

CHILD PROTECTION & SAFEGUARDING POLICY

Policy, Procedure & Codes of Practice

Unique Community Charity believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people by a commitment to practice which protects them.

We aim to provide safe participatory and creative opportunities for all the children and young people who use our services.

In order to do this we recognise that:

- The welfare of the child/young person is paramount.
- All children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and young people, their parents, carers and other agencies is essential in promoting their welfare.

The purpose of the policy is:

- To provide protection for the children and young people who receive services from the Unique Community Charity, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including Senior Managers and Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Unique Community.

We will endeavour to safeguard children and young people through; valuing them; listening to them; and respecting them. We will do this by:

- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.
- Ensuring that all staff are held accountable to create an environment for children & young people that is SAFE, CALM, PREPARED & FUN

We are also committed to reviewing our policy and good practice annually.



UNIQUE COMMUNITY CHARITY

Child Protection Procedures & Codes of Practice

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1. Safeguarding Procedures

1.1 Definition of children and young people

‘Children and young people’ means anyone up to the age of 18 years, those over 19 years who are receiving services as care leavers (young people who have been ‘looked after’ children), and those between 19 and 25 years with learning difficulties.

1.2 Statement of values and principles

Unique Community Charity believes that:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.

1.3 Designated persons

‘Designated persons’ are those members of Unique Community Charity staff who have specific responsibility for ensuring effective safeguarding and protection procedures. These are as follows:

Artistic Director // Nataliya Kharina (DSL)

nataliya.kharina@uniquecommunity.org // 07415193742

Community Outreach Coordinator // Florentina Bowden (Deputy DSL)

florentina@uniquecommunity.org // 07931860763

Chair of Board of Trustees // Erina Davidenko (Trustee DSL)

erinclubok@gmail.com // 07535647984

The role of the designated person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns.
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially with a statutory child protection agency to test out any doubts or concerns as soon as possible.
- If necessary, to make a formal referral to a statutory child protection agency without delay.

Specialist advice and training is made available to designated persons.

1.4 Code of conduct

STAFF MUST:

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities.
- Respect a young person's right to personal privacy and encourage young people to feel safe enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with CYP.
- Operate within the Unique Community Charity's specific procedures.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Senior staff - give guidance and support to inexperienced/new/temporary staff.

STAFF MUST NOT:

- Have inappropriate physical or verbal contact with CYP or vulnerable adults.
- Be drawn into inappropriate attention-seeking behaviour and/or make suggestive or derogatory remarks or gestures in front of CYP or vulnerable adults.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the organisation to protect you.
- Take a chance when common sense, policy or practice are in place to protect you and CYP.
- Be alone with a child 1:1

1.5 Project planning, supervision, risk assessment and risk management

Unique Community Charity recognises that making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm whilst in our care.

1.5.1 Planning

- Project managers should plan and prepare a detailed programme of activities for the children involved in a project.
- Planning should ensure that all children should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, parental consent to children joining an organised project. The purchase of a ticket or place on a project shall be deemed to be such consent.
- Parents should be given full information about a project, including details of the programme of events, the activities, and the supervision ratios.

1.5.2 Supervision

- Project managers must be satisfied that those workers and adults who work on projects are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, preferably by two or more adults.
- Children must not be left unsupervised at any venue, indoors or out.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Dangerous behaviour by children should not be allowed.

1.5.3 Risk assessment in relation to child protection

The principle of risk assessment is to consider:

- The practical details of a project
- Things that could go wrong in a project
- The likelihood of things going wrong
- Impact of these things going wrong

Once this is done:

- You can identify measures to reduce the risk
- You can decide what to do if things go wrong
- You can allocate roles to monitor and manage child protection

Risk assessment and risk management should be carried out for every project and should involve as wide a range of project stakeholders as possible.

See Appendix 1 for a risk management template.

1.6 Photographic procedures

- Avoid using children's names in photographic captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Always use a parental permission form to obtain consent for a child to be photographed/videoed (**see Appendix 2 for an example permission form**).
- Obtain the child's permission to use their image.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – including drama – present a greater risk of potential misuse.
- Address the use of images of children on the organisation's website. Avoid personal information about children which could be used by an individual to learn more about a child.
- Always issue written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.
- Do not allow photographers unsupervised access to children.
- Do not approve photography sessions outside the event or at a child's home.

