- [Data Protection Policy](#)
- [Dignity at Work Policy](#)
- [Equality Policy](#)

## Definitions of Terms

<b>Child</b>	As per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday.
<b>Young Adult</b>	Any person between the ages of 18 years and 30.
<b>Adult at Risk</b>	A person 18 years and over, where safeguarding duties apply, that meets the following criteria:

	<ul style="list-style-type: none"> <li>• has needs for care and support (whether or not the local authority is meeting any of those needs)</li> <li>• is experiencing, or at risk of, abuse or neglect.</li> <li>• as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.</li> </ul> <p>Please note: In the past, the older term 'Vulnerable Adult' has been widely used, but this has been updated in the Care Act 2014 and has been replaced by 'Adult at Risk'.</p>
<b>Staff</b>	A paid individual with either an employment or freelance contract with Boundless Theatre.
<b>Volunteer</b>	An unpaid individual supporting projects with Boundless Theatre.
<b>Designated Safeguarding Lead (DSL)</b>	A role and person within Boundless Theatre who has ultimate responsibility for operational safeguarding processes and procedures.
<b>Secondary Designated Safeguarding Lead (SDSL)</b>	Roles of one or more individuals within Boundless Theatre who support the DSL, in a deputised role, to carry out their safeguarding duties.
<b>Trustee Safeguarding Lead (TSL)</b>	A role and person on the Boundless Theatre trustee board who is responsible for ensuring organisational compliance with legislation and external regulators.

## Child Safeguarding Policy

[The Boundless Theatre Child Safeguarding Procedure can be found here.](#)

This section outlines Boundless Theatre's Safeguarding Policy for Children. As per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday. Duty of care for this group includes those accessing any activity or project delivered by Boundless Theatre.

Child Safeguarding concerns should be reported to the Designated Safeguarding Lead. If the Designated Safeguarding Lead is implicated or there is a conflict of interest, issues should be raised with the Secondary Designated Safeguarding Lead. Contact details for both can be found at the top of this document.

### Our Responsibilities

*We recognise that:*

- The welfare of all children is paramount;
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm and abuse;
- Working in partnership with children, parents/guardians, carers and their agencies is essential in promoting welfare.

We will safeguard children by:

## Designated Safeguarding Leads

Boundless Theatre will establish a robust safeguarding framework by appointing and training a Designated Safeguarding Lead (DSL), a Secondary Designated Safeguarding Lead (SDSL), and a Trustee with specific safeguarding responsibilities. Additionally, all permanent staff members (irrespective of hours worked per week) will receive safeguarding training, alongside all serving board members responsible for safeguarding oversight. This comprehensive approach ensures dedicated leadership, staff awareness, and a clear reporting structure to prioritise the safety and well-being of all individuals involved with Boundless Theatre.

## Child Protection Procedures

Boundless Theatre is committed to comprehensive child protection through a multi-pronged approach.

[The Boundless Theatre Child Safeguarding Procedure can be found here.](#)

This includes:

- **Developing and implementing child protection guidelines:** Procedures and a code of conduct will be established for all staff and volunteers. These guidelines will encompass a range of topics, including identifying abuse, digital communication boundaries with children, recommended adult-to-child ratios, recruitment practices, social media usage, and other relevant information.
- **Promoting awareness and education:** Boundless Theatre will actively share information about best practices for child protection with various stakeholders. This includes children, parents/carers, teachers, staff, and volunteers.
- **Reporting and escalation procedures:** Clear protocols will be established for reporting concerns to appropriate agencies and involving children and parents appropriately. Partner agreements will also include specific safeguarding obligations, ensuring a coordinated approach across all parties involved.
- **Management of allegations:** Boundless Theatre has established procedures for handling disclosures and managing allegations against staff and volunteers.
- **Incident reporting and escalation:** All safeguarding incidents will be reported to Boundless Theatre trustees, with clear procedures for escalating concerns when necessary.

This comprehensive framework ensures Boundless Theatre prioritises the safety and well-being of children in all its activities.

## Recruitment

Boundless Theatre is committed to fostering a safe and secure environment for all participants. To achieve this, the following procedures are in place for the recruitment and management of staff and volunteers:

- Recruiting staff and volunteers safely, ensuring that all necessary checks are conducted and made in compliance with local laws;
- Requesting a standard disclosure of the Disclosure and Barring Service (DBS) for all new staff (including freelancers) before they begin employment;
- Requesting and confirming two referees for every new staff member before they begin employment;

- Providing effective management of staff and volunteers through supervision, support and ongoing training.

