

## **Licketyspit Child Protection and Safeguarding Policy and Procedures**

Licketyspit is a specialist early years theatre company. Licketyspit is committed to the promotion of children's wellbeing and development, and protecting and safeguarding the welfare of all children, young people and vulnerable adults who attend and/or participate in its activities. Licketyspit undertakes to always pass on information which indicates that a child, young person or vulnerable adult may be at risk of harm, abuse or exploitation.

### **Licketyspit recognises that:**

- The welfare of the child, young person and vulnerable adult is paramount.
- All children, young people and vulnerable adults have the right to equal protection from all types of harm, abuse or exploitation.
- It is our responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.
- Working in partnership with children, young people, their parents, carers, teachers and agencies is essential in promoting and safeguarding children, young people and vulnerable adults welfare.

### **Purpose of the policy:**

- To provide protection for the children, young people and vulnerable adults who attend and/or participate in Licketyspit's activities.
- To provide good practice guidelines for staff, freelancers and volunteers working with children, young people and vulnerable adults as part of Licketyspit's activities.
- To offer Licketyspit's understanding of what child abuse is and to provide staff, freelancers and volunteers with guidance and procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

### **Aims of the policy:**

We will seek to safeguard children, young people and vulnerable adults by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff, freelancers and volunteers
- Recruiting/Engaging staff, freelancers and volunteers safely, ensuring all necessary and appropriate checks for suitability are made
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers as appropriate
- Sharing information about concerns with agencies who need to know, and involving parents/carers and children as appropriate
- Providing effective management for staff, freelancers and volunteers through supervision, support and training
- Reviewing our policy, procedures and good practice annually, or according to need to take account of new legislation or recommendations.

### **Scope of the policy:**

The policy applies to all employees, contractors, freelancers, board members, job applicants, volunteers, interns, audiences and participants of our work.

### **Review:**

This policy and all procedures will be reviewed annually by Licketyspit's Board of Directors to ensure that it remains up to date and reflects the needs and practices of the organisation.

### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

**Tel:** 0131 332 0410/2096 | **Email:** info@licketyspit.com | **www.licketyspit.com**

**Charity No:** SC035154 | **Company No:** SC262580

The policy may also be reviewed if legislation changes or if recommendations suggest that policy or practices should be altered.

### **Key principles for working with children and young people**

Licketyspit will at all times, seek to adhere to the guidelines as published by Creative Scotland and Children in Scotland in 'Creating Safety' (2014) [http://www.creativescotland.com/\\_\\_\\_data/assets/pdf\\_file/0016/21373/Creating-Safety-2014.pdf](http://www.creativescotland.com/___data/assets/pdf_file/0016/21373/Creating-Safety-2014.pdf) and ensure that the following four key principles underpin all our work with children, young people and vulnerable adults:

1. The best interests of the child must always be a primary consideration.
2. All children and young people should be treated fairly and with dignity and respect.
3. All children and young people have the right to protection from all forms of harm, abuse, neglect and exploitation.
4. All children and young people have the right to express their views on matters that affect them.

### **Code of conduct**

When working with children, young people and vulnerable adults, it is important that Licketyspit staff, freelancers and volunteers are aware that they are acting in a position of trust and must adhere to the following code of conduct at all times.

#### **When working with children, young people and vulnerable adults it is important to:**

- Operate within Licketyspit's policies, procedures and guidelines at all times.
- Provide examples of good conduct you wish children and young people to follow (be an excellent role model)
- Plan and carry out all activities with the best interests of the children, young people and vulnerable adults as a primary consideration.
- Listen to and respect children, young people and vulnerable adults at all times.
- Treat children and young people equally, fairly and with dignity and respect, without prejudice or discrimination.
- Value and take children's views and contributions seriously, actively involving children, young people and vulnerable adults in planning activities, monitoring activities, and in making decisions which affect them wherever possible.
- Encourage the development of an ethos which embraces difference and diversity and where the rights of all children and young people are upheld
- Ensure any contact with children and young people is appropriate and in relation to the work of the project
- Consider how children, young people and vulnerable adults may interpret what you do, including use and tone of voice and body language.
- Develop a set of rules for the group and/or activity, outlining acceptable and non-acceptable behaviour e.g. discrimination, victimization, harassment, intimidation, bullying, offensive language; agreeing how these rules should be enforced; ensure these are implemented fairly and consistently; ensure all adults, as well as children abide by these; establish any sanctions for their infringement. These rules should be set in accordance with the participants. If working for a third party, discuss the issue of discipline in advance with a member of staff who knows the children, young people or vulnerable adults. Work in partnership to agree a procedure.
- Ensure you have any relevant information about particular needs that might affect, in a significant way how you relate to a child and how best to support them to participate e.g.