1.7 Recruitment procedures

The Unique Community Charity has clearly defined recruitment procedures. In order to prevent unsuitable people working with children in the organisation, we will ensure that:

- Posts are clearly defined and those necessitating an enhanced Disclosure & Barring Service check.
- A copy of our Child Protection Policy will be sent with the recruitment literature for these posts.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions which are then subject to DBS/PVG Scheme checks, as well as any cases pending against them. All such information will be treated in confidence and will not be used against applicants unfairly.
- A basic online search is to be carried out on applicants.
- At interviews for these posts, a question pertaining to good practice in Child Protection will be asked.
- 2 referees should be asked specifically about the applicant's suitability to work with children.
- Disclosure and Barring Service checks must be obtained by the Unique Community Charity for all new members of staff in these posts. The appointment can only be formally confirmed after this check is received. DBS checks should be renewed **every 3 years**. Freelance staff must supply or obtain their own DBS check. In this instance, checks must be **no more than 2 years old**.

1.8 Training

The Unique Community Charity will provide suitable training to all staff and volunteers in the organisation that is relevant to their particular role. This will include:

- Induction Training which includes familiarisation with the organisation's Child Protection Policy.
- Particular skills training.
- Comprehensive Child Protection Training available on request to all staff.

1.9 Other Unique Community Charity policies

The Child Protection Policy must be read in conjunction with the Unique Community Charity's Equal Opportunities Policy; Complaints and Grievances Policy and Procedures; Disciplinary Policy and Procedures; Health and Safety Policy; Recruitment of Ex-offenders.

Additional recommendations for Health and Safety for project practice include:

- Groups should not have more than 30 participants.
- An appropriate number of legally responsible adults are present.
- The ratio of leaders for trips off-site will vary depending on the activity and the needs of the participants. As a minimum

Children up to 10 years = 1 leader : 6 children

Young people over 10 years = 1 leader : 10 young people

- There must be adequate space.
- There must be access to a telephone in the building, or as an alternative, the practitioners must have a working mobile phone on their person.
- Equipment must meet safety standards.
- Risk assessments must be carried out.
- There must be a First Aid box which meets current Health and Safety (First Aid) regulations and a member of staff trained in First Aid.
- Regular and appropriate food and drinks are provided.
- Special needs are catered for.
- No child under 5 years of age should be left at events unless the parent, guardian or carer stays with the child.
- No school group, youth group or group from a care setting (i.e. a group which operates *in loco parentis*) should be left without a legally responsible staff member present e.g. a teacher for a school group.
- Practitioners should know the evacuation procedures of buildings and should tell the group.
- Children and young people should have a 'named person' to whom they may report any worries or concerns.
- Contact names and telephone numbers for 'named people' should be visibly displayed.
- Staff and children should use separate toilets wherever possible, or if this is not possible, they should not use them at the same time as one another.
- Young people under the age of 11 must be accompanied to the toilet by a staff member who should wait in the corridor for the child. Only core staff or named SEN support to take children to toilets
- The charity guidelines on the use of social media must be adhered to at all times. **See Appendix 8 for Unique Community Charity guidelines for social networking.**

1.10 Whistle-blowing and complaints procedures

Unique Community Charity wishes to promote a culture in which staff may express any concerns they may have about a colleague's behaviour in relation to child protection.

In order to achieve this, staff are encouraged to share any such concerns with a designated person without delay; concerns will be treated seriously and in the strictest confidence. Equally, Unique Community Charity recognises that a culture in which people are made to feel anxious and vulnerable is undesirable and it will use

the Child Protection training course to manage this area sensitively on behalf of all members of staff.

If you have a concern about someone in facilitating staff team please contact:

Artistic Director // Nataliya Kharina (DSL)

nataliya.kharina@uniquecommunity.org // 07415193742

Community Outreach Coordinator // Florentina Bowden (Deputy DSL)

florentina@uniquecommunity.org // 07931860763

If you have a concern about senior staff please contact:

Chair of Board of Trustees // Erina Davidenko (Trustee DSL)

erinclubok@gmail.com // 07535647984

If you would like to raise your concern outside of the organisation:

BRENT LADO:

ALL REFERRALS SHOULD BE SENT TO THE BRENT FAMILY FRONT DOOR:

Telephone: 020 8937 4300 - Option 1

Referral form can be downloaded here:

https://www.brentsafeguardingpartnerships.uk/children/article.php?id=468&menu=4&sub_menu=28

HARROW LADO:

Contact the LADO immediately for advice and guidance when dealing with an allegation.

LADO: Rosalind South

Tel: 07871 987254

Monday – Friday // 9:00am- 5:00pm

*For any other days please contact the Golden Number: 020 8901 2690
(out of hours: 020 8424 0999)*

2. Response Procedures

Unique Community Charity recognises the importance of having clear procedures to enable staff to handle situations where an appropriate response is needed to child protection concern.

