

synergy theatre project

Child Protection and Safeguarding Policy: Procedures & Codes of Practice

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**SYNERGY THEATRE PROJECT
STATEMENT OF POLICY FOR PROTECTION OF CHILDREN AND YOUNG PEOPLE**

Synergy Theatre Project believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises everyone has a responsibility and duty of care to safeguard the welfare of all children and young people by making a commitment to practice which protects them. It is essential to consider safeguarding for both those who are in vulnerable circumstances and the staff who work with them. The emphasis of a protection policy has widened in recent years to not only protect from abuse but also to actively promote their welfare. We aim to provide safe participatory and creative opportunities for all the children, young people and staff who participate and work on our projects.

In order to do this, we recognise that:

- The welfare and health 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/partners is essential in promoting their welfare.

The purpose of the policy is:

- To provide protection for the children and young people who participate or engage in projects with Synergy Theatre Project.
- To provide staff and volunteers with the 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 freelance workers, agency staff, students or anyone working on behalf of Synergy Theatre Project.

We will safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through robust procedures and a code of conduct for staff and volunteers.
- Safe recruitment of staff and volunteers, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, carers, staff and volunteers.
- Sharing information about concerns with agencies/partners who need to know, involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.

Synergy Theatre Project recognises that many young people's projects, particularly those inside prison, YOTs, schools and alternative provisions will generally happen on a short-term basis and often in conjunction with other agencies/partners who will be legally responsible for the children, and young people taking part in the project. However, Synergy recognises its obligation to protect children, young people and vulnerable adults and the policy and procedures are in place to offer guidance and raise awareness of potential risk situations.

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

This policy was approved by:

Synergy staff member: Siân Henderson, Learning & Engagement Manager (Young People)

Synergy Trustee: Paula Hamilton

As a Charity registered in England and Wales, this policy and guidance reflect the requirements set out in the following key legislation and guidance for England including:

- The Children Act 1989 & 2004
- The Education Act 1996 & 2002
- Safeguarding Vulnerable Groups 2006
- Children and Young Person Act 2008
- Children and Families Act 2014
- Equality Act 2010
- Working together to Safeguard Children 2018
- The Charity Commission, 'Safeguarding and protecting people for charities and trustees' 2017

Child Protection Procedures & Codes of Practice

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1. Safeguarding Procedures

1.1 Definition of Safeguarding

Safeguarding means:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from abuse and maltreatment, inside or outside the home, including online.
- Preventing harm to children's and young people's health or development
- Ensuring children and young people grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting the individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child or young person.

Safeguarding is taking all reasonable measures to ensure that the risks of harm to children, and young people are minimised.

Where there are concerns about welfare, all agencies must take appropriate actions to address those concerns, working to agreed local policies and procedures, and in full partnership with other local agencies such as the health and social care.

This definition should be extended to include all individuals (paid or unpaid) that are working with children, young people or adults at risk

1.2 Definition of children and young people

'Children and young people' mean 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.

Young people aged 18-25 are termed 'adults at risk' and information regarding their safeguarding can be found in our Vulnerable Adults policy.

1.3 Statement of values and principles

Synergy Theatre Project 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.

1.4 Designated persons

'Designated persons' are those members of Synergy Theatre Project staff who have specific responsibility for ensuring effective safeguarding and protection procedures. Any safeguarding or child protection concern should be reported to a designated person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The Designated individuals at Synergy Theatre Project, and their contact details, can be found on the front page of this policy.

In addition to those listed on the front page there is:

Trustee Safeguarding Lead: Paula Hamilton paula.h@blueyonder.co.uk
Education Tour Stage Manager (Freelance staff member on each YP tour): See specific show contact sheet

The role of the designated person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection/safeguarding 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. This may involve going directly to the police if it is out of hours.
- If necessary, to make a formal referral to a statutory child protection agency without delay.

All Designated Safeguarding Leads have received Level 3 Safeguarding training and Advanced Safeguarding Training. This training will be refreshed every 2 years.

If you are unable to get hold of the designated persons, or your a concern is related to one of the designated persons, please contact the safeguarding board for the borough you are working in. You will find this information via google. However, if in doubt please contact Lambeth Safeguarding Board (where the Synergy Office is based).

Lambeth Safeguarding Children Board:

www.lambethscb.org.uk/report-abuse

020 7926 4881

You can also contact the NSPCC Helpline on 0808 800 5000

1.5 Code of conduct

All Synergy Theatre Project **staff must:**

- Always put this code of conduct into practice.
- Treat all children and young people equally, with dignity and 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 with children and young people or at least that you are within sight or hearing of others.
- Respect a young person's right to personal privacy and encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned. With this in mind, avoid physical contact with a child or young person as much as possible.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people and their right to personal privacy must be respected.
- Keep other staff members informed of where you are and what you are doing during arranged sessions.
- Challenge (and encourage others to challenge) unacceptable behaviour and report all allegations/suspicions of abuse.
- Operate within Synergy Theatre Project's specific procedures.

Staff must not:

- Engage in inappropriate behaviour or contact- physical, verbal, sexual.
- Be drawn into inappropriate behaviour or make suggestive/derogatory remarks, threats or inappropriate conversations to a young person, even in fun.
- Form a relationship with a child, young person or vulnerable adult that is an abuse of trust
- (Where possible) be left alone with a single student or young person.
- Play physical contact games with children, young people or vulnerable adults, or engage in boisterous 'horseplay' type interaction.
- Allow inappropriate, foul, sexualised or discriminatory language to go unchallenged.