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: [info@licketyspit.com](mailto:info@licketyspit.com) | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

should you be aware of any religious, ethnic or cultural sensitivities to activity; any additional support needs or disability; emotional or behavioural difficulties; English as an Additional Language.

- Seek to build effective and equal partnerships with teachers/early years professionals and parents/carers and families.
- Always ensure equipment is used safely and for its intended purpose
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- Ensure that there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are and be in a public space within sight or hearing of other adults
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Be aware of the language you use and your behaviour when in the presence of children and young people - you should lead by example and wherever possible comply with the rules that govern the organisation you are in (e.g. school or community venue).
- Provide enthusiastic and constructive feedback rather than negative criticism.
- Report any suspected poor practice by other Licketyspit staff or volunteers to designated child protection worker

#### **At all times, avoid:**

- Inappropriate physical or verbal contact with children, young people or vulnerable adults
- Using inappropriate or offensive language, discriminatory, derogatory or suggestive remarks or gestures in front of children, young people or vulnerable adults
- Patronising or objectivising children, young people and vulnerable adults
- Showing favouritism
- Encouraging inappropriate attention-seeking behaviour such as 'crushes'
- Permitting abusive behaviour, for example bullying, ridiculing or taunting
- Acting in a way that can be perceived as threatening or intrusive
- Developing or conducting inappropriate relationships with a child, young person or vulnerable adult or indulge in any form of sexual contact with a child, young person or vulnerable adult. Any such behaviour represents a serious breach of trust and is not acceptable under any circumstances
- Working in private or unobserved situations and environments. Avoid situations where you may be left alone with a child, young person or vulnerable adult. Transparency and openness are vital
- Smoking in front of any children anywhere at any time
- Letting children, young people and vulnerable adults have your personal contact details
- Either exaggerating or trivialising child abuse issues
- Allowing allegations to go unreported
- Jumping to conclusions about others without checking facts
- Making inappropriate promises to children and young people, particularly in relation to confidentiality
- Relying on your reputation or that of the organisation to protect you
- Believing that 'it could never happen to me'

#### **Guidelines for good practice / health and safety when working with partner organisations**

To ensure the key principles for working with children and young people are upheld whilst working with partner organisations (e.g. in schools, nurseries or on tour) Licketyspit advise the following:

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

**Tel:** 0131 332 0410/2096 | **Email:** info@licketyspit.com | **www.licketyspit.com**

**Charity No:** SC035154 | **Company No:** SC262580

### **Pre-delivery of Project**

- Meet with the partner organisation from the outset and ensure they are fully briefed on the work, requirements and expectations. Ensure a key liaison person has been organised between both parties and an agreement form issued.
- Ensure the nursery, school or venue has completed and returned the Licketyspit Agreement Form which requests all necessary information to carry out the company's activities safely and effectively, including details of key contact at school/venue; number of children and adults involved in activity; number of staff involved in activity; details of the space and requirements; details of any additional support needs of participants and extra staffing required; details of parking and access; details of arrangements in relation to access to facilities (e.g. changing areas, toilets, break times, get-in/get-out times); consent forms/permissions; name of child protection officer; name of health and safety officer and first aiders; fire evacuation procedures; accident procedures; risk assessments.
- Ensure a risk assessment of the premises and activity has been completed
- If you are working in a school environment you must respect their procedures and report directly to a Senior Teacher, the Head Teacher or their Deputy Head Teacher in the first instance

### **Upon Arrival**

- When arriving at a nursery, school or venue make sure the company members act as 'outriders' walking in front of, behind or to the side of the car/van from the moment of arrival at the venue grounds.
- Ensure all staff sign in upon arrival, and liaise with key contact at the school/venue
- Ensure you are clear about protocols, practices and procedures at the school/venue
- Ensure the space is cleared as required
- Ensure you know the location and have access to a private changing area. If this is not possible insist that the performance/project space is made 'out of bounds' until the work begins
- Ensure you know the location and have access to staff toilets, children's toilets should not be used.
- Ensure an appropriate area has been organised for lunch/break times with access to facilities
- Ensure you know the fire safety and evacuation procedures of school/venue, and where the designated assembly point is located
- Ensure you know the name and contact of their Child Protection Officer. If they do not have such a person be clear about how to report any concerns.
- Ensure you know the name and contact of their Health and Safety Officer. If they do not have such a person be clear about how to report any concerns.
- Ask, and be clear about, how you will report accidents so that both organisations are aware of any incident.
- Ask who the First Aider (child certificate) is and how they can be contacted.
- If you do not have a mobile phone available, ask where the emergency telephone is and make sure that numbers of emergency services are prominently displayed.
- Check you have consent forms from parents/carers and children to be involved in the activities that you are leading, and permissions have been granted for any photography, filming and/or audio-recording or the attendance of any observers/visitors for the project.
- Check you have the appropriate staff/child ratios. Never work or perform without the presence of teachers and ensure they have been fully briefed.
- Ensure you have been briefed about any additional support needs or access requirements participants and accompanying staff have to ensure appropriate support has been put in place to enable participation.
- Anticipate distractions during performances/activities e.g. request that lesson bells be