Please see Appendix 3 for definitions of abuse.

2.1 Responding to a child disclosing abuse

- Stay calm.
- Listen carefully to what is said.
- Find an appropriately early opportunity to explain, in age appropriate terms, that it is likely that the information will need to be shared with others – explain to the young person that you are not able to keep secrets.

- Attempt to get another person to also listen or ensure someone knows why you are with the child.
- Listen carefully to what is said.
- Allow the child to continue at his/her own pace.
- Ask questions for clarification only, avoid asking leading questions that suggest a particular answer. Do not pass judgement.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible – note; date; time; any names mentioned; to whom the information was given; and ensure that the record is signed and dated.
- Contact your designated person.

Please see Appendix 6 for links to forms to complete in this situation.

2.2 Responding to signs or suspicions of abuse

Please see Appendix 4 for a flow chart on what to do in this situation & Appendix 6 for links to forms to complete in this situation.

2.3 Responding to allegations of abuse against staff, workers or volunteers

Please see Appendix 5 for a flow chart on what to do in this situation, the whistleblowing procedure Appendix 6 for links to forms to complete in this situation.

2.4 Recording and sharing information

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
- Any further action e.g. suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported.
- Be careful not to put in personal feelings.

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court. Keeping such a record may also help protect Unique Community Charity.

Please see Appendix 6 for forms to be completed in this situation.

2.5 Confidentiality policy, and retention and storage of documentation

As a general rule, all personal information that is acquired or held in the course of working with children and young people should be treated as confidential. Particular care should be taken with sensitive information.

Consideration should also be given to the Data Protection Act 1998 which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely.

2.5.1 Handling and Safekeeping of Disclosure Information

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Unique Community Charity complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- We do not keep disclosure information for any longer than is absolutely necessary. This is generally a period of up to six months to allow for consideration and resolution of any disputes.

Appendix 1: Risk management template

Project Name:

HAZARDS	RISKS	WHO IS AFFECTED?	LEVEL OF RISK	CONTROL MEASURES
Fire	If trapped, staff/members/parents/carers could suffer fatal injuries from smoke inhalation/burns	Staff/members/Parents/carers	Severe	Fire escape procedures in place. All staff & members will be verbally informed of evacuation procedures at staff briefing. Core staff aware of individual roles within fire procedures. Make way down the back stairs (doors either side of main rehearsal space) lift not to be used and congregate in a green area to the right of the building, exit via glass doors.

Project Leader:

Date Produced:

Participants:

Appendix 2: Consent form for the use of photographs and video

Unique Community Charity recognises the need to ensure the welfare and safety of all children during ***NAME OF WORKSHOP*** sessions.

In accordance with our child protection policy, we will not permit photographs, video or other images of children and young people to be taken during ***NAME OF WORKSHOP*** sessions at ***NAME OF VENUE*** without the consent of the guardian/carers and children.

Unique Community will follow the guidelines for the use of photographs a copy of which is available.

Unique Community will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform Unique Community Charity immediately.

I _____ (guardian/carer)
consent to **Unique Community Charity** photographing and/or videoing

_____ (name of child)

during ***NAME OF WORKSHOP*** sessions at ***NAME OF VENUE*** for the purposes of fundraising, publicity or other purposes to help achieve its aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Signature:.....Date:

Appendix 3: Definitions of abuse

What is abuse?

Government guidelines in Working Together to Safeguard Children categorises abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

What is physical abuse?

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child whom they are looking after.

What is emotional abuse?

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

What is sexual abuse?