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- Allow bullying of any form, including name calling or constant criticism
- Let allegations, suspicions, or concerns about abuse go unreported.
- Just rely on your good name, or that of the organisation, to protect you.

Preferred Practice Approach:

- Treat all children and young people with respect and dignity at all times
- Involve young people in the decisions that affect them wherever possible
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people
- Use a reporting form to record any incidents or concerns
- If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of all involved. When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities.

If any of the following occur, you must report it immediately to the person in your organisation who is responsible for child protection:

- A young person is hurt
- He/she seems distressed in any way
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague

All staff and volunteers will be asked to sign a declaration stating that they agree to the guidelines and Code of Conduct set out by Synergy Theatre Project

A more specific Specialist Code of Conduct guidelines will be made available for Education Tours.

1.6 Project planning, supervision, risk assessment and risk management

Synergy Theatre Project 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.

1.6.1 Planning

- Identifying at the outset the people with designated protection responsibility, this will usually be the Learning & Engagement Manager (Young People), however whilst working on short-term projects (e.g. the prison service, YOTs, PRUs and schools) Synergy Theatre Projects recognises that partner agencies will be legally responsible for the children, young people or vulnerable adults taking part in the project.
- Project managers, including the Artistic Director, Learning & Engagement Manager (Young People), lead facilitator and partner organisation, should plan and prepare a detailed programme of safe activities for the children involved in a project.
- Planning should ensure that all children should be safe and 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 booking of the educational tour/place on a project shall be deemed to be such consent and school staff will be responsible for seeking parental consent for projects that happen within a school setting.
- Parents, carers or 'named adult' should be given full information about a project, including details of the programme of events, the activities, and the supervision ratios. Due to the nature of the Education work, each school will be made aware both verbally and formally that the cast and crew of each production is made up of ex and current prisoners, and agree to receiving them onto school grounds and making parents aware of the visit as and when necessary. All Synergy staff are DBS checked and the details of these checks will be passed on to all relevant school/partner staff.

1.6.2 Supervision

- The Learning and Engagement Manager (Young People) must be satisfied that staff and adults who work on projects are fully competent to do so and that appropriate checks have been made and results received.
- Children must be supervised at all times, preferably by two or more adults.
- The Synergy Theatre Project Schools Contract states that a minimum of 1 teacher must be present throughout the performance and related workshops for every 30 pupils present.
- Children must not be left unsupervised at any venue, indoors or out.
- Workers should always know 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 and should be immediately stopped.

1.6.3 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/workshop and should involve as wide a range of project stakeholders as possible.

See Appendix 1 for a risk management template.

See Appendix 1a for a risk assessment Company Checklist for performances and workshops

1.7 Photographic procedures

- No photographs or videos should be taken of young people without discussion with relevant safeguarding contacts.
- Always use a parental or carer permission form to obtain consent for a child to be photographed/videoed (see Appendix 2 for an example permission form). When working in school settings, this consent will be obtained by relevant staff and the details passed on to Synergy.
- Avoid using children's names or identifiable information in photography captions.
- 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.

- 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.

1.8 Online working

Since 2020, in response to Covid-19 some aspects of Synergy Theatre Project's work take place online.

These sessions should be treated in the exact same way as an in person session and it is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made.

Synergy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Synergy will share with parents/carers information on keeping children safe online.

Below are some additional things to consider when delivering virtual tutorials, especially where video calling is involved:

- No 1:1 work between leader and young person, a support facilitator and designated safeguarding contact must be present at all times.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any other individuals in the background.
- Safety guidelines provided to candidates around privacy and how to avoid accidental sharing of information (**See Appendix 9 for a risk assessment for online working**).
- Establish ground rules to control privacy including no screen shots or recording- unless agreed by all parties and the recording is made on a Synergy Theatre Project owned computer.
- Synergy staff will monitor and advise individuals to turn video off if needed. Staff can also mute individuals.
- Screen share and record function are only enabled for designated staff, not young people.
- Staff must only use known video calling applications with strong security (Zoom, MS Teams, Google Hangouts, Skype) including password protection.
- Staff must manage their own privacy settings and ensure security settings are up to date (in safety guidelines provided).
- There are safety guidelines provided to candidates around cyber security (**See Appendix 9 for list at end of risk assessment**).
- Joining details only sent to beneficiaries and the group ask not to share the link
- Synergy staff are present in all sessions to ensure they recognise all guests and to remove unknown guests.
- Synergy staff monitor and manage any mental health triggers in the session, individuals muted if necessary and follow up with offer of support.
- If a physical or emotionally abusive incident occurs meeting, the lead staff member can mute individuals if necessary (and turn off/on video) and will follow up with individual/victim and all witnesses.

1.9 Recruitment procedures

Synergy Theatre Project has clearly defined recruitment procedures and a Safer Recruitment Policy in place.

