



# Guernsey Amateur Dramatic & Operatic Club ('GADOC')

## Safeguarding Policy, Procedures & Code of Conduct

(January 2022)

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## Glossary

Child	Means any person under the age of 16.
GADOC	The Guernsey Amateur Dramatic and Operatic Club a Guernsey registered company (39107) which is limited by guarantee with registered office at The Rink, Rue Des Monts, St Sampson, Guernsey GY2 4LP.
Member	Any person who has completed a valid membership application and has been approved for membership by the Committee.
Parent	To include any parent, guardian or carer of a child or young person.
Young person	Any person between the age of 16 – 18.

Version Control		
1.0	Initial Version	Approved January 2022

## 1. SAFEGUARDING POLICY

Safeguarding is an overarching term that incorporates all activities that seek to protect every child, young person or adult from harm, abuse, neglect and exploitation regardless of their age, disability, gender, race, religion or belief, sex or sexual orientation (**'Safeguarding'**).

Safeguarding is a legal obligation and therefore is everyone's business. In its broadest terms, abuse can happen to anyone, anywhere, anytime and responsibility for dealing with it therefore lies with us all as members of the public and members of GADOC.

GADOC members represent a diverse section of our local society. GADOC recognises that it has a duty of care to safeguard Members from harm and therefore it is fully committed to protecting Members against significant harm and exploitation.

In order for GADOC to achieve the aims of the Safeguarding Policy, it must:

- Adopt and enforce this Safeguarding Policy and periodically (at least biannually) evaluate its effectiveness;
- Ensure all Members are aware of the Safeguarding Policy;
- Ensure all Members have access to the Policy at all times (via the GADOC website);
- Ensure that a Safeguarding Officer is appointed to ensure the Safeguarding Policy is implemented and enforced;
- Ensure all Members are aware of who the nominated Safeguarding Officer is (or their alternate) and how they can be contacted to raise any concerns;
- Ensure all Members are able to understand what abuse is and the many forms it can take;
- Ensure all Members understand their legal and moral obligations under this Safeguarding Policy;
- Promote the welfare of children, young adults and vulnerable adults partaking in productions and ensure that Members understand that GADOC takes their welfare seriously and wants them to enjoy and feel safe being part of a production;
- Ensure all Members are respected and valued regardless of who they are;
- Ensure there is a culture where all Members should feel at liberty to share concerns about abuse;
- Ensure that for those Members who hold certain roles/positions (as agreed from time to time by the Committee and/or Members and detailed in the procedures) appropriate vetting procedures are carried out;

- Ensure all Members understand that GADOC will take seriously and respond swiftly and appropriately to all suspicions and allegations of abuse which may include the sharing of information with external parties who need to know.

This policy and the accompanying procedures and code of conduct (the 'Safeguarding Policy') therefore applies to all GADOC Members.

To be clear, the Safeguarding Officer acts as an appropriate point of contact and is not trained to deal with situations of abuse nor are they in a position decide whether or not such abuse has occurred. Their role is to be a single point of contact and to follow the terms of the policies and procedures as agreed by the Committee and to ensure that any such concerns are raised with the appropriate external bodies where appropriate.

The nominated Safeguarding Officer for GADOC is currently

**Sarah Hicks**

Tel: 07781 446714

Email: [safeguarding@gadoc.org.gg](mailto:safeguarding@gadoc.org.gg)

**Alternatively, please contact either the Chair or Vice Chairperson.**

## **2. SAFEGUARDING PROCEDURES**

### **2.1 Responsibility for Policy**

It will be the responsibility of the Committee to:

- i. Review the Safeguarding Policy at least every 2 years to ensure fit and proper;
- ii. Propose & approve any updates to the to ensure the Safeguarding Policy remains effective;
- iii. Ensure the communication of this Safeguarding Policy to the membership as well as any subsequent updates or amendments;
- iv. Ensure that the Safeguarding Policy is available at all Members at all times on the GADOC website.
- v. Arrange training for the Committee Members and any other member as deemed appropriate (in respect of this Safeguarding Policy and/or safeguarding generally).