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

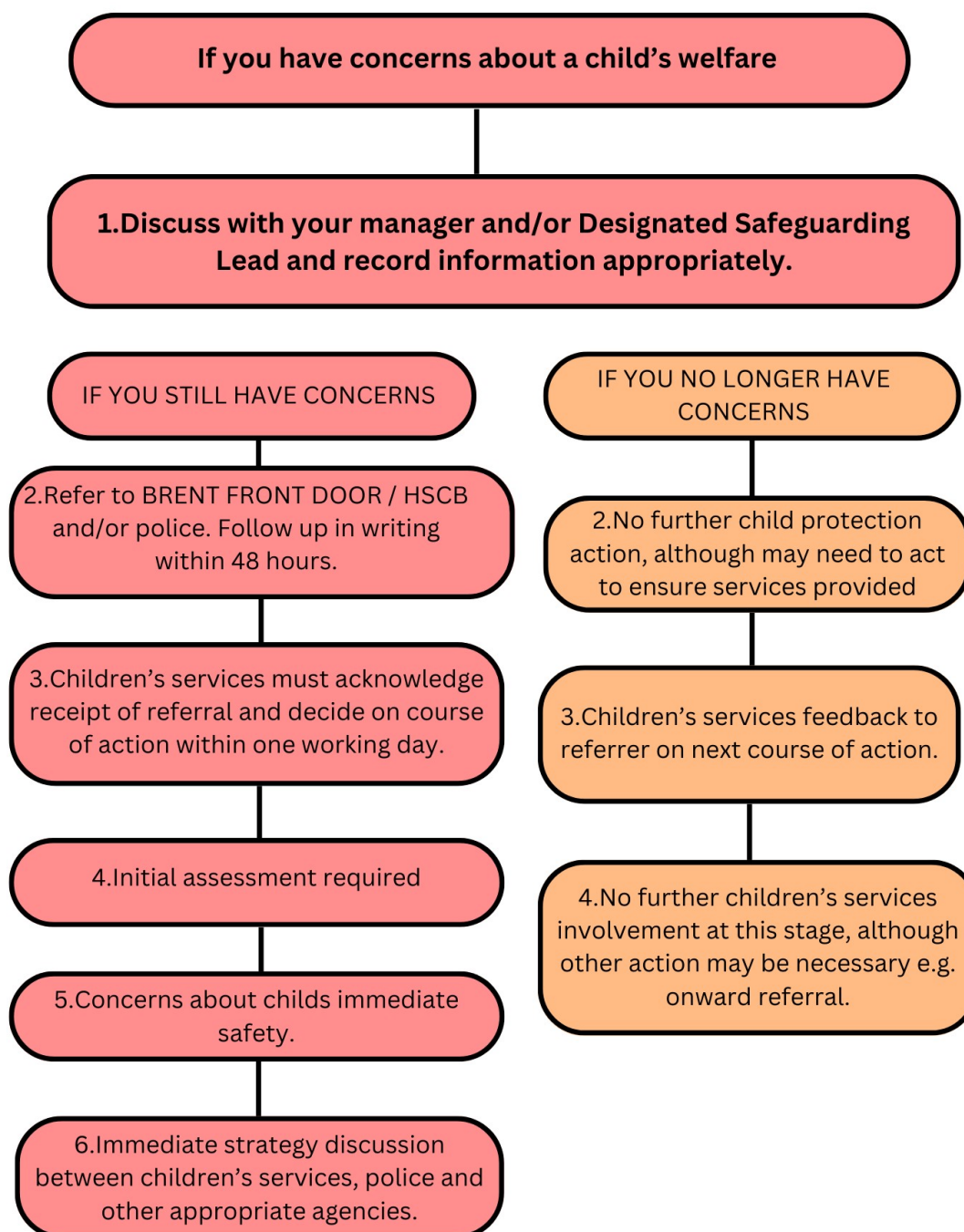
What is neglect?

Neglect is the persistent failure to meet a child's or young person's basic physical and or/psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.



[NSPCC - TYPES OF ABUSE](#)

Appendix 4: What to do if you have concerns about a child's welfare



ALL BRENT Referrals go to:

Brent Front Door: 020 8937 4300 (option 1)

If you are calling outside normal office hours (9am - 5pm) please call our emergency duty team on: 020 8863 5250.

<https://www.brent.gov.uk/children-young-people-and-families/keeping-children-safe>
[#Reportchildabuse](#)

[Brent Front Door Threshold Guide](#)

ALL HARROW Referrals go to:

HSCB: Golden Number: 020 8901 2690 between 9am and 5pm, Monday to Friday

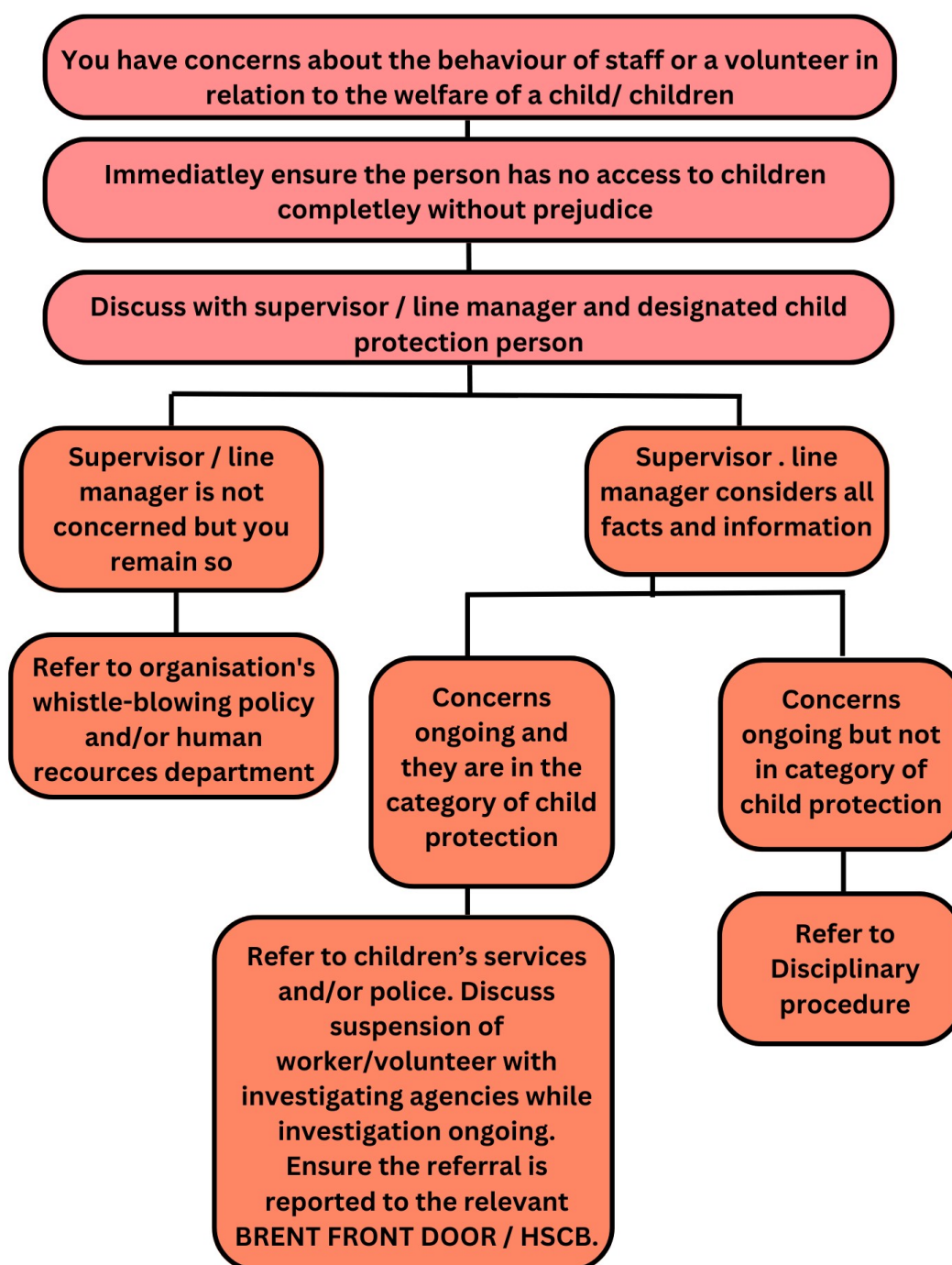
Emergency Duty Team (operates out of hours): 020 8424 0999 between 5pm and

9am, Monday to Friday, 24 hours during weekends and all bank holidays

<https://www.harrowscb.co.uk/report-a-concern/general-referral-form-for-practitioners/>

[Threshold Document: Continuum of Help and Support](#)

Appendix 5: What to do if you have concerns about a member of staff or a volunteer in relation to child protection



BRENT LADO:

ALL REFERRALS SHOULD BE SENT TO THE BRENT FAMILY FRONT DOOR:

Telephone: 020 8937 4300 - Option 1

Referral form can be downloaded here:

https://www.brentsafeguardingpartnerships.uk/children/article.php?id=468&menu=4&sub_menu=28

[Brent Front Door Threshold Guide](#)

HARROW LADO:

Contact the LADO immediately for advice and guidance when dealing with an allegation.

LADO: Rosalind South

Tel: 07871 987254

Monday – Friday // 9:00am- 5:00pm

For any other days please contact the Golden Number: 020 8901 2690

(out of hours: 020 8424 0999)

[Threshold Document: Continuum of Help and Support](#)

Appendix 6: INCIDENTS & SUSPECTED ABUSE FORMS

SUSPECTED ABUSE FORM - To be completed when no abuse has been disclosed but a staff member is concerned (can be used for external & internal concerns, if the concern is not with senior management)