1.9.1 Recruitment of staff

When recruiting staff to work with children, young people or vulnerable adults in the organisation, in order to prevent unsuitable people working, we will ensure that:

- Posts are clearly defined and those necessitating an enhanced Disclosure & Barring Service check are clearly advertised as such.
- 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 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.
- At interview for these posts, a question pertaining to good practice in Child Protection will be asked.
- Referees should be asked specifically about the applicant's suitability to work with children.
- Disclosure and Barring Service checks must be obtained by Synergy Theatre Project 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 two years old. If disclosure cannot be undertaken due to time restrictions of a project, several references will be checked as part of the Education project, and if this is the only member of staff on the premises, schools will be made aware that it has not been possible to seek a disclosure for the member of staff. In this instance the school must formally agree to have the member of staff on the premises and agree to them being accompanied at all times.
- DBS Checks will be completed using the online service provided by Action HR. Individuals will be required to come into the Synergy Office with their ID documents.
- Each member of freelance staff will be expected to sign a contract in adherence to Synergy's protection policies, procedures and code of conduct.
- All Synergy staff and freelance team will be required to undertake the NSPCC Introduction to Safeguarding online course and/or an Introduction to Safeguarding Course with London Youth. This training will be refreshed every 2 years.

1.9.2 Recruitment of prisoners and ex-prisoners

When recruiting prisoners and ex-prisoners to work with children, young people or vulnerable adults in the organisation, in order to prevent unsuitable people working, we will ensure that:

- All current prisoners involved with the Learning & Engagement (Young People) will be serving time in a Category D (resettlement) prison where they are deemed "reasonably trusted to serve their sentences in open conditions"¹ and encouraged to gain work experience within the community.
- All ex-prisoners involved with the Learning & Engagement (Young People) programme will be known to (and trusted by) Synergy Theatre Project through past prison projects and Education tours, when they themselves have been prisoners.

¹ Source: www.parliament.uk/briefing-papers/SN05940.pdf, 7 Oct 2013
Updated January 2026 (Review due: January 2027)

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- Once involvement in the project has been requested by a current prisoner, Synergy Theatre Project will liaise with prison staff to ensure both victim and prisoner rights are not affected, and that crimes are of a nature which will not cause any conflict of interests or danger to any project participant or stakeholder.
- Priority will be given to those interested in youth and community work, and those who are studying a related qualification whilst in prison.
- Due to the nature of the Education work each school will be made aware both verbally and formally that the cast and crew of each production is made up of ex- and current prisoners, and agree to receiving them onto school grounds and making parents aware of the visit as and when necessary. Details of conviction will be provided on request and with agreement of ex-prisoner facilitator.
- Each ex/prisoner will be expected to sign a contract in adherence to Synergy's protection policies, procedures and code of conduct.
- Every staff member, regardless of criminal record will be required to complete a DBS check, if appropriate. It is the responsibility of the Learning and Engagement Manager to assess the convictions listed on these checks and, with support from DDSL's, decide if they are appropriate to work with young people.

1.10 Training

Synergy Theatre Project 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 and procedures.
- Particular skills training.
- Comprehensive Child Protection induction and formal NSPCC online training.
- Additional raining may be available on request or as something becomes available/relevant.

1.11 Other Synergy Theatre Project policies

The Child Protection Policy must be read in conjunction with Synergy Theatre Project's:

- Equal Opportunities Policy
- Safer Recruitment Policy
- Complaints and Grievance Policy and Procedures
- Disciplinary Policy and Procedures
- Whistle Blowing Policy
- Health and Safety Policy
- Recruitment of Ex-prisoners.

Additional recommendations for Health and Safety in arts practice include:

- Groups should not have more than 25 participants.
- An appropriate number of legally responsible adults are present.
- 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.

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- 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.
- The artists/arts facilitators should know the evacuation procedures 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.
- The group guidelines on the use of social media must be adhered to at all times. **See Appendix 8 for Synergy Theatre Project's Learning & Engagement programme guidelines for social networking.**

1.1.1 Whistle-blowing and complaints procedures

Synergy Theatre Project 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. The designated person is Siân Henderson, Learning and Engagement Manager (Young People), sian@synergytheatreproject.co.uk

2. Response Procedures

Synergy Theatre Project 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 and what behaviour to look out for.

2.1 Responding to a child disclosing abuse

- If possible, move to a quiet space, free of distractions.
- Stay calm and be patient. Allow the child's voice to be heard.
- 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. Do not promise to keep it a secret.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. Do not pass judgement and avoid 'quizzing' the child.
- Listen carefully to what is said.
- Allow the child to continue at his/her own pace.
- 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.
- Do not make any promises that you cannot keep.
- As soon as possible after the disclosure, 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 safeguarding person (as listed earlier in the document).

REMEMBER: The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. We are not acting as detectives.

Deciding whether abuse has occurred is a task for the professional child protection agencies, following a referral to them of concern about a child.

If something traumatic is divulged to you remember to seek support for yourself if you need it.

Agencies such as NSPCC and Childline will be able to help you. However, anything that has been divulged must be kept confidential.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need-to-know basis and in some cases, only by authorised personnel. People who may need to be informed:

- The person making the allegation
- The Designated Safeguarding Lead at Synergy Theatre Project.
- The Designated Safeguarding Lead at the partner organisation (if working in school, prison, youth setting)
- The parents of the person alleged to have been abused (unless this places the child at greater risk as described previously). This will only be shared with them by an authorised person.
- Social Services/Police
- The alleged abuser (and parents of the alleged abuser if a child). Only by an authorised person.

2.2 Responding to signs or suspicions of abuse

Please see Appendix 4 for a flow chart on what to do 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.

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. Everything of concern should be recorded, no matter how small.

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 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 Synergy Theatre Project.