### **2.2 Member Recruitment**

#### **2.2.1 Adult Members**

- i. When recruiting new Club members, prospective members are required to be proposed by an existing adult Club Member who has been a member for at least 2 years, and then all memberships are considered and if deemed appropriate approved by the Committee. In proposing a person for membership, the existing Club Member confirms that they know of no reason why the individual should not have contact with children or vulnerable adults.
- ii. The Membership Application form will include reference to the Safeguarding Policy and guide new Members where to find it. The Membership Application will also contain and affirmation that the new Member is aware of the Safeguarding Policy and agrees to adhere to its terms.
- iii. For persons who are new to the Island and are unable to meet the minimum 2-year requirement noted in i) above, the Committee will require a reference from a previous club/organisation to confirm that such persons are deemed appropriate for membership.

#### **2.2.2 Junior Members**

- i. All prospective Junior members must have their membership application form signed by a parent in addition to the proposer(s);
- ii. A summary of the GADOC Child Protection Policy and these procedures will be included in the New Member Welcome Pack.

## **2.3 Vetting**

We acknowledge that GADOC is a voluntary organisation and that it does not employ anyone directly to undertake its purpose. GADOC is a local registered charity and relies entirely on members of the public to become members and assist with the wide variety of activities that are required to put on local productions.

Members of the public may apply to become a Member (as detailed above), such membership is then considered and approved by the GADOC committee. There is no formal vetting of new or existing Members undertaken by the Committee, other than as set out below.

GADOC acknowledges that some of the roles that people undertake will automatically require closer contact with other members including children. These include directors, choreographers, musical directors, musicians, performers, costume makers, properties, set builders, stage crew, chaperones.

The following roles will automatically be subject to an enhanced disclosure check before such roles are performed and GADOC will cover the cost of such checks:

- Chaperone
- Safeguarding Officer
- Children's Coordinator (if not a chaperone or the Safeguarding Officer)
- Stage Manager
- All stage crew

The GADOC Committee will also make available police checks for anyone in a position of responsibility for a production, should they so wish. However, this is not compulsory due to the robust chaperone procedures in place.

## **2.4 Selection of material and scheduling**

### **2.4.1 Selection of Material**

When selecting material to be performed by GADOC Members which will involve children, the GADOC Committee should consider the following:

- 1) How many children and of what age?
- 2) Does the scheduling of the production coincide with significant exam periods;
- 3) Is the material selected suitable for children to take part in? (See below)
- 4) Has a Children's Co-Ordinator been identified for the Production?

### **2.4.2 Suitability of material**

It is noted that sometimes character behaviour exhibited in plays can contravene the GADOC Safeguarding Policy (e.g., excessive swearing, sexual content). Should this be the case, information detailing the content of these scenes and how this will be addressed during rehearsal should be made available PRIOR to any auditions. In these instances, parents will be required to submit written permission for their child to audition for the production.

## **2.5 Photography / videos & social media**

GADOC acknowledges that it may use photography and filming in aid of its audition, rehearsal, promotion purposed as well to maintain its historical records.

GADOC also recognises it has a duty of care to protect its member and that all Members have the right to decide whether their images are taken and how they are used. Consent to use images is only meaningful when the members understand how images will be taken, used, stored and disposed of. Members also must understand that they have the right to withdraw their consent at any time.

GADOC also recognises, especially where children are concerned, the risks associated with their images being shared on-line. Anyone with any such concerns may speak to the Safeguarding Officer in the first instance.

Each director of a production must ensure that:

- If video or photography is used for any of the purposes noted above, that the intended use, storage and disposal of the images are explained to those concerned.
- Appropriate steps are taken to safeguard the data whether held on club or personal recording devices.
- Once such records have served their purpose that they are deleted
- If images are shared on social media on behalf of GADOC whether in closed groups or publicly, that such images are appropriate (e.g., appropriate clothing) and that personal information is limited (e.g., first names only of children)

It is also acknowledged that those members involved in a production such as the cast, production crew etc will wish to take images etc for personal use. Each director of a production will therefore be responsible:

- To remind all cast and crew to ask others for their consent to be included in video/photography;
- Before posting images on social media, that you have consent from those in the video/photograph;
- Users of social media should check their privacy settings to ensure they understand who has access to view their posts

If GADOC hires in any person to record one of our productions (or any part), the director if require to give the following considerations:

- The individual or company is made aware of the GADOC Safeguarding Policy and their obligation to report any concerns;
- Any individuals who will be conducting the videoing/photography have appropriate police checks before carrying out the work;
- Any individuals at The Rink of Beau Sejour conducting such work should be clearly identified so that Members understand who they are and what they are doing;
- The persons carrying out recordings is advised of the areas they may or may not access in and that no unsupervised access is allowed with children.