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

**Tel:** 0131 332 0410/2096 | **Email:** info@licketyspit.com | **www.licketyspit.com**

**Charity No:** SC035154 | **Company No:** SC262580

switched off in schools; request no food or drink is consumed during performance/activity outside designated breaks (or as appropriate to activity); request all mobile phones and any other electronic equipment to be turned off; spot very young children in the audience before the show/activity and talk with the accompanying adults to prepare them in case the show/activity is too demanding on their concentration (e.g. they should feel free to take children out and bring them back in subsequently).

- Stay in prescribed areas and avoid wandering around the school. If a company member needs to go elsewhere, make sure the teacher liaison is consulted.
- Always keep the car/van locked while on school property.
- Never leave the car/van or equipment blocking a 'get in' or a fire exit door.
- Do not smoke on school property (including in the car/van).
- Prescribed drugs should be hidden and out of reach, preferably in the locked car/van.
- Alcohol should not be taken on to school premises.

### **Before/During Performance/Activity**

- Ensure our audiences and/or participants are well prepared for every performance and/or activity and to seek to maximise the experience we are offering them.
- Request that children are taken to the toilet before the performance/activity begins. If a child needs to be taken to the toilet or leave the space during a performance/activity, it is the responsibility of the accompanying teacher/parent/carer to take them.
- Ensure you have a dialogue with teachers and parents/carers before and after a performance or activity, working in partnership with them to ensure the children feel secure and able to cope with the performance/activity
- Anticipate any anxieties children might have relating to our work and make efforts to address or reassure them.
- Ensure a relaxed and friendly interactive relationship with children during performances/activities but to remain in control, not allowing any individuals or groups to spoil the enjoyment of the audience/group with poor behaviour
- Develop a set of rules for the group and/or activity from the outset, outlining acceptable and non-acceptable behaviour; agreeing how these rules should be enforced; ensure these are implemented fairly and consistently; ensure all adults, as well as children abide by these; establish any sanctions for their infringement. These rules should be set in accordance with the participants. If working for a third party, discuss the issue of discipline in advance with a member of staff who knows the children, young people or vulnerable adults. Work in partnership to agree a procedure.
- Ensure all children will have a good view of the performance (particularly in schools) and are comfortable before we begin a show.
- Ensure you are available to the audience immediately following a performance/activity in case children want to talk to us.

### **When Leaving**

- Ensure you clear/tidy up and leave the space as you found it.
- Liaise with key contact and reception to let them know you are leaving.
- Ensure all members of staff sign out of the building.
- Employ the same degree of care when leaving the school as when arriving.

## **Guidelines for Good Practice and Procedures**

### ***Adult:Child Ratios***

Licketyspit seeks to ensure there is adequate adult supervision for all activities. Licketyspit recognises the number of adults required is dependent on the number and ages of the children, young people and vulnerable adults present, their particular needs, the location and type of activity they are engaged in.

### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: [info@licketyspit.com](mailto:info@licketyspit.com) | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

Licketyspit runs a variety of activities, which can warrant different adult:child ratios. Our recommendations are below:

**In public performances:**

- Children must be accompanied and seated with a responsible adult – teacher, early years professional, parent/carer or family member.
- For attending groups, Licketyspit recommends the following adult:child ratios, as follows:

<i>Age</i>	<i>Ratio</i>
Under 2s	1:2
2 to under 3s	1:5
*3 and over	1:8
If all children are 8 or over	1:10

- For children with additional support needs, one-to-one support is recommended to ensure they are able to participate effectively.
- At least two Licketyspit staff members/volunteers to supervise and assist audiences.

**In workshops:**

- Children must be accompanied by a responsible adult – teacher, early years professional, parent/carer or family member
- For attending groups, Licketyspit recommends the following adult:child ratios, as follows:

<i>Age</i>	<i>Ratio</i>
Under 2s	1:2
2 to under 3s	1:5
*3 and over	1:8
If all children are 8 or over	1:10

- For children with additional needs, one-to-one support is recommended to ensure they are able to participate effectively
- At least two Licketyspit staff/volunteers to facilitate and assist group.