### **Child To Adult Ratios**

Currently, Boundless Theatre only works with children ages 15-18. There must be a minimum of two members of staff at all times and more per the following adult-child ratios:

- We will have a ratio of 1:10 adults to children aged 13-14.
- We will have a ratio of minimum 1:15 adults to children aged between 15-18

### **Photography**

Any photographs of video/film footage for possible publication must put the welfare of the child at its centre. This means that either:

- Photographs should be composed so that recognition of individual children's faces is impossible; or
- Individual permission must be obtained for the photograph/film to be published in the agreed formats and for specified purposes (parent's or guardian's permission is required for young people under 18).

A photograph/film permission form with all the relevant prompts is available. The completed permission forms must be archived with the photographs by the responsible project manager and a record must be kept.

### **Accidents and Injuries**

All accidents involving children must be documented, countersigned by the responsible party, and kept on record. Additionally, the theatre adheres to legal and regulatory guidelines by maintaining a comprehensive Health & Safety policy that ensures all activity spaces are suitable for physical activity. For further details on incident reporting, please refer to Boundless Theatre's dedicated Health & Safety Policy.

### **Policy Revision**

Boundless Theatre employs a multi-layered review process to ensure the ongoing effectiveness of its safeguarding policies and practices. This includes regular internal monitoring and review, supplemented by in-depth external audits commissioned every three years. Additionally, the Board conducts an annual review of Boundless Theatre's safeguarding performance, policy, and procedures at the Boundless Theatre AGM.

### **Communications with Children & Young People**

#### **By Phone**

Staff working with Children (ie participants under the age of 18) should only use the Boundless company phone for calls or texts, **not their personal phone**, to ensure all communication is professional and to clearly log all communication with our young people.

## **Receiving a disclosure via phone**

At times, children and young people may disclose information to staff via texts, calls or social media. If a staff member receives this communication and believes the individual is at immediate risk, they should follow the [Child Safeguarding Procedure](#) to respond to and report the incident.

## **By Social Media**

Social media can be an effective and legitimate way to communicate with young people but should only take place through organisational accounts. The current Boundless Theatre accounts are:

- Instagram: <https://www.instagram.com/boundlessabound/>
- Twitter: <https://x.com/boundlessabound>
- Facebook: <https://www.facebook.com/boundlessabound/>
- YouTube: [https://www.youtube.com/channel/UC\\_SMx1jTIEc7le6lCvcjdOA](https://www.youtube.com/channel/UC_SMx1jTIEc7le6lCvcjdOA)

## **Staff Social Media Accounts**

To maintain appropriate professional boundaries and safeguard children and young people, Boundless Theatre staff are discouraged from accepting social media friend requests or following requests from any young person they encounter through the organisation's activities.

We acknowledge that staff have personal social media accounts, and Boundless Theatre does not require private accounts to be made inaccessible to the public. However, staff are expected to maintain a professional online presence while respecting their association with Boundless Theatre. This includes ensuring that all expressed thoughts and opinions are clearly identified as their own and do not reflect the official position of Boundless Theatre.

## **By Email**

Staff will regularly communicate with young people via their Boundless Theatre email addresses. In all cases, staff should make use of clear language to avoid miscommunications, and any concerns around wording or content in an email drafted to send should be checked with the Designated Safeguarding Lead before sending. Emails to children or young people should never be sent from private email addresses.

## **Whistleblowing Policy**

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

## **Whistleblowing Process for Staff**

Where staff prefer not to raise concerns with a member of the Executive Team for any reason, they should contact the Chair of the Board André Renaud ([chair@boundlesstheatre.org.uk](mailto:chair@boundlesstheatre.org.uk)) who will arrange a meeting with the staff member as soon as possible to discuss the concern. Staff may bring a colleague or union representative to any meetings under this policy, who must respect the confidentiality of the disclosure and any subsequent investigation.

Completely anonymous disclosures are difficult to investigate. If staff want to raise a concern confidentially, Boundless Theatre will make every effort to keep the staff member's identity private and

only reveal it where necessary to those involved in investigating the concern.