## **2.6 Auditions**

The GADOC Safeguarding Policy should be adhered to during all auditions.

- 1) Auditions for children should be undertaken at a set time, which parents are informed of prior to the audition date.
- 2) The Production's Children's Co-ordinator should be present at all auditions involving children. If the Children's Co-Ordinator is a member of the Audition Panel, a chaperone must be engaged to supervise children in the waiting area.
- 3) Children must be signed in and out by the chaperone unless permission has been granted for the child to arrive / depart alone.
- 4) Where appropriate, children can be auditioned in a workshop environment. Where this is not feasible, GADOC must ensure all children feel safe and supported during the audition process.
- 5) Written consent must be obtained from parents or carers if the production will contain material which is unsuitable for children (see above).
- 6) Parents will be informed of decisions promptly after the auditions; these decisions will not be conveyed directly to any children. Members of the audition panel should consider the Behaviour Statement section of the GADOC Safeguarding Policy when making decisions regarding children's casting.

## **2.7 Pre-Production Social Gatherings/Catch up**

Any production involving children should hold a Pre-Production Social Gathering or Catch up BEFORE rehearsals commence. The purpose of this is:

- To introduce parents and children to the Production Team (director, choreographer, musical director, stage manager etc) and GADOC's Child Protection Officer.
- To explain about GADOC's Safeguarding Policy and where to find out further information if required.
- To outline the behaviour expected from all participants in a GADOC production.
- To obtain written consent for the child to take part in the production.
- To obtain emergency contact details and relevant medical information.

The format of this meeting will depend on the number of children involved. It will be led by GADOC's Safeguarding Officer and /or the show's Children's Co-ordinator and the Production's Director. Any parent or carer unable to attend the meeting will be provided with the necessary consent documents and details of the rehearsal schedule.

## **2.8 Supervision Ratios**

The following minimum adult to child ratios should be adhered to at all times:

Rehearsals:

- Children Under 12 – 1:16
- Children 12 to 18 – 1:30

Rehearsals at the Theatre and Performances:

- Children under 10 – 1:8
- Children 11 to 14 – 1:12
- Children 15 to 18 – 1:15

Providing supervision should be the sole task of the individual selected. It is therefore inappropriate for the Director or a member of the cast or crew to undertake this role at the Theatre.

## **2.9 Children’s Co-ordinator and Chaperones**

It is essential that any child taking part in a GADOC activity is properly supervised to ensure their safety and enjoyment. It is therefore necessary to recruit a Children’s Co-Ordinator and Chaperones for ALL productions involving children.

### **2.9.1 Children’s Co-Ordinator**

The Children’s Co-Ordinator will be responsible for overseeing all aspects of children’s participation in a GADOC activity. Their duties and responsibilities will be as follows:

- Undertake a Guernsey Enhanced Disclosure PRIOR to beginning work on any production as Children’s Co-Ordinator.
- Meet with the production Director and GADOC Safeguarding Officer before to auditions to discuss the child protection requirements.
- Attend auditions make sure that children are properly supervised and audition practices are in line with GADOC’s Safeguarding Policy.
- Advise on casting where appropriate.
- Assist in the organisation and attend the production social gathering/catch up.
- Ensure that all the necessary signed consent documentation is received prior to rehearsals commencing.
- Hold all emergency contact details and relevant medical information and bring it with you to every rehearsal involving children. When the production moves into Theatre this information will be passed to the Stage Manager.
- Attend every rehearsal where children will be present. If you are unable to attend a rehearsal, you should make arrangements for a chaperone to attend and cover the requirements of the Children’s Co-Ordinator.
- Sign all children in and out of every rehearsal.
- Remain at the rehearsal venue until all the children have been collected.
- Keep parents up to date with any schedule change
- Recruit and schedule chaperones for all rehearsals and performances at the Theatre.
- Attend or arrange for a chaperone to attend any media call (e.g., photo shoot, radio interview) which involves children if necessary.
- Report any problems or concerns to the GADOC Safeguarding Officer.

