

HQ Theatres & Hospitality

Safeguarding Policy Information at a glance

This information is taken from the HQ Theatres & Hospitality Safeguarding Policy 2021, updated in March 2021 (Safeguarding Children, Young Persons and Vulnerable Adults). **The full policy, together with reporting and referral procedures and incident reporting forms, are available from any permanent member of staff, or via the Company's website.**

HQ Theatres & Hospitality ('the Company') recognises that live theatre and the entertainment industries can have a very powerful and positive influence on anyone who comes into contact with them. Not only does a performing arts environment provide opportunities for enjoyment and achievement; it also helps to develop valuable qualities such as self-esteem, leadership and teamwork. Most Vulnerable Persons participate happily and safely in arts activities. (The term "Vulnerable Persons" includes adults). The Company recognises that it has a duty of care to safeguard all Vulnerable Persons with whom Company Personnel come into contact in the course of Company business. The Company interprets its safeguarding responsibilities as taking all reasonable measures to ensure that the risks of harm to Vulnerable Persons using Company premises or engaged in Company activities are minimised.

The Company has a legal and moral obligation to ensure that, when given responsibility for Vulnerable Persons, all staff members (including managers and senior executives), agency staff, students, apprentices, external partners and contractors, teachers, carers, chaperones, parents/legal guardians, volunteers and artistes accept their responsibilities to safeguard Vulnerable Persons from abuse, attempted abuse or neglect.

The Company will:

- take appropriate action if a concern about the welfare of a Vulnerable Person is brought to the Company's attention;
- seek to protect Vulnerable Persons from abuse by providing a safe environment when they use Company premises; and
- ensure that Vulnerable Persons are supervised appropriately.

Company Personnel:

- The Company's Lead Safeguarding Officer (LSO) is the Chief Operating Officer of the Company and is responsible for co-ordinating the work of Safeguarding Officers and Responsible Persons.
- Venue Directors or Theatre Directors (Theatre Safeguarding Leads – TSLs) are the local business managers of each theatre / venue and have venue-level strategic safeguarding responsibilities, which include managing safeguarding authority partnerships, managing local venue safeguarding communications and appointing and managing an individual to act as Safeguarding Officer (SO).
- Safeguarding Officers (SOs) and Deputy Safeguarding Officers (DSOs) are the operational leads responsible in their own venues for advising Responsible Persons and External Contractors / Partners on all matters pertaining to Safeguarding.
- Chaperones are responsible for the safety and welfare of the Vulnerable Persons assigned to them.
- Responsible Persons (RPs) are the Company's staff designated to undertake 'regulated activity' and/or freelancers under controlled circumstances as set out in the freelancers guidance notes. They are responsible for reporting any concerns brought to their attention.

External Partners and Contractors:

- External Partners and Contractors who hire, use or are engaged to perform in any of the Company's venues and are working with Vulnerable Persons may so hire, use or perform on the Company's premises on the strict condition that they have their own written Safeguarding Policy and procedures.

- The Company reserves the right to request sight of such documentation at any point during the External Partner's / Contractor's involvement with the Company.

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- If the External Partner's / Contractor's own policy is considered by the Company to be inadequate, then this Policy will supersede the External Partner's / Contractor's policy and will be binding on the External Partner / Contractor.
- **Photography & Filming:** Equipment intended solely for taking photographs or recording film or video is not allowed on Company premises unless the operator has been given prior permission by the Venue Director / Theatre Director or Marketing Manager or Hirer.
- Professional photographers and/or filming or video operators who wish to record an event in which a Vulnerable Person is participating will be required to seek prior permission by submitting a written request to the Venue / Theatre Director or Hirer.
- The Company will seek prior permission from the Carer of a Vulnerable Person if the Company wishes to use photographic or film material for marketing, promotion or web-site purposes.

Safeguarding Standards of Conduct: (refer to the full policy for the complete list and supporting information)

Do:

- Treat all Vulnerable Persons with dignity and respect.
- Make the welfare of Vulnerable Persons a top priority.
- Work in an open environment, avoiding private or unobserved situations.
- Ensure that wherever possible there is more than one adult present during activities with Vulnerable Persons. Where this is not possible, invite the Vulnerable Person to bring a friend with him or her, or move into the view of others, or leave the door open. □ Ensure records are kept of any injury that occurs

Do not:

- Share a dressing room with a Vulnerable Person or invite him/her into a private office
- Engage in inappropriate physical, verbal or electronic contact with Vulnerable Persons.
- Offer a lift to a Vulnerable Person outside of agreed activities and permissions.
- Arrange meetings with a Vulnerable Person outside work.
- Accept 'Friend' requests on social networking sites from Vulnerable Persons you have met during the course of undertaking work duties, or with whom you conduct a professional relationship.
- Assume it is safe to adopt common sense when policy or practice suggests another, more prudent approach.

The Company's Lead Safeguarding Officer is Alvin Hargreaves (Chief Operating Officer).

- This is the person you need to speak to if you receive an allegation of suspected or actual abuse of Vulnerable Person, or a behaviour that threatens the well-being of a Vulnerable Person.

Beck Theatre's Safeguarding Officer [SO] is Charlotte Young, Creative Learning Officer.

The Deputy Safeguarding Officer [DSO] is Kaishia Welsh, Theatre Administrator

- These are the members of the team you need to speak to if you are concerned about quality of care or a practice relating to a Vulnerable Person.

I confirm I have received, read and understood this Summary Guidance on Safeguarding;

Signed:

Print Name:

Date:

Updated August 2021