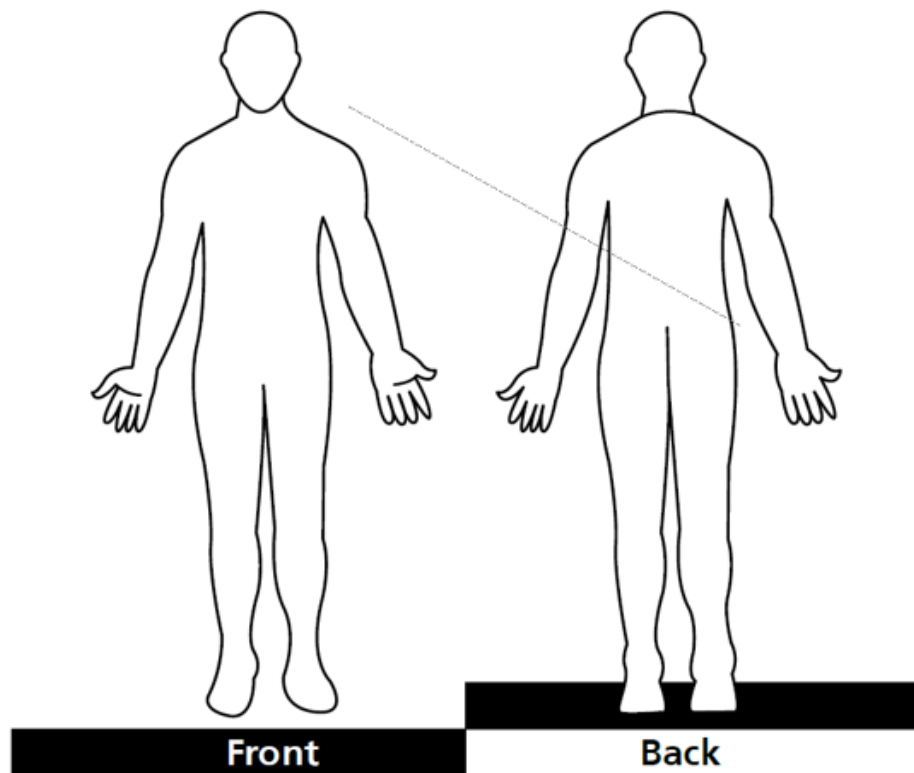
DISCLOSURE FORM - To be completed when abuse has been disclosed.

INCIDENT REPORT FORM - To be completed when an incident has occurred.

BODY MAP - To record any aspects of physical abuse & physical injuries inflicted on a child or young person.

Body Map

Name of Resident: _____



Comments e.g. colour/size of bruise, skin tears/grazes etc
(Highlight any existing marks in a different colour)

Signature: _____ Date: _____

Print Name: _____ Time: _____

Appendix 7: Protection of adults at risk

Definition of an adult at risk

An adult at risk is someone who is aged 18 years or over who 'is or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

An adult at risk may be a person who

- Is elderly or frail
- Has learning disabilities
- Suffers from mental illness
- Has a physical disability
- Is a substance mis-user
- Is homeless
- Is in an abusive relationship

It should be noted that disability or age alone does not signify that an adult is vulnerable.

Abuse of adults

Abuse can consist of a single or repeated act of harm or exploitation. It may be perpetrated as a result of deliberate intent, negligence or ignorance. Abuse can be verbal, physical, emotional, psychological, or a result of neglect or an omission to act. Abuse can also occur when a vulnerable adult is persuaded to enter into a financial arrangement or sexual relationship to which they have not, or could not, consent to or understand e.g. as a result of physical or mental incapacity.

What to do if abuse is suspected

If abuse is suspected or reported, employees should act in line with local policies and procedures to:

- Take reasonable steps to ensure the adult is in no immediate danger
- Contact the police if it is believed a crime may have been committed
- Obtain permission from the vulnerable adult before disclosing confidential information about them
- Where appropriate, discuss concerns with the relevant manager or person responsible for overseeing the care of the vulnerable adult.
- If, after discussion, abuse or neglect is still considered to be a possibility, referral should be made to the Social Services Department.
- The referral must be reported to Front Door.

Appendix 8: Unique Community Charity guidelines for social networking.

Section one for employees of Unique Community Charity

- Unique Community Charity's team use social networking (such as Facebook and Twitter) to promote events, ticket offers, competitions, summer schools etc to their participants.
- Social media is also useful to maintain connections between group participants and form a legacy network after an event or course.
- Marketing teams at our venues already use social networking extensively, but generally for disseminating information and driving ticket sales rather than interaction.
- It is also possible to market and interact on behalf of Unique Community Charity via other companies' social media platforms, e.g. SOLT's Facebook page.
- Key objectives for social media use:
 - o Legacy relationships with participants of projects or courses.
 - o Maintaining awareness of our activities
 - o Encouraging repeat engagement with individuals
 - o Encouraging loyal advocates and ambassadors to publicise Unique Community Charity
 - o Communicating with young participants in the manner most familiar to them.