## **2.9.2 Chaperones**

Chaperones are essential in ensuring that children are properly supervised and safe during rehearsals and performances at the Theatre. Their duties and responsibilities are as follows:

- Undertake a Guernsey Enhanced Disclosure PRIOR to beginning work as a chaperone.
- Attending at least two rehearsals prior to moving to the theatre in order to see the production and meet the children.
- Arriving at the Theatre 15 minutes before the children and not leaving until all the children have been collected.
- Signing all children in and out.
- Supervising young people when working with any technicians or theatre staff requiring close contact, e.g., sound engineers fitting radio microphones
- Ensure that correct dressing room procedures are adhered to (see below).
- Report any problems to Children's Co-ordinator.
- Report any Child Protection concerns to the Child Protection Officer.

## **2.10 Rehearsals and Production Considerations**

- 1) Children must be dropped off no more than 15 minutes prior to the start of a rehearsal. They must be collected no later than 10 minutes after a rehearsal has finished.
- 2) Parents should be advised of all rehearsal times in advance and schedules should be stuck to as closely as possible.
- 3) Timings and length of rehearsals should take into consideration the age of the children involved.
- 4) Costumes should be well fitting and suitable for the age of the child. Children should not be asked to wear anything that would be considered inappropriate without parental and child consent.
- 5) Children required to try on costumes during the course of rehearsals should be provided with a suitable screened off area with proper oversight/management by the Children's Co-ordinator or chaperones.

## **2.11 Performances and rehearsals at the Theatre**

### **2.11.1 Drop off & Pick ups**

- 1) Children must be dropped off at the Stage Door no more than one hour before the rehearsal / performance commences unless they have been asked to arrive earlier by the Director or another member of the production team e.g., the choreographer.
- 2) Children should be collected from the double doors by the Saumarez Room promptly at the end of rehearsals and performances.

### **2.11.2 Dressing Room Allocation**

When allocating Dressing Rooms, the following should be considered:

- Children should be separated into the following groups
  - Under 10s (mixed)
  - 10 to 14s (single sex)

- 15 to 18s (single sex)
- Children and adults cannot share dressing rooms (unless children 16 or over and have opted out of the child protection procedure.)
- Age groups and sexes can be segregated in the same room if absolutely necessary through screening off separate areas.
- Supervising adult to child ratios should be adhered to in all dressing rooms.

### **2.11.3 Back Stage Access**

- No one other than members of the cast and crew should be in the back-stage area.
- Members of the audience who wish to visit the cast back stage after a performance will not be admitted to any backstage area where children are changing.
- Children's dressing room access is strictly limited to the Children's Co-ordinator and Chaperones.
- No parents are permitted backstage unless they are working as Children's Co-ordinator or Chaperones on the production.

### **2.12 After Show Parties**

GADOC acknowledges that After Show Parties are an important part of the production and encourages all participating members to attend. When planning an after-show party for productions involving children the following should be considered:

- 1) Children must be supervised by adults in the same ratios as rehearsals at the Rink. Any adult undertaking a supervisory role should remain sober and ensure that children are collected by a parent or carer.
- 2) No adult member of the Club is permitted to provide alcohol to anyone aged under 18 in a public or private party venue.
- 3) Productions involving a large number of children should consider either a separate after show party for children or a lunchtime/afternoon timeframe. Activities and timings should be suitable for the ages of the children involved.
- 4) If a production involves a small group of children in a largely adult cast, a parent or carer of the child should be invited to attend the party in order to supervise their child.
- 5) Any official GADOC After Show Party should adhere to the GADOC Child Protection Policy.

### **2.13 Visiting Companies**

During the One Act Play Festival, GADOC will often play host to other companies who may have children as part of their company. Both the festival guidelines and the application form will include details & the location of the GADOC Safeguarding Policy. By signing the application form, each visiting company will acknowledge that they have read GADOC's Safeguarding Policy and agree to the requirements to report any concerns to GADOC's Safeguarding Officer.