The law recognises that in some circumstances it may be appropriate to report concerns to an external body such as a regulator. Boundless Theatre strongly encourages staff to seek advice before reporting a concern to anyone external. *Protect* operates a confidential helpline [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

### Reporting Concerns as a Participant

Participants or parents/guardians of participants are encouraged to report concerns of suspected wrongdoing or dangers in relation to our activities. In such an instance, they should contact the Executive Producer & Co-CEO Adèle Reeves de Melo ([adele@boundlesstheatre.org.uk](mailto:adele@boundlesstheatre.org.uk) / 07920063224) who will arrange a meeting to discuss the concern.

Completely anonymous disclosures are difficult to investigate. If participants or parents/guardians of participants want to raise a concern confidentially, Boundless Theatre will make every effort to keep the individual's identity private and only reveal it where necessary to those involved in investigating the concern.

## Adults at Risk Safeguarding Policy

[The Boundless Theatre Adults at Risk Safeguarding Procedure can be found here.](#)

This section outlines Boundless Theatre's Safeguarding Policy for **Adults at Risk**. This is defined as a person 18 years and over, where safeguarding duties apply, who meets the following criteria:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect.
- as a result of those care and support needs, are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Please note: In the past, the older term 'Vulnerable Adult' has been widely used, but this has been updated in the Care Act 2014 and has been replaced by 'Adult at Risk'. This policy will also make reference to **Young Adults** which is a broader definition categorising any person between the ages of 18 years and 30. Young Adults are a primary engagement group within Boundless Theatre activities and intersect with categorical Adults at Risk. Duty of care for this group includes those accessing any activity or project delivered by Boundless Theatre.

Adult at Risk Safeguarding concerns should be reported to the Designated Safeguarding Lead. If the Designated Safeguarding Lead is implicated or there is a conflict of interest, issues should be raised with the Secondary Designated Safeguarding Lead. Contact details for both can be found at the top of this document.

### Our Responsibilities

*We recognise that:*

- The welfare of all Adults at Risk and Young People is paramount;

- All adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm and abuse;
- Working in partnership with young people, adults at risk, parents/guardians, carers and their agencies is essential in promoting welfare.

We will safeguard Adults at Risk by:

### **Designated Safeguarding Leads**

Boundless Theatre will establish a robust safeguarding framework by appointing and training a Designated Safeguarding Lead (DSL), a Secondary Designated Safeguarding Lead (SDSL), and a Trustee with specific safeguarding responsibilities. Additionally, all permanent full-time staff members will receive safeguarding training, alongside a designated lead board member responsible for safeguarding oversight. This comprehensive approach ensures dedicated leadership, staff awareness, and a clear reporting structure to prioritise the safety and well-being of all individuals involved with Boundless Theatre.

### **Adults at Risk Protection Procedures**

Boundless Theatre is committed to comprehensive Adults at Risk protection through a multi-pronged approach. You can view our full [Adults at Risk Safeguarding Procedure here](#). This includes:

- **Developing and implementing Adult at Risk protection guidelines:** Procedures and a code of conduct will be established for all staff and volunteers. These guidelines will encompass a range of topics, including identifying abuse, digital communication boundaries, recruitment practices, social media usage, and other relevant information.
- **Promoting awareness and education:** Boundless Theatre will actively share information about Adult at Risk protection best practices with various stakeholders. This includes adults, carers, teachers, staff, and volunteers.
- **Reporting and escalation procedures:** Clear protocols will be established for reporting concerns to appropriate agencies. Partner agreements will also include specific safeguarding obligations, ensuring a coordinated approach across all parties involved.
- **Management of allegations:** Boundless Theatre has established procedures for handling disclosures and managing allegations against staff and volunteers.
- **Incident reporting and escalation:** All safeguarding incidents will be reported to Boundless Theatre trustees, with clear procedures for escalating concerns when necessary.

This comprehensive framework ensures Boundless Theatre prioritises the safety and well-being of Adults at Risk in all its activities.

### **Recruitment**

Boundless Theatre is committed to fostering a safe and secure environment for all participants. To achieve this, the following procedures are in place for the recruitment and management of staff and volunteers:

- Recruiting staff and volunteers safely, ensuring that all necessary checks are conducted and made in compliance with local laws;
- Requesting a standard disclosure of the Disclosure and Barring Service (DBS) for all new staff (including freelancers) before they begin employment;

- Requesting and confirming two referees for every new staff member before they begin employment;
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