Ground rules and best practice for staff

- Always use official theatre profiles rather than your personal accounts, or set up a new account for a particular event.
- Never become friends with or connect personally with participants, particularly young people.
- Be vigilant about privacy settings (e.g. using closed groups on Facebook, and restricting admin settings). Employ the standards of presentation and accuracy you would normally employ in email communication.
- Encourage colleagues to engage with your social media activity on a work basis but strictly restrict admin status.
- Discuss social networking with groups of young people so as to give them a few ground rules about representing Unique Community Charity online and let them know you can help with any issues.
- Never disclose via social media:
 - o Offensive or inappropriate pictures or comments about Unique Community Charity, its customers or its staff
 - o Confidential information about Unique Community Charity, its customers or its staff
 - o Information that could embarrass you, your participants, your colleagues, your customers or Unique Community Charity
 - o Comments or material which could damage Unique Community Charity's reputation
 - o Company logos without written consent.

Concerns to be aware of

- Representing Unique Community Charity accurately and positively
- Balancing the time spent to maintain social media presence and the success of its use
- Child protection issues pertaining to internet safety
- Photographs, tagging, permissions
 - Never post a photograph without signed photography permission forms from those included in it.
 - Make sure a sentence relating to social media is included in your photography permission forms.
 - Never tag individuals in photographs – but it is not possible to prevent others from tagging themselves or others.
- Managing the way participants of all ages post comments, blogs, photos etc relating to Unique Community Charity
- Cyber bullying
 - If you are alerted to a serious case of cyber bullying, i.e. where bullies set up a hate site. It should be reported in the same way as a Child Protection issue and reported to the appropriate social media operator. Advice can be obtained from the Child Exploitation and Online Protection Centre.
- Control
 - Remember, any content posted via social media can often be re-posted elsewhere on the internet.
- Overuse of social media
 - Too much activity risks having multiple Unique Community Charity presences online and even conflicting messages and 'dead space' sites, which could be damaging rather than positive.
- The Internet Watch Foundation operates a hotline reporting system for members of the public and IT professionals to report their exposure to potentially illegal content online.

Section two for freelance practitioners.

Ground rules for freelance practitioners.

Always consult your contact at Unique Community Charity before embarking on any social media activity relating to Unique Community Charity activity.

Never become ‘friends’ with or connect personally with participants, particularly young people under the age of 18 before, during or after your period of work with Unique Community Charity.

Never disclose via social media:

- Offensive or inappropriate pictures or comments about Unique Community Charity, its customers or its staff, and project participants;
- Confidential information about Unique Community Charity, its customers or its staff;
- Information that could embarrass you, your colleagues, your participants, students or Unique Community Charity;
- Comments or material which could damage Unique Community Charity’s reputation;
- Company logos without written consent.

Refrain from using inappropriate language or refer to explicit content or behaviour on a site where you can be identified as an employee of Unique Community Charity. It is an act of gross misconduct to associate the Company name with any explicit material.

Never post a photograph without signed photography permission forms from those included in it – always liaise with the Managers about such permissions.

Never tag individuals in photographs.

Unique Community Charity reserves the right to request that certain subjects are avoided. We may ask you to withdraw certain posts, and remove inappropriate comments.

- Any social media activity relating to Unique Community Charity projects or events should be conducted through the official channels.
- Always consult your contact at Unique Community Charity before embarking on any social media activity relating to Unique Community Charity projects.
- Never become friends with or connect personally with participants, particularly young people.

Appendix 9: Online Class Policy for Participants & Staff

Safeguarding Policies for Participants

Guidelines for Unique Community members working digitally

During this period of shutdown we want to work digitally to connect, create work and support each other. In order to do this we are going to use digital platforms. When using these platforms it is important to protect you and your families and follow our online code of conduct.

LIVE VIDEO CHAT

- Never use your full name, first names will do.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Remember it's easy to misinterpret things online - follow our three rules
- Refer to a group leader directly if you feel worried about anything
- Do not record or take photos of anything without the others consent.

SUBMITTING VIDEOS

- Don't use your full name
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity)
- Don't film anyone else under the age of 18
- Wear appropriate clothing
- Keep yourself safe - don't share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online or personal during this period please contact Unique Community staff; they will listen and find you to the right support.