***For workshops that do not include teachers or parent/carer involvement:***

- A maximum of ten children per group\*
- For children with additional needs, one-to-one support is recommended to ensure they are able to participate effectively
- At least two Licketyspit staff/volunteers to facilitate and assist group\*

*\*This may vary depending on age of children, location and nature of activity.*

These guidelines ensure that should a problem or emergency arise, one adult can remain with the group while another adult deals with the issue.

**When working with partner organisations:**

A teacher, early years professional or other responsible adult from the organisation must be

**Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

present at all times. On all documentation sent to schools/groups we ask that at least one member of staff from the school/group be present at all times with our staff. For our activities that warrant greater supervision (e.g. LicketyLeap – early intervention immersive theatre), we request two staff members are present.

For children with additional support needs, one-to-one support is recommended to ensure they are able to participate effectively and provision should be made for this by the partner organisation.

*Licketyspit may vary the ratios up and down where warranted for example attendance of children with special needs, awkward premises and additional support staff on the premises.*

### **Assessing Risk**

Licketyspit carries out risk assessments on all activities and premises where our performances, projects and activities take place. Where these take place in partnership with other organisations or premises, Licketyspit will request to see and adhere to their risk assessments and health and safety policies and procedures as appropriate.

Health and safety checks to our premises and activities include assessing, logging and taking appropriate action to the following:

- Trip and slip hazards
- Falling, striking and collapsing hazards
- Electrical hazards
- Manual handling hazards
- Confined space hazards
- Hazardous liquids, materials or substances
- Noise and vibration hazards
- Fire hazards, including fire escape access and evacuation procedures
- Access to first aid facilities and if there is a first aider present or available

Licketyspit recognises that all children both need and want to take risks. Licketyspit is keen that in minimizing risks, children, young people and vulnerable adults do not miss out on enjoying the healthy range of opportunities that are important to their development and wellbeing. Licketyspit endeavours to ensure all audiences and participants are involved in assessing risk, be made aware of and understand any risks involved in activities, and any health and safety measures they should follow as appropriate to the activity, age and stage of the child, young person or vulnerable adult.

In the event of a health and safety incident, the following details need to be recorded in the Licketyspit Health and Safety file:

- Name, address and age of person(s) involved in the incident
- Name, address and occupation of the person completing the report
- Date, time and place of the incident
- How the incident happened, including cause (if known)
- Any resulting injuries
- Action taken

### **Bullying**

Licketyspit will not tolerate bullying in any form. Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals

### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

- sectarian/racial taunts, graffiti, gestures
- sexual comments and/or suggestions
- unwanted physical contact

Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.

Licketyspit recognises everybody has the responsibility to work together to stop bullying.

- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether it's the child/young person being bullied or the child/young person who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children/young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Any incident of bullying will be discussed with the child/young person's parents/guardians and/or teacher
- Parental/guardian and/or teacher advice on action will be sought and agreements made as to what action should be taken.

### ***Appropriate Material***

Licketyspit acknowledges that children and young people have a right to participate freely in cultural life and the arts (UNCRC), however they need to be protected from material that might affect their wellbeing.

Licketyspit seeks to always consider the appropriateness of the material we use with and recommend to our different audiences and participants, including online and digital communications and resources via our website, social media and email (Children and Families Network).

### ***Protecting Children from Exploitation***

Licketyspit seeks to ensure children, young people and vulnerable adults are protected from exploitation in participation in our activities by ensuring:

- Rehearsals, performances and workshops do not last too long
- Appropriate breaks are taken
- Activities are not damaging to health or wellbeing

### ***Photography, Film and Audio Recording***

In the course of our activities, Licketyspit may photograph, take film footage and/or audio-recordings of children, young people and adults participating in our activities. These are taken for some or all of the following uses:

- Record / archive
- Marketing, Press and Communications
- Website and Social Media
- Presentations
- Reports and Documents
- Research, Monitoring and Evaluation
- Recruitment and/or training purposes (including Continuing Professional Development) for employees, contractors and volunteers
- To give to Schools/Nurseries/Partner Organisations for their records, as appropriate

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: [info@licketyspit.com](mailto:info@licketyspit.com) | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580



Where any photography, film or audio-recording of children, young people or vulnerable adults will be taking place as part of our activities, permission will first be sought from parent/legal guardian and nurseries/schools/early years centres/family centres/other venues where activity is taking place using the relevant pro forma. Pro forma are required to be signed and must explain purpose of photography, filming or audio-recording and how this information intends to be used. When working for a third party, e.g. a school, it is also important to ask what their policy is in this area and what permissions they have in place.