Please see Appendix 6 for an example checklist for reporting suspected abuse.

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 General Data Protection Regulation (GDPR) 2018 which requires that information is obtained and processed lawfully, and in a fair and transparent way, that it is relevant, accurate and kept up to date, 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, Synergy Theatre Project complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

Synergy Theatre Project uses an Umbrella Body to process DBS checks. It will therefore only record the date of a Disclosure and its reference number. It does not hold any Disclosures itself, as a matter of good practice:

- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- Copies of DBS certificates shall only be kept for a maximum of 6 months, in a password protected file.
- Relevant information that is legally able to be kept, may be stored in a central, password protected file for the duration of the certificates validity.
- 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, or for the period of contractual work (whatever is longer), to allow for consideration and resolution of any disputes.

APPENDICIES

Appendix 1: Risk management template

Project Name:

Project Leader:

Date Produced:

Participants:

List each risk and identify actions to reduce probability and/or impact

	Risks	Probability H/L	Impact M/S	Actions to reduce probability and/or impact	Due Date	Owner
1						
2						
3						
4						
5						
6						

Appendix 1.1: Risk Assessment Company Checklist for performances and workshops

To be completed by a member of Synergy staff before every performance and/or workshop:

Venue: _____

Date: _____

Performance	Yes/No
Seating – safely secured	
Gangways between seats clear	
Playing space clear of hazards	
Cables – taped down and placed away from seating area	
Fire exits not obstructed and fire exits lights are not covered	
Fire extinguishers, buckets and blankets – make sure Synergy personnel are alerted to location	
Fire drill – make sure Synergy personnel are aware of venue procedure	
First Aider identified	
Floors – clean and dry	
Spare equipment (e.g. ladders), sharp objects and dangerous substances – removed and stored safely	
Personal belongings cleared and locked away	
Radiators and heating sources clear of equipment etc	
Rubbish cleared away	
Sound check completed	
Make sure young people have no access to backstage areas	
Audience filing-in process agreed with teachers	

Workshop	Yes/No
Workshop space clear of hazards/obstructions	
Fire exits not obstructed and fire exits lights are not covered	
Fire extinguishers, buckets and blankets – make sure Synergy personnel are alerted to location	
Fire drill – make sure Synergy personnel are aware of venue procedure	
Venue First Aider identified	
Floors – clean and dry	
Spare equipment, sharp objects and dangerous substances – removed and stored safely	
Any unstable furniture removed, or young people alerted to the hazard	
Access to a telephone in building or mobile phone on person	
Safeguarding team at venue identified and contact details confirmed should anything need reporting	
Maximum numbers adhered to	
Teacher and / or legally responsible adult present	

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

Synergy Theatre Project recognises the need to ensure the welfare and safety of all children.

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

Where possible, Synergy also require the consent of the young person, to ensure they have ownership over their image,

Synergy Theatre Project will 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 Synergy Theatre Project immediately.

I (guardian/carer) consent to Synergy Theatre Project
photographing or videoing (name of child).

Signature:.....Date:

I (name of child) consent to Synergy Theatre Project
photographing or videoing my involvement in (event).

Signature: Date:

Appendix 3: Definitions and signs of abuse

What is abuse?

Government guidelines in 'Working Together to Safeguard Children' and the NSPCC categorise abuse in the following ways:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Domestic Abuse
- Bullying and Cyberbullying
- Child Trafficking
- Female Genital Mutilation (FGM)
- County Lines

What is Physical Abuse?

Physical abuse happens when a child or young person is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness.

Signs can include:

- Bruising
 - o Bruises on babies who are not yet crawling or walking
 - o Bruises on the cheeks, ears, palms, arms and feet
 - o Bruises on the back, buttocks, tummy, hips and backs of legs
 - o Multiple bruises in clusters, usually on the upper arms or outer thighs
 - o Bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
 - o Large oval-shaped bite marks.
- Burns or scalds
 - o Any burns which have a clear shape of an object, for example cigarette burns
 - o Burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times. If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated.

It's also concerning if there is a delay in seeking medical help for a child who has been injured

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.

Emotion abuse could involve:

- Humiliation
- Regular criticism or putting them down
- Shouting, threatening or calling them names
- Mocking a child or making them perform degrading acts
- Constant blaming or scapegoating
- Controlling behaviour
- Exposing a child to distressing events or interactions
- Not being positive or encouraging to a child
- Being cold or emotionally unavailable

There aren't usually any obvious physical signs of emotional abuse but you may spot changes in a child's actions or emotions.

Some children are naturally quiet and self-contained whilst others are more open and affectionate.

Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- Be overly-affectionate towards strangers or people they haven't known for very long
- Not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- Lack confidence or become wary or anxious
- Be unable to play
- Be aggressive or nasty towards other children and animals

Older children may:

- Use language, act in a way or know about things that you wouldn't expect for their age.
- Struggle to control strong emotions or have extreme outbursts.
- Seem isolated from their parents.
- Lack social skills or have few, if any, friends.
- Fear making mistakes.
- Fear their parent being approached regarding their behaviour
- Self-harm.

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.

As young people spend more time online, there is a rise in online sexual abuse. This can include:

- Persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- Having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or

videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Signs of sexual abuse can be physical and non physical. Physical signs that a child has suffered sexual abuse can include:

- Anal or vaginal soreness or itching
- Bruising or bleeding near the genital area
- Discomfort when walking or sitting down
- Sexually transmitted infections (STI)
- Pregnancy.