Unique Community // Brent Youth Theatre phone numbers and emails

Nataliya Kharina	07415193742	nataliya.kharina@uniquecommunity.org
Natalia Nikolaeva	07897532556	natalia.nikolaeva@uniquecommunity.org
Florentina Bowden	07931860763	florentina@uniquecommunity.org

Unique Community phones are only turned on during sessions and from 10am-5pm on weekdays

BRENT YOUTH THEATRE PARTICIPANTS: ONLINE SESSION CODE OF CONDUCT

1. We only call ourselves by our first names on Zoom.
2. We keep our audio on mute unless we are taking part in an activity and have been asked to unmute.
3. We only use the chat box for questions/comments related to the session we are in.
4. We don't use our phones during the session for anything other than the Zoom

session we are in. This means: no photographs, videos or recordings of the session should be taken. Just like we are all in the session in person. Only Brent Youth Theatre staff are allowed to record or take photos.

5. We give the session our full attention, sitting up and being present, not moving around to different spaces.
6. We treat everyone with the same respect as we would if we were at Brent Youth Theatre in person.
7. We don't talk over people and we listen to everyone.
8. If something upsets you or is bothering you, message Brent Youth Theatre in the chat and we will help like we would in a normal session.
9. We make sure we are in a suitable room where we won't have other people in the background that don't want to take part in the session.

Safeguarding Policies for Staff

Unique Community Working Remotely Safeguarding Guidelines.

Unique Community Safeguarding Remote Working with Children and Young People

During this period of social distancing Unique Community staff will be working from home and with our young people digitally. This document provides the guidelines for all workers to keep themselves and the young people they work with safe.

It should be read in partnership with Unique Community's main safeguarding policy.

Designated Safeguarding Lead: Nataliya Kharina, Artistic Director

Deputy Designated Safeguarding Lead: Natalia Nikolaeva, Executive Director

WORKING FROM HOME

When working from home Unique Community staff will have their own accounts to access emails and a log-in to our google account. All Unique Community files are saved on Google Drive and files with personal and contact details are password protected.

- No young people's details or images will be downloaded or saved on their computers (unless it is a computer provided by Unique Community for work use only).
- Unique Community staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to Unique Community's Google Drive.
- Artists who need access to creative content including videos are given links which enable them to watch videos online but not download.

COMMUNICATION VIA TELEPHONE

Only designated safeguarding lead staff to make contact with young people. Staff will not use their personal mobile phone for this purpose. All company mobile phones are to be PIN locked so that data is not accessible by others.

USE OF COMPANY PHONES OUTSIDE OF WORKING HOURS

Staff members should turn their work phones off when they are not working for Unique Community. Status messages on WhatsApp and other instant messaging services and Voicemail messages should state that the phone will only be turned on during working hours.

COMMUNICATION VIA EMAIL

Staff will be required to email young peoples' personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. It may be appropriate to copy in another staff member for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSL or DDSL for guidance.

COMMUNICATION VIA SOCIAL MEDIA

Unique Community will use social media during this time to communicate with young people. Current social media applications the Unique Community staff will use include whatsapp, twitter, facebook and instagram. Contact with young people through such forums should only take place through organisational accounts. Unique Community will not follow young people's accounts and only invite members to follow Unique Community accounts.

If a Unique Community staff member receives content from a young person which they believe is inappropriate they will not forward the content or delete it but immediately contact the DSL to report the content and the DSL will follow the safeguarding incident procedure of Unique Community (see main safeguarding policy).

Current organisational accounts are as follows:

Application	Account Domain	Account Moderators
Twitter	https://twitter.com/uniquecomc https://twitter.com/YouthBrent	Nataliya Kharina (Artistic Director)
Instagram	https://www.instagram.com/communityunique/ https://www.instagram.com/brent_youth_theatre/	
Facebook	https://www.facebook.com/uniquecommunitycharity/?modal=admin_todo_tour https://www.facebook.com/brentyouththeatre/	

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people via digital platforms Unique Community staff will use Unique Community accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

Unique Community staff and Unique Community freelancers will be the only adults present in Unique Community digital platforms.

All parents will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.

Unique Community Staff will set clear rules of engagement for working on digital platforms. These rules will be in line with the Unique Community Three rules:

Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.

Any young person who breaks the above rules will be removed from the platform by Unique Community staff and parents/carers will be informed.

RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to an executive staff member (DDSL/DSL), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSL/DSL will follow the procedure below. If the staff member cannot get hold of the DDSL/DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member should not attempt to solve the problem.
- Contact the young person's parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response:
Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- Write up an incident report on the situation within 24hrs.

SHARING WORK CREATED ONLINE

When Unique Community share work created online will take the following steps;

- Share the final edits with the young people and their parents/carers before sharing.
- Not use a child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Unique Community's official accounts.

If, for whatever reason, a parent/carers or young person is not happy with the use of content, then Unique Community will not share the content.