Any child, young person or vulnerable adult not granted permission for photography, film or audio-recording, may be unable to take part in certain activities, unless alternative arrangements have been agreed with parent/legal guardian in advance.

Where any material is used for publication, Licketyspit will edit images and material as appropriate. This may include removal of identifiable factors including names, faces (blurring images) or locations, as per agreements on the pro forma. If photographs of children are to be published, the name/location of the child will not be printed. When it is important to publish a child's name/location, Licketyspit will not also publish a photograph of the child.

Photography, film and audio-recordings will be stored confidentially at the Licketyspit office.

### ***Record Keeping, Registers of Attendance, Monitoring and Evaluation***

Licketyspit keeps records and registers of attendance for all activities. All information is stored confidentially at the Licketyspit office.

Monitoring and evaluation are consistently part of our activities. Where information is to be published, names/locations of children are reduced to first names only, initials, or 'faux names'. It is to be made clear on any published materials where names/locations have been changed to protect the identity of those involved.

### **Definition of different categories of abuse**

Child abuse is the term used when a person willfully causes a child or young person emotional and/or physical harm.

There are five primary categories of child abuse or neglect. The following definitions are used to define each of the five categories. These are not exhaustive and it should be noted that children's experiences of abuse are complex and varied, and may not fit neatly into one category.

**Physical abuse:** Any deliberate act of physical harm to a child or young person causing injury or occurring regularly during childhood. Physical abuse may involve hitting; shaking; squeezing; throwing; burning; scalding; biting; cutting; drowning; suffocating; poisoning; giving alcohol or inappropriate drugs to a child. Physical abuse may also be caused when someone fabricates the symptoms of, or deliberately induces illness in a child. In some cases the injuries will be caused deliberately. In others they may be accidental but caused by the child being knowingly put at risk (deliberate failure to protect child from physical danger).

**Emotional Abuse:** Persistent and/or severe emotional ill treatment or rejection of a child or young person that is likely to cause serious harm to his/her development. Emotional abuse may include persistently denying the child love and affection; regularly making the child feel frightened or intimidated by shouts, threats or any other means; hurting another person or a pet in order to distress a child; being so over-protective towards the child that he/she is unable to develop or lead a normal life; placing unrealistic demands for achievement on the child; exploiting or corrupting a child e.g. by involving him/her in illegal behaviour; conveying to the child the message that he/she is worthless, unlovable, inadequate, or only valuable insofar as they meet the needs of another person. This may or may not include degrading name-calling,

### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: [info@licketyspit.com](mailto:info@licketyspit.com) | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

racist, homophobic or other forms of abuse.

**Sexual Abuse:** Where children are forced or persuaded to participate in any form of sexual activity by another person. This may include activities that children do not fully understand and cannot give their consent; and/or they have been coerced into participating against their will. Sexual abuse involves forcing, enticing or persuading a child to take part in sexual activities; encouraging children to behave in sexually inappropriate ways; showing children pornographic material or involving them in the production of such material; involving children in watching other people's sexual activity, people exposing themselves to children or in inappropriate discussions about sexual matters.

**Neglect:** Persistently failing to meet a child's physical, psychological or emotional needs. Neglect may involve failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met; exposing a child to danger that seriously affects his or her health and/or development; failing to provide appropriate supervision to keep a child out of danger. This could include lack of supervision of particular activities or leaving a child alone in the house.

**Non-Organic Failure to Thrive:** Children who significantly fail to reach normal growth and developmental milestones – physical growth, weight gain, social and intellectual development – and there is no reasonable medical or organic explanation for this.

There are in addition to these five categories, a number of specific activities the Scottish Government defines as child abuse, which may or may not be so obviously linked to the primary categories. These are:

- Organised abuse – e.g. children involved in prostitution, trafficking and ritual abuse
- Munchausen's Syndrome by proxy/fabrication or induction of illness in a child by a carer
- Foetal abuse – e.g. through maternal abuse of alcohol or drugs
- Domestic abuse (primarily of mothers) which causes physical or emotional abuse of children
- Children affected by parental drug abuser
- Racial abuse
- Female genital mutilation (circumcision)
- Forced marriage
- Children who need protecting from harming themselves, through self inflicted injuries or reckless behaviour

<b>How to respond</b>
-----------------------

**Responding to a child, young person or vulnerable adult who discloses they have been or are being harmed**

A child, young person or vulnerable adult may tell you that someone has or is mistreating them in some way. This is often referred to as 'disclosure' of abuse. It might also happen that a child, or adult, discloses that they have concerns about another child, young person or vulnerable adult.

If a child, young person or vulnerable adult comes to you and makes a disclosure of abuse, you must:

- **Listen carefully to what is being said.**
- **Be neutral and non-judgmental.** If a child is telling you about abuse they may have suffered, this can be difficult to hear but is important that any reactions you might have are kept to a minimum.