### 3. REPORTING CONCERN

GADOC acknowledges that it wishes to promote the welfare of children, young adults and vulnerable adults taking part in its productions and that it wants to ensure all Members are respected and valued regardless of who they are.

GADOC wishes to create a culture where by all Members should feel at liberty to share concerns about abuse and there will be no retribution for making a report.

#### 3.1 Self reporting

If any of the following incidents occur, any Member is required to report this immediately to the Safeguarding Officer or their alternate (the Chair or Vice Chair) so that it may be recorded. It may also be appropriate to ensure that any parent be informed:

1. If you accidentally hurt a child;
2. If a child seems distressed in any manner;
3. If a child appears to be sexually aroused by your actions;
4. If a child misunderstands or misinterprets something you have done.

#### 3.2 Disclosure, Suspicion or Allegation of abuse

GADOC recognises that it has a duty to act on disclosures, suspicions or allegations of abuse and that the safety of children, young adults or vulnerable adults overrides any doubts, hesitations, or other considerations.

Members are likely to be in one of three positions when it comes to having to report suspected abuse;

1. They received a direct disclosure from a child, young adult or vulnerable adult (**'Disclosure'**);
2. They received information of or see first-hand through behaviour, physical condition or appearance and suspect that someone may be being abused (a **'Suspicion'**); or
3. They witness an act which may constitute abuse (an **'Allegation'**).

In all three scenarios, a member is required to make a report to the Safeguarding Officer as soon as reasonably possible. The following is some guidance on what to do in such scenarios.

##### 3.2.1 Disclosure

If a person confides in you:

###### Receive

- Listen carefully to what is being said, whilst remaining calm, approachable and open to what is being said;
- Do so without showing shock or disbelief;
- Accept what is said and react calmly so as not to frighten the person.

###### Reassure

- Reassure the person but only so far as is honest and reliable;
- Ensure the person understands that you are taking what they are saying seriously;
- Tell the person that they are not to blame and that talking about it is the right thing to do;

- Do not make promises you cannot keep, particularly about keep the information a secret. The person must understand that you the information will be kept highly confidential but that the Safeguarding Officer must be informed about the disclosure.

#### **React**

- React to the person only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate the person for full details;
- Do not ask leading questions.

#### **Record**

- Make notes of the disclosure as soon as possible after the disclosure;
- Do not discard any note made of the disclosure, even if you make summary notes before completing a more comprehensive note. These may be required by Court;
- Ensure the notes contain the time, date, location, persons present, exact phrases used by the person and any observations you may have had e.g., behaviour, physical condition etc

#### **Report**

- Ensure that a report is made to the Safeguarding Officer as soon a practicably possible after the disclosure has been made in the manner detailed below.

### **3.2.2 Suspicion & Allegations**

In these instances, the alleged victim will not have made a direct disclosure to a Member. Either a Member will have become suspicious due to information they have become aware / through direct observation of the alleged victim or because they may have witnessed something which may constitute abuse.

Accordingly, only the Record and Report steps noted above are relevant. It is not the responsibility of the Member with the suspicion or allegation to undertake any further investigations, speak to either the alleged victim or abuser, nor is it their responsibility to decide whether or not a child, young adult or vulnerable adult is or had been abused. A Members sole responsibility to properly record these suspicions/allegations and report this as soon a reasonably possible to the Safeguarding officer.

### **3.3 REPORTING A DISCLOSURE. SUSPICION OR ALLEGATION.**

The current Safeguarding Officer is Sarah Hicks and her contact details are:

Tel: 07781 446714  
Email: [safeguarding@gadoc.org.gg](mailto:safeguarding@gadoc.org.gg)

GADOC has drafted a safeguarding report form found at the end of this policy (*which will also be placed on the GADOC website*). The report can be used to either record a Member's notes regarding a disclosure, or details of suspicion or allegation as it contains the basic information required by the Safeguarding Officer for further consideration and onward disclosure.