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example:

- They could use sexual language or know things about sex that you wouldn't expect them to
- They might become sexually active or pregnant at a young age.

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, the failure to ensure access to appropriate medical/dental care or treatment, making sure a child receives a suitable education or meeting the child's basic emotional needs (emotional neglect)

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem. Some of these include:

- Children who appear hungry
- Children who appear dirty or smelly
- Children whose clothes are inadequate for the weather conditions
- Children who are left alone or unsupervised for long periods or at a young age
- Children who have untreated injuries, health or dental problems
- Children with poor language, communication or social skills for their stage of development
- Children who live in an unsuitable home environment.

What is Child Sexual Exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013). Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Some signs of CSE may include:

- Young people go missing from home, care or education
- YP may be involved in abusive relationships
- YP hang out with groups of older people
- YP may be involved in gangs or anti-social groups
- Older boyfriends or girlfriends

- Spending time at places of concern, such as hotels or known brothels
- Being involved in petty crime such as shoplifting
- Having access to drugs and alcohol
- YP have new things such as clothes and mobile phones, which they aren't able to easily explain

What is Harmful Sexual Behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB can include: using sexually explicit words and phrases, inappropriate touching, using sexual violence or threats, sexual activity with other children or adults.

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

What is Domestic Abuse?

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety
- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

What is Bullying and Cyber Bullying?

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Signs of bullying include:

- Verbal abuse, such as name calling
- Non-verbal abuse, such as hand signs or glaring
- Emotional abuse (such as threatening, intimidating or humiliating someone)
- Exclusion (such as ignoring or isolating someone)
- Undermining (by constant criticism or spreading rumours)
- Controlling or manipulating someone
- Racial, sexual or homophobic bullying
- Physical assaults
- Making silent, hoax or abusive calls.

Signs of cyber bullying include:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos

- 'Trolling' (sending menacing or upsetting messages on social networks, chat rooms or online games)
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts (hijacking or stealing online identities to embarrass a young person or cause trouble using their name).

It can be hard to tell if a young person is being bullied but some signs to look out for include:

- Belongings getting 'lost' or damaged
- Physical injuries such as unexplained bruises
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Not doing as well at school
- Asking for, or stealing, money (to give to a bully)
- Being nervous, losing confidence or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others.

Another factor to consider in young people's online safety is disinformation, misinformation and conspiracy theories. Disinformation is the deliberate creation and spread of false or misleading content, such as fake news. Misinformation is the unintentional spread of this false or misleading content (Cabinet Office, Department for Science, Innovation and Technology, 2023).

What is Child Trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Child trafficking can also be organised by individuals and the children's own families and traffickers can use grooming techniques to gain the trust of the child.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014).

Children who have been trafficked may:

- Have to do excessive housework chores
- Rarely leave the house and have limited freedom of movement
- Not have any documents (or have falsified documents)
- Give a prepared story which is very similar to stories given by other children
- Be unable or reluctant to give details of accommodation or personal details
- Not be registered with a school or a GP practice
- Have a history with missing links and unexplained moves
- Be cared for by adults who are not their parents or carers
- Not have a good quality relationship with their adult carers
- Be one among a number of unrelated children found at one address

There are also signs that an adult is involved in child trafficking, such as:

- Making multiple visa applications for different children
- Acting as a guarantor for multiple visa applications for children
- Having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired.

What is Female Genital Mutilation?

Female genital mutilation (FGM) is the partial or total removal of external female genitalia, there are no medical reasons to carry out FGM. It is dangerous and a criminal offence and may also be known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- Missing school repeatedly or running away from home.

A child who has had FGM may:

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment or fear.

What is County Lines?

County lines is a type of criminal exploitation. Urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns. Children and young people may be criminally exploited in multiple ways including child sexual exploitation, trafficking, gang and knife crime.

Phrases that young people may use to refer to county lines include:

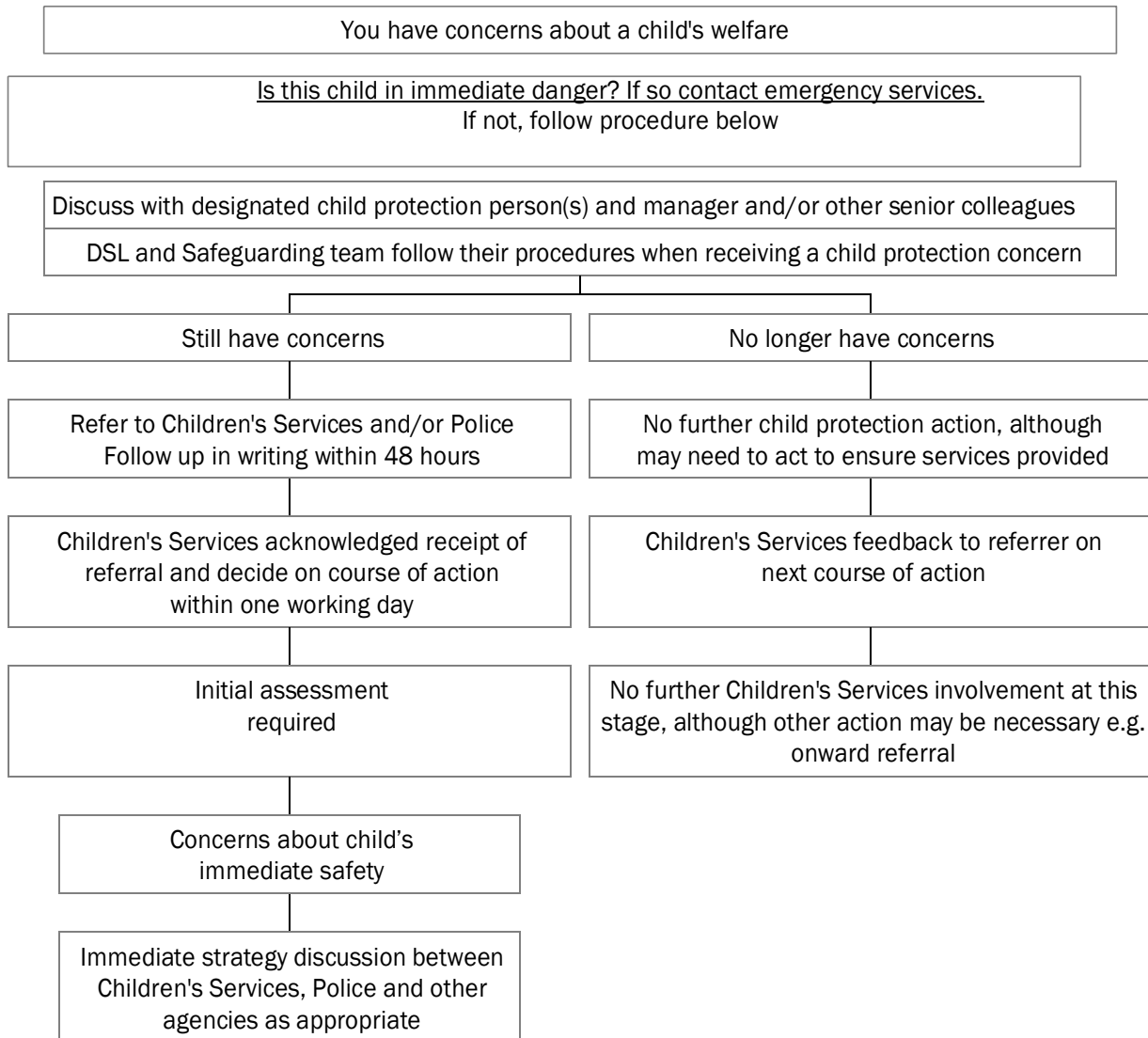
- 'running a line',
- 'going OT/out there'
- 'going country'
- 'going cunch'.

County Lines gangs often 'cuckoo'. Cuckooing happens when a gang takes over the home of a vulnerable adult by coercion or force, and uses it as a base to deal drugs from. A cuckooed address is sometimes referred to as a 'trap house', 'bando' or 'spot' by county lines gangs.

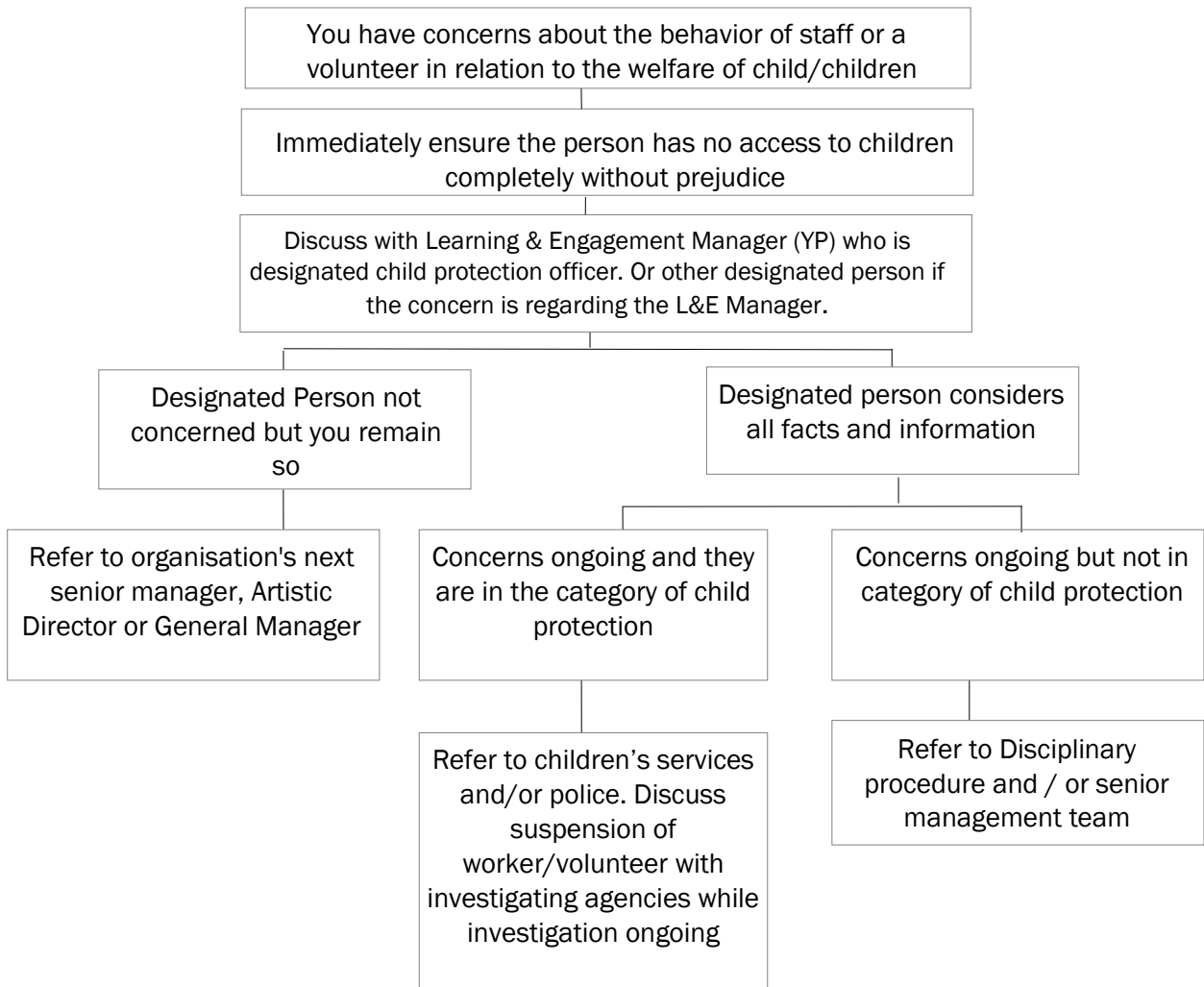
The signs of involvement with county lines in young people are similar to that of other types of exploitation:

- Going missing or frequent travel to different parts of UK
- Being unwilling to explain their whereabouts
- Changes in mental health
- Use of drugs or alcohol
- Increased or excessive time online or on phone
- Experiencing online abuse
- Receiving expensive or valuable gifts or money or possessions that they are unable to account for (phones, trainers etc.)
- Carrying weapons
- Multiple phones
- Unwilling to leave bag unattended
- Unexplained injuries
- Dishevelled appearance or physically unwell

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



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



Appendix 6: Checklist for reporting suspected abuse

Name of child/vulnerable adult:

Date of birth:

Religion:

Ethnicity:

First Language:

Disability:

Any special factors?

Guardian/carers name(s)

Home address and phone number (if available)

Are you reporting your own concerns or passing on those of somebody else?

Brief description of what has prompted the concerns: include dates, times etc of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? If so, give details.

Your name and position:

To whom reported and date of reporting:

Signature

Today's date

Appendix 7: Protection of vulnerable adults

Definition of a vulnerable adult

A vulnerable adult is someone who is aged 18 years or over who are or may be in need of extra emotional support and protection, or 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.

A vulnerable adult 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.

Appendix 8: Synergy Theatre Project's Learning & Engagement guidelines for mobile phone usage and social networking

Introduction

- Synergy Theatre Project's Learning & Engagement team use social networking (such as WhatsApp, Instagram, Facebook and Twitter) to promote events, ticket offers, competitions, summer schools, workshops etc to its participants.
- Synergy staff may also send text messages or WhatsApp messages to young people as reminders or a way of sharing information.
- Social media is also useful to share our work and to maintain connections between group participants and form a legacy network after an event or course.
- It is also possible to market and interact on behalf of Synergy Theatre Project's Learning & Engagement programme via other companies' social media platforms, e.g. Southwark Playhouse's Facebook page.
- The Learning & Engagement Programme's key objectives for social media use:
 - Communicating with our beneficiaries
 - Legacy relationships with participants of projects or courses
 - Maintaining awareness of our activities and celebrating success
 - Encouraging repeat engagement with individuals
 - Encouraging loyal advocates and ambassadors for Synergy Theatre Project's Learning & Engagement programme

Ground rules and best practice for Learning & Engagement staff and project facilitators

- Always use official Synergy Theatre Project profiles rather than personal accounts or set up a new account for a particular event. Profiles and accounts must be set up by members of Synergy staff, not freelancers.
- No staff member should ever become friends with or connect personally with participants, particularly young people.
- Whatsapp and text messages must be sent on a Synergy Theatre Project registered work telephone.
- Unless Young People are aged over 11, staff will avoid having Young People's personal mobile phone numbers and will instead seek contact via a parent, guardian or carer. Staff will not attempt to make direct contact with Young People without consent from parents.
- Texts will be used for communicating information to Young People and not to engage in conversation.
- Be vigilant about privacy settings (e.g. using closed groups on Facebook, and restricting admin settings).
- Any posts on social media must be conversational, friendly and informative.
- Employ the standards of presentation and accuracy you would normally employ in email communication to all social media communication.
- Encourage colleagues to engage with your social media activity but strictly restrict admin status.
- Discuss social networking with groups of young people so as to give them a few ground rules about representing Synergy Theatre Project online and let them know you can help with any issues.
- Never disclose via social media:
 - Offensive or inappropriate pictures or comments about Synergy Theatre Project, its participants or its staff

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- Confidential information about Synergy Theatre Project, its participants or its staff. Information that could embarrass you, your colleagues, your participants or Synergy Theatre Project
- Confidential personal information about yourself.
- Comments or material which could damage Synergy's reputation
- Company logos without written consent

Concerns to be aware of

- Representing Synergy Theatre Project's Learning & Engagement programme 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 Synergy Theatre Project's Learning & Engagement programme
- 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 Learning & Engagement Manager (YP). 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.
- 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.