- **Remain calm and supportive.** Remember that child may be telling you about something scary or frightening that has happened to them and your calm, neutral and supportive reaction is important.
- **Do not press the child for more information.** You should not ask any leading questions, jump to conclusions, investigate or quiz the child, try to second guess or put words into the child's mouth. Allow the child to tell his or her story at his/her own pace. You only need to establish the basics of what happened and whether the child is at immediate risk. You just need to establish how urgent any action taken must be.
- **Never promise a child that you will not tell anyone what he or she has told you.** Explain that in concern for his or her wellbeing you have to pass this information on, but that it will be to as few people as possible and only those who should be able to help. Tell them who will be told and, to the best of your knowledge, explain to them what will happen next.
- **Keep in mind that the child may have been told not to tell anyone. Reassure the child that they have done the right thing in telling you** and that you and others are going to help them. There are lots of reasons why children may be afraid to tell. They may have been bribed not to tell, made to feel that they are to blame for what has happened, threatened with, or experienced, actual violence from the abuser, and/or made to feel afraid of what might happen to the abuser, as they could be someone that they know and care about.
- **Write down what a child has told you as soon as possible.** Be careful to ensure that your recording accurately reflects what the child said, and the circumstances in which the child told you about it. Note the date, time, any names mentioned and who you gave the information to. Make sure you date and sign the record.
- **Report this information to the designated child protection worker for Licketyspit as per the procedures outlined below.** It is the responsibility of this person to pass the information to the appropriate authorities outside Licketyspit, such as the police or local authority, and to consult with them on any immediate action that should be taken to ensure the safety of the child.
- **If the child is in immediate danger or needs emergency medical attention**
  - If a child is in immediate danger and is with you, remain with him/her and call the police.
  - If the child is elsewhere, contact the police and explain the situation to them.
  - If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.
  - If the first aider is not available, use any first aid knowledge that you may have yourself to help the child. You will need to contact your line manager and designated child protection worker to let them know what is happening.
  - The member of staff, line manager or designated child protection worker should also inform the child's family if the child is in need of emergency medical attention, and arrange to meet them at the hospital or medical centre. The parents/carers should be informed that an incident has occurred, that the child has been injured and that immediate steps have been taken to get help.

<b>Licketyspit's designated child protection worker</b>
---

Licketyspit's designated Child Protection Worker is Virginia Radcliffe, Artistic Director/Chief Executive.

**Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

The Designated Child Protection Worker:

- Has overall responsibility for dealing with allegations or suspicions of abuse.
- Should be contacted if there are any concerns about a child's wellbeing
- Determines the most appropriate course of action
- Has responsibility for ensuring that any formal child protection referrals are made to the appropriate bodies
- Responsible for ensuring that they are aware of any changes in practice or legislation that may have an impact on the organisation's child protection procedures, alongside Licketyspit's Board of Directors.

**Virginia Radcliffe can be contacted on Tel: 0131 332 2096 / 0410 | Mobile: 07970 749 138**

#### **Child Protection Procedure**

- **If a member of staff suspects abuse or neglect, actual or potential**, they must not act on this in any way other than to inform Licketyspit's Artistic Director/Chief Executive (designated child protection worker), who will take appropriate action. The designated child protection worker will inform the Chair of Licketyspit's Board of Directors that a suspicion or disclosure of abuse has been made, but will not offer any further details to protect confidentiality.
- **If immediate action is necessary** because concerns are so serious and if the Artistic Director/Chief Executive is not available, the member of staff should contact the Chair of Licketyspit's Board of Directors. The staff member should share their concerns along with the name of the child, young person or vulnerable adult if known, where the name is not known, a description of the child, young person or vulnerable adult should be given.
- **Under no circumstances** should staff question a child, young person or vulnerable adult or discuss their concerns with a parent/carer or accompanying adult. It is not the function of a Licketyspit member of staff who has received information and/or who has concerns about a child, young person or vulnerable adult to investigate or make a decision about the information.
- **The member of staff** should make a written note of their concern including what the child, young person or vulnerable adult has said, when this was said, and to whom these concerns have been reported. They should give this to the designated child protection worker who will keep these notes in a secure place and take appropriate action. It is the responsibility of this person to pass the information to the appropriate authorities outside Licketyspit, such as the police or local authority, and to consult with them on any immediate action that should be taken to ensure the safety of the child.
- **If the suspicion or disclosure of abuse occurs when working** with children, young people or vulnerable adults **at a partner organisation/third party e.g. a school/nursery**, it is important to share any concerns with the school's designated child protection teacher, who will follow locally agreed procedures. Licketyspit's designated child protection worker must also be informed, following the procedures above. If it is felt more appropriate, any issue can be referred through Licketyspit's designated child protection worker, who will share information and consult with the designated child protection worker at the school/nursery on any action that should be taken to ensure the safety of the child.
- **The member of staff** should ask for support for themselves, if they feel they need it.
- **Under no circumstances should such information or observations be ignored.** On receipt of concerning information, the member of staff should:

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

**Tel:** 0131 332 0410/2096 | **Email:** info@licketyspit.com | **www.licketyspit.com**

**Charity No:** SC035154 | **Company No:** SC262580

- **Receive** the information, listening actively and taking their concerns seriously
- **Re-assure** the child, young person or vulnerable adult
- **Record** the information
- **Report** their concerns as above.

### Signs of concern and how to respond

#### Responding to concerns about a child, young person or vulnerable adult who has not disclosed they have been or are being abused

Recognising child abuse is not easy. You may become concerned about a child because of something you notice, even though they have not told you that anything is wrong. We do know that when children are being abused, they are often threatened and told not to tell anyone. It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do however have a responsibility and duty, set out by Licketyspit's child protection policy and procedures to act in order that the appropriate agencies can investigate and take any necessary action to protect a child.

The following list should help to be more alert to the possible signs of abuse. It should be noted, these indicators are not meant to be definitive, but only serve as a guide to assist you. It is important to remember too, that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse or neglect is occurring. There may well be other reasons for changes in behaviour e.g. bereavement in the family, birth of a new baby, parent/carer relationship problems, an argument with a friend. Your concern should be raised if there does not appear to be a satisfactory explanation.

#### Physical signs:

- Unexplained bruising, marks or injuries on any part of the body with unsatisfactory explanations
- Multiple bruises in clusters, often on the upper arm, outside of the thigh
- Bruising on the face, neck or lower back
- Hand or finger prints
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds with upward splash marks
- Multiple burns with a clearly demarcated edge
- Pain or itching in genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy
- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly' (poor personal hygiene)
- Loss of weight, or being constantly underweight
- Inappropriate clothing for the conditions

#### Behavioural signs:

- Fear of parents/carers being approached for an explanation or regarding their behaviour
- Sudden and significant change in child's personality and/or behaviour
- Sudden withdrawal from others
- Extreme anger or sadness
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home
- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm or mutilation

#### Licketyspit

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

- Developmental delay in terms of emotional progress
- Sudden or unexplained changes in behaviour e.g. becoming aggressive, quiet or withdrawn Fear of being left with specific person or group of people
- Having nightmares
- Sexual knowledge which is beyond their age or developmental level
- Inappropriate sexual behaviour for their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems e.g. overeating, bulimia, anorexia
- Self-injury
- Suicide attempts
- Saying they have secrets they can't tell anyone
- Substance or drug misuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults
- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone unsupervised
- Lack of self-esteem
- Shyness
- Depression
- Poor academic achievement
- Isolation
- Asking for stolen possessions to be replaced
- Torn clothes
- Losing dinner money
- Falling out with previously good friends
- Being moody and bad tempered
- Wanting to avoid leaving their home
- Aggression with younger siblings
- Sleep problems
- Anxiety

**If you are concerned about a child, young person or vulnerable adult, follow the procedures detailed above, under the Child Protection Procedure.**

The fact that a concern has been raised should be recorded whether or not any further action is taken. Trust your intuition and don't keep things to yourself. Remember, it is not your role to determine whether or not abuse or neglect has taken place. You should always err on the side of caution.

#### **What to do if an allegation is made against staff member or volunteer**

If a child tells you that someone in Licketyspit has caused them harm, this should be treated in the same way as any other disclosure a child or adult may make. The information should be passed onto the designated child protection worker and handled in the same fashion. This will ensure that the allegations are treated in a consistent and fair manner.

If an allegation is made against a staff member or volunteer and they are working with children, young people or vulnerable adults now, it should be explained to the person, in private, that there has been a complaint made against him/her, although the details of the complaint should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with children, young people or vulnerable adults. Licketyspit will suspend the individual from work with the organisation until the situation has been investigated.

All Licketyspit staff, freelancers and volunteers are to be made aware of this policy and procedure. These procedures and processes are in place, first and foremost, to protect and promote the wellbeing of children, young people and vulnerable adults, but they also provide Licketyspit staff, freelancers and volunteers with the assurance that there is a consistent and predictable response to allegations of child abuse.