This method also considered to save time in these time sensitive matters as it will limit the amount of time the Safeguarding Officer has to take making their own notes before being able to consider the information for onward disclosure to external authorities.

It is also encouraged that the disclosing Member call the Safeguarding Officer to make them aware of the situation and the impending submission.

### **3.4 Managing Concerns**

- The Safeguarding Officer will ensure that an Incident Reporting Form (as found at the back of this Safeguarding Policy) has been completed by a Member or by themselves.

The Incident Reporting Form has been designed to try and collect as much relevant information about a concern so as to assist both the Safeguarding Officer and an external agency in making swift decisions about a concern.

- In the first instance, the Safeguarding Officer may wish to contact the Chair or Vice Chair Person to inform them of the concern.
- The Safeguarding Officer or anyone else involved in managing a concern (e.g., the Chair or Vice Chair etc) is expected to properly document any subsequent calls, meetings etc in connection with the concern;
- Such persons are also expected to secure and preserve any other correspondence such as letters, emails or other social media contact.
- A decision on whether or not to report to an external agency should be made within 48 hours of receiving a reported concern and any such decision is to be formally documented/recorded.
- The Safeguarding Officer or any other representative of GADOC must strictly adhere to any advice or instructions given by the external party to whom the concern was made. Any such actions must also be formally documented.
- All such documents noted above will be collated at the end of the matter and be centrally stored in a secure filing cabinet (under the control of the Committee) for safe keeping. AN electronic copy will also be held in a secure password protected folder on the GADOC One Drive folder which is only accessible by Committee Members.

To be clear, the Safeguarding Officer, their alternate and any other member of the Committee who may become involved in managing a concern, act only to ensure that this Safeguarding Policy is followed and that any concerns (if deemed appropriate) are passed on to relevant external party. It is not their role to decide whether or not any such abuse has taken place.

### 3.5 External Parties

The following is a list of services to whom we should consider reporting a concern:

Concerns regarding a child/young adult:

- The Guernsey Police – Public Protection Unit – 725111;
- Children’s Service Social Workers – 723182 (if out of hours, Emergency Duty Team – 725241)

Concerns regarding a vulnerable adult:

- The Guernsey Police – Public Protection Unit – 725111;
- The Adult Safeguarding Manager – 256923

**IF THERE IS AN IMMEDIATE CONCERN REGARDING THE WELFARE OF A CHILD, YOUNG PERSON OR VULNERABLE ADULT CONSIDERATION SHOULD BE GIVEN TO CALLING 112 or 999.**

### 3.6 Confidentiality

Information about any disclosure, suspicion or allegation must be kept **highly confidential** and must be restricted to only those who need to know in order deal with the issues. This must be a high priority to ensure we:

- Protect the vulnerable person / victim of the abuse;
- Facilitate enquiries;
- Avoid victimisation;
- Safeguard the rights of the person about whom the allegation has been made and others who might be affected;
- manage the process a professional and expedient manner.

Any paperwork generated through this process should be stored safely. Physical copies of the emails, letters, forms etc should be stored in a locked filing cabinet at GADOC. They should not be stored anywhere else including member houses.

## 4. SAFEGUARDING CODE OF CONDUCT

### 4.1 Good Practice

***This list is not exhaustive and the presence of one or more of the indicators is of course not proof that abuse is actually taking place. It is stressed, however, that it is not the responsibility of GADOC or its membership to actively investigate or prove that abuse is taking place, but it is their responsibility to act upon any concerns.***

#### **BEHAVIOUR STATEMENT**

##### **ALWAYS:**

- Treat others as you would expect them to treat you, i.e., with dignity and respect;
- Provide an example you wish others to follow.
- Ensure that another adult is present when you are in the company of children or vulnerable adults (ideally mixed gender).
- Respect a person's right to privacy.
- Encourage children and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like.
- Remember someone might misinterpret your actions and your comments, no matter how well intentioned.
- Recognise that caution is required, particularly in sensitive moments, such as when dealing with bullying, bereavement, grief or abuse.
- Be aware of the possible implications of physical contact with children or vulnerable adults.