Child Protection Policy, Procedures and Codes of Practice

I confirm that I have read and understood the Company's **Child Protection Policy, Procedures and Codes of Practice.**

Name: _____

Signature: _____

Date: _____

Appendix 9: Risk Assessment for online working

Video group sessions (Upon completion, this form should be checked by your manager)

Assessment created/updated on:

Undertaken by (print name):

Position:

Hazards: (e.g. related to: setting, activity, travel, accommodation, behaviour, weather)	Associated Risks: (e.g. risk of injury, domestic violence, illness)	Who is at Risk? (e.g. candidates, children, volunteers, staff)	List existing controls. Identify action needed for risks for which these controls are not adequate: (e.g. Agreements re: behaviour,, accident procedures, staff response)	Responsibility: (could relate to specific staff, adults or groups)
General group involvement; privacy issues	<ul style="list-style-type: none"> - Physical and emotional dangers, including bullying or harassment - Loss of confidentiality - Stress and anxiety - Lack of confidentiality - Images taken and shared without consent 	Staff and candidates. Everyone using video and those living with them (including children)	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>Don't do or say anything wouldn't want made public. No screenshots or recordings unless agreed and made by Synergy staff member.</i> - Synergy staff monitor and advise individuals to turn video off if needed. Can also mute individuals. - *Safety guidelines provided to candidates around privacy (see list at end of RA) 	Facilitators (and individuals attending)
Persons hearing personal information given during session.	<ul style="list-style-type: none"> - Identity theft (by person in session or within earshot). Loss of money - Stress and anxiety - Locations revealed: leading to stalking or violence; physical and/or emotional threat or injury 	Staff and candidates. Everyone using video and within earshot (including children)	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>Don't share personal information</i> - *Safety guidelines provided to candidates around how to avoid accidental sharing of information (see list at end of RA). 	

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<p>Oversharing (of personal circumstances, difficulties, challenges etc.)</p>	<ul style="list-style-type: none"> - Emotional impact on other candidates and staff; individuals upset, affected or triggered. 	<p>Staff and candidates. Everyone using video.</p>	<ul style="list-style-type: none"> - Ground rules stated - as above - Synergy staff monitor and manage. - Meeting lead can mute individuals if necessary. 	
<p>Cyber system security (hackers)</p>	<ul style="list-style-type: none"> - Exposure of information leading to loss of money and computer data, and/or other information stolen and misused. 	<p>Staff and candidates. Everyone using video. Others whose data is held on the computer/s.</p>	<ul style="list-style-type: none"> - Only using known video calling applications with strong security (Zoom, MS Teams, Google Hangouts, Skype). - Manage own privacy settings and ensure security settings are up to date (in safety guidelines provided) - *Safety guidelines provided to candidates around cyber security (see list at end of RA) 	
<p>Uninvited/unknown guests</p>	<ul style="list-style-type: none"> - Exposure, abuse - Lack of confidentiality - Stress, anxiety, unease etc. 	<p>Staff and candidates. Everyone using video and those living with them (including children)</p>	<ul style="list-style-type: none"> - Sessions password protected - Joining details only sent to candidates (i.e. not included in wider communications such as social media) - Candidates asked not to share link with others - Synergy staff present to ensure they recognise all guests and to remove unknown guests. 	
<p>Content and discussion triggering MH issues</p>	<ul style="list-style-type: none"> - MH decline; depression, suicide, anxiety, PTSD - Others upset/affected from seeing or hearing. 	<p>Staff and candidates. Everyone using video and those living with them (including children)</p>	<ul style="list-style-type: none"> - Ground rules stated at start of session; <i>This session isn't for sharing your personal challenges. Talk to your Engagement or Recruitment Consultant 1:1.</i> - Synergy staff monitor and manage. - Meeting lead can mute individuals if necessary. - Follow up with anyone notably affected and offer support to others through follow up. 	
<p>Domestic violence (occurring during meeting)</p>	<ul style="list-style-type: none"> - Others witness and are distressed / affected - Abuse and injury (physical or emotional) 	<p>Staff and candidates. Everyone using video and</p>	<ul style="list-style-type: none"> - At new registrations, discuss safety (page 1) in relation to DV and group video calls. Discuss & assess if safe. - Candidates screened at registration. 	

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<p>Substance misuse (effects observed during meeting)</p>	<ul style="list-style-type: none"> - Shame and humiliation; MH affected. - Withdrawal from further services and support. 	<p>those living with them (including children)</p>	<ul style="list-style-type: none"> - Meeting lead can mute individuals if necessary (and turn on video) - Follow up with individual/victim and all witnesses. 	
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Further details (e.g. additional/general measures to mitigate risks)

Synergy to produce safety guidelines for using video chat and circulate to candidates and staff.

Keep yourself and others safe when you're video calling online:

- Don't do or say anything you wouldn't want made public.
- Don't take or share screenshots or recordings
- Check your computer's privacy settings to ensure maximum security
- If you have cyber security software installed, ensure it's up to date (check for free ones if you don't have any)
- Don't share personal information (including being mindful of what's in your video background)
- Ensure that your video login/profile/name doesn't reveal anything personal, such as your DOB (you can use a pseudonym instead of your name too)
- Be mindful of who is in your household and consider whether it is appropriate and safe for you to take part (only take part if it's safe to do so)
- Turn your video off and/or mute your microphone if you need to or if you have specific concerns
- Do not invite others to the video call and do not share links given on social media nor privately.