#### **Recording information**

##### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

If a child, young person or vulnerable adult discloses something that causes concern, or if a member of staff raises concerns about a child, young person or vulnerable adults wellbeing, it is important to record this information clearly and accurately. Any concerns should be recorded regardless of whether it will be ultimately passed on to the statutory authorities.

The information should be written down as soon as possible after the concern has been noted (within 24 hours). The individual who had the concern or to whom the disclosure was made should be the one to record it.

The following information should be contained in the written report if known:

- Date and time
- Name of person making the report
- Name of designated child protection worker at Licketyspit
- Name, age and date of birth of the child, young person or vulnerable adult or description (if name unknown)
- As much family information as possible (names, addresses, phone numbers)
- Nature of the concern
- What the child, young person or vulnerable adult actually said (if they disclosed anything)
- Any observations made that would support the concern
- Where and when disclosure or observation took place
- Name and/or relationship of the alleged abuser

Both the author and the designated child protection worker should sign this form. The designated child protection worker will then take appropriate action. If the matter is then passed on to a statutory agency, this written information should be forwarded following any telephone contact with them.

#### **Storing and accessing information**

- Information about concerns, allegations, and referrals should not be kept in one 'concern log' rather information or items relating to individuals will be kept in separate files.
- Files containing sensitive or confidential data are locked away and access to the keys are strictly controlled.
- Access to those records is 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 these records are stored electronically these will be password-protected, which only limited staff will have access to.

#### **Recruitment and supervision of staff and volunteers**

Licketyspit is committed to promoting equal opportunities, diversity, accessibility and inclusivity and ensure that the principles are applied across all areas of our work.

Licketyspit has an equal opportunities and diversity policy in place which promotes the fair and equal treatment of all, regardless of age, gender, gender reassignment, sexual orientation, marital or civil partnership status, race, colour, nationality, ethnic or national origin, religion or belief, disability.

Licketyspit recognises that creating the best possible environment in which children can enjoy artistic and cultural experiences depends on the adults working with them.

During recruitment and selection of staff and volunteers, Licketyspit will seek to ensure that all applicants for posts, whether paid or voluntary will:

#### **Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580

- Have a job description, including the tasks, duties and responsibilities as well as the qualities, skills, experience, knowledge, qualifications and/or training required to do the role to ensure individuals are aware of what is expected of them.
- Complete an application form or a CV and covering letter (as appropriate) that includes all relevant details. These will go on their personnel file if their application is successful.
- Provide the names of two separate referees, who would be prepared to complete a written reference. Preferably both referees would be professional, and ideally one of whom should have knowledge of the applicant's previous work with children and young people.
- Complete and sign a self-declaration of any past criminal convictions or cases pending, including any disqualifications from working with children. Licketyspit recognises it is an offence to employ someone to work with children who is on the barred list and illegal for individuals who have been barred to apply for such a post.
- Agree to a Disclosure or join the Protection of Vulnerable Groups (PVG) Scheme (as appropriate to role/activity).
- All short-listed applicants will be interviewed by at least two representatives of the organisation.
- All short-listed applicants whose roles will involve direct contact with children and young people may be auditioned or asked to deliver and/or participate in a supervised workshop with children as part of the interview/audition process.
- Successful applicants will be asked to provide identification, including photographic identification (passport and/or driving license), which will be photocopied and kept on the individual's personnel file.
- Referees for successful applicants will be contacted and any offer of employment whether paid or voluntary, will be dependent on satisfactory references. If the post involves direct contact with children, referees will be asked about the applicant's suitability to work with children, which will be held on the worker's personnel file.
- Where Disclosures or PVG Membership are already held, successful applicants are required to provide evidence. Licketyspit may request an update of disclosure information on that individual from Disclosure Scotland (as appropriate to activity/role).
- All workers, whether paid or voluntary will work on a probationary period, as appropriate to the length of the contract.
- All workers whether paid or voluntary will be assigned a line manager and have supervision meetings/observations of their work with children on a regular basis to ensure children are safe and activities are of good quality. These meetings will also offer opportunities to raise issues of concern, and identify training and support needs.
- Any individual who is appointed and at a later date found to be barred from working with children, will be removed from a position, which involves contact with children.

<b>POLICY:</b>	<b>Child Protection and Safeguarding Policy &amp; Procedures</b>
<b>Date drafted:</b>	
<b>Date approved:</b>	
<b>Date revised:</b>	
<b>Next revision:</b>	
<b>Lead/Second:</b>	

**Licketyspit**

North Edinburgh Arts, 15a Pennywell Court, Edinburgh, EH4 4TZ

Tel: 0131 332 0410/2096 | Email: info@licketyspit.com | [www.licketyspit.com](http://www.licketyspit.com)

Charity No: SC035154 | Company No: SC262580