##### **NEVER:**

- Show favouritism to any individual
- Make suggestive remarks or gestures
- Do things of a personal nature for a child that they could do for themselves.
- Allow children to use inappropriate language unchallenged (i.e., swearing, racial/sexual/homophobic taunts)
- Permit abusive child peer activities (e.g., bullying, ridiculing or initiation ceremonies)
- Jump to conclusions
- Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people (e.g., tantrums, crushes)
- Exaggerate or trivialise child abuse issues
- Rely upon just your good name to protect you
- Believe "it could never happen to me", both dealing with abuse or being accused of committing abuse
- Engage children on personal social networking sites such as Facebook or Twitter. Instead direct them to the GADOC Facebook page or the GADOC Website. Children under the age of 13 should not be accepted as 'friends' online as this breaks the terms and conditions of use for most social networking sites
- Post photos or videos of children taking part in GADOC activities to any social networking site without written parental consent, with the exception of CLOSED Facebook groups set up for individual productions

### **If one-to-one contact is unavoidable**

- Make sure it is for as short a time as possible
- Ensure you remain accessible to others
- Tell someone where you are going, what you are doing and why
- Try to move with the child to areas where there are more people
- Request the presence of a chaperone
- Obtain permission from the child before any physical contact is made, for instance if you need to administer first aid
- Try to avoid unnecessary physical contact especially if it may be misconstrued by the child or other people
- Avoid giving children a lift alone, however short the journey. When this is unavoidable, it is advisable to get consent from the child's parents or guardian. You must also ensure the child sits in the back of the car. Members should also take insurance cover into account when considering giving lifts to children, as GADOC'S insurance does not cover this.

### **4.2 Avoid**

- Forming a relationship with a child/young adult that is an abuse of trust;
- Engage in inappropriate behaviours or contact – physical, verbal or sexual;
- Make suggestive remarks or traits to a child/young adult or vulnerable adult;
- Use inappropriate language in writing, phoning, email, via the internet or verbally.

## **5. DEFINITIONS**

### **5.1 Physical**

A form of abuse, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **5.2 Emotional**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **5.3 Sexual**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

### **5.4 Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs social and educational needs

### **5.5 Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur with technology. As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

### **5.6 Domestic Violence**

Adults who live with domestic abuse and children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target.

Home Office Definition of domestic violence and abuse:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality. This can encompass, but is not limited to, the following types of abuse Psychological; Physical; Sexual; Financial and or Emotional.

Controlling behaviour is defined with a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim".

## **6. DEFINITIONS OF ABUSE FOR ADULTS/VULNERABLE ADULTS**

### **6.1 Physical**

A form of abuse which may involve assault, rough handling, being hit, or injured on purpose, pushing, pinching, misusing medication, poisoning, burning or scalding, inappropriate sanctions, and exposure to excessive heat or cold. Unappropriated use of restraint or physical interventions and/or deprivation of liberty and restraining someone inappropriately.

### **6.2 Emotional**

This is behaviour that has a harmful effect on the person's emotional health and development or any form of mental cruelty that results in, mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity; negating the right of the adult at risk to make choices and undermining their self-esteem; isolation and over-dependence that has a harmful effect on the person's emotional health, development or wellbeing; bullying, verbal attacks; intimidation, threats, humiliation, extortion, racial, verbal or psychological abuse

### **6.3 Sexual**

Direct or indirect involvement in adult at risk in sexual activity or relationships which include that they do not want or consent to, they cannot understand and lack the mental capacity to be able to give consent; they have been coerced into because the other person is in a position of trust, power or authority or they are required to watch sexual activity which is not a choice or consented, involvement in a sexual activity which is unwanted or not understood, unwanted sexual attention

### **6.4 Neglect**

A person's well-being is impaired and care needs not met. Behaviour that can lead to neglect includes ignoring medical or physical needs, failing to allow access to appropriate health, social care and educational services, and withholding the necessities of life such as medication, adequate nutrition, hydration and heating, not providing food, clothing, attention or care. Withholding of aids or equipment (continence, walking, hearing, glasses), putting someone at risk of infection.

#### **Neglect can be intentional or unintentional:**

Intentional neglect: wilfully failing to provide care, wilfully preventing an adult at risk from getting the care they need; or being reckless about the consequences of the person not getting the care they need.

Unintentional neglect: a carer failing to meet the needs of the adult at risk because they do not understand the needs of the individual, they may not know about services that are available or

because their own needs prevent them from being able to give the care, the person needs. It may also occur if the individuals are unaware or do not understand the possible effects of the lack of action on the adult at risk.

## **6.5 Self-Neglect**

‘Self-neglect’ is the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care. With the potential for serious consequences to the health and well-being of the individual and potentially to their neighbours and the community. It includes a lack of self-care, neglect of personal hygiene, nutrition, hydration and/or health, thereby endangering safety and wellbeing, and/or lack of care of one’s environment – squalor and hoarding, and/or refusal of services that would mitigate risk of harm. The dilemma of managing self-neglect is the balance between, the protections of adults at risk from self-neglect; our duty of care and an individual’s right to self-determination is a recognised challenge for all services. The aim of intervention being to prevent death and serious injury/harm to people who self-neglect by ensuring: People who self-neglect are empowered as far as possible, to understand the implications of their actions. A shared, multi-agency understanding and recognition of the issues involved in working with people who self-neglect is achieved.

## **6.6 Financial Abuse**

This is the use of a person’s property, assets, income, funds or any resources without their informed consent or authorisation. It includes:

- Theft or misuse of money,
- Fraud
- Exploitation
- Undue pressure in connection with property or personal possessions and includes any pressure in connection with wills, property or inheritance;
- The misuse of misappropriation of property, possessions or benefits;
- Or the misuse of an enduring power of attorney or lasting power of attorney.

## **6.7 Institutional Abuse**

Discriminatory abuse exists when values, beliefs or culture result in misuse of power that denies opportunity to some members.

## **6.8 Bullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It’s usually repeated over a long period of time and can hurt a child/ young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying.

The signs of bullying can't always been seen and no one sign indicates for certain that a child's being bullied.

Some indication may be

- belongings getting "lost" or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school or an event, being mysteriously 'ill', or skipping school or the event
- 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.

<b>SAFEGUARDING OFFICER'S - INCIDENT REPORTING FORM</b>		No.
<b>YOUR DETAILS:</b>		
Person Completing Form:		
Role:		
Date/Time report completed:		
<b>ALLEGED VICTIM'S DETAILS (if known)</b>		
Name:		
Address:		
Telephone number:		
Name of parent/guardian (if applicable):		
Any other details:		
<b>INCIDENT/DISCLOSURE DETAILS:</b>		
Method of disclosure (face to face, email, telephone call?)		
Who raised the concern?		
Contact details for the person(s) raising the concern		
What relationship do they have with the victim (friend, relative, acting in the same show)?		
Was the person raising the concern directly or on behalf of someone else?		
<b>DETAILS OF THE INCIDENT/DISCLOSURE</b>		
Brief description of the nature of the allegation:		
<p>If contacted by email or letter or a separate meeting file note has been completed, this can be appended to this form.</p> <p>Alternatively, this form can be used to record the notes of a face-to-face meeting or telephone call.</p>		
Signed		
Date		
<b>Action Taken</b>		

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<b>MEMBERS - INCIDENT REPORTING FORM</b>		No.
<b>YOUR DETAILS:</b>		
Person Completing Form:		
Role:		
Date/Time report completed:		
<b>ALLEGED VICTIM'S DETAILS (if known):</b>		
Name:		
Address:		
Telephone number:		
Name of parent/guardian (if applicable):		
Any other details:		
Relationship to person completing the form:		
<b>DETAILS OF THE INCIDENT/DISCLOSURE</b>		
Brief description of the nature of the allegation:		
<p>In the event that external parties may need to be informed of these concerns, please consider including the following information:</p> <p>Time &amp; Date and location of the incident;            Nature of the incident (including who is the alleged abuser);            Details of any visible injuries;            Details of any witnesses;            Confirmation of whether you are raising the report directly or on behalf of someone else;</p>		
Signature of person completing the form		
Details of Safeguarding Officer and contact detail:  Sarah Hicks Tel: 07781 446714 Email: <a href="mailto:safeguarding@gadoc.org.gg">safeguarding@gadoc.org.gg</a>		

