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Who does this policy apply to?

This policy applies to all paid staff, volunteers, casual workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools.

The purpose of the policy is:

- To inform parents, carers, and other stakeholders about the Company's responsibilities for protecting children and young people under the age of 18 and how these responsibilities should be carried out.
- Provide children and young people under the age of 18 with a creative and positive environment and with appropriate safety and protection while they are involved in Mortal Fools' projects and activities.
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a concern.
- Establish and maintain an environment where Mortal Fools' paid staff, volunteers, casual workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools feel safe, are encouraged to talk and are listened to when they have concerns about the safety and/or wellbeing of a child.
- Provide training so that paid staff, volunteers, casual workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools are equipped and enabled to make informed and confident responses to safeguarding issues.

Mortal Fools Policy Statement

Our purpose – *To create, advocate and embody positive human relationships* – drives everything we do at Mortal Fools. To achieve this, we endeavour that everyone we interact with, especially those who are at most risk of harm:

- Have a positive and enjoyable experience of our activities and events in a safe and person-centred environment that promotes their welfare.
- Are protected from abuse or harm whilst participating in our activities and events or outside of the activity.





About this policy:

Mortal Fools acknowledges the duty of care to safeguard and promote the welfare of children and is committed to having safeguarding practice which reflects statutory responsibilities, government guidance and promotes best practice.

This policy has been developed based on the law and guidance in place to protect children.

This includes:

- Children Act 1989
- United Convention on the Rights of the Child 1991
- Data Protection Act 1998
- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Summary Strategy for dealing with safeguarding vulnerable groups including children (Charity Commission 2017)
- Local Safeguarding Children Partnership Procedures Manual
- Special Educational Needs and Disability (SEND) code of practice: 0-25 years- Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working Together to Safeguard Children 2018
- <https://www.gov.uk/dbs-check-applicant-criminal-record>
- NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector; Children and young people aged 0–18; 2019 UK edition
- The Charity Commission, Safeguarding for charities and trustees, 2021
- The Charity Commission, Safeguarding and protecting people for charities and trustees, 2017
- Department for Education, Keeping children safe in out-of-school settings: code of practice
- National Youth Agency, Safeguarding Standards for the youth sector



Equality Statement

We acknowledge the right for all children and young people to be equally protected from all types of harm regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or socio-economic background.

We acknowledge that some children and young people may be more at risk than others due to their specific circumstance and experience. It is therefore vital that organisations, agencies, and individuals work together to better support young people and promote their welfare by following guidelines laid out by the document Working Together to Safeguard Children.

We will do this by:

- Having a Designated Safeguarding Officer (DSO) and deputy DSO promoting the safety and wellbeing of children and young people under 18.
- Having a safeguarding lead (Link Trustee) at board level.
- Organising training for the DSO, Deputy DSO and Link Trustee to at least a Level 3 Safeguarding qualification.
- Following safe recruitment procedures.
- Ensuring that everyone who works directly and frequently (more than 3 days in any 30-day period) with children and young people under 18 on our behalf including paid employees, freelancers, volunteers or in any other capacity has an enhanced check with a children's barred list check from the Disclosure and Barring Service (DBS) no more than 12 months old (including checks via the DBS update service).
- Ensuring trustees have an enhanced check from the Disclosure and Barring Service (DBS) no more than 12 months old (including checks via the DBS update service).
- Ensuring partner organisations we work with have suitable safeguarding practices in place, including appropriate DBS check procedures for staff working children and young people.
- Ensuring everyone who works with us whether as paid employees, volunteers, partners or in any other capacity understands the role they play in safeguarding children and young people under 18.
- Providing all employees, volunteers and trustees with an appropriate induction on the company's safeguarding policy and procedures, including how to recognise and respond to safeguarding concerns, allegations, and complaints.
- Providing an annual training briefing for all employees, volunteers and trustees on the company's safeguarding policy and procedures, including how to recognise and respond to safeguarding concerns, allegations, and complaints.



- Providing all employees with external safeguarding training (level 1 minimum) at least every 3 years.
- Providing effective management, support and supervision for all employees, volunteers, and contractors.
- Providing all contractors with copies of our policies and briefing them on relevant procedures.
- Following our duty to refer.
- Following appropriate action, handling and reporting in the event of incidents, allegations or concerns of abuse and providing support to the individual/s involved in the incident or raising the allegation or concern.
- Providing policies for storing sensitive information and sharing information.
- Maintaining confidential, secure, detailed, and accurate records of all safeguarding concerns.
- Regularly reviewing all interconnected organisational policies and procedures to maintain alignment to our safeguarding policies.
- Keeping safeguarding policies, procedures and measures fit for purpose and up to date.
- Creating a culture in which young people feel valued, safe, and heard.
- Asking children and young people what they think we should be doing to keep them safe and responding to their input appropriately and safely.
- Providing families and children with access to information about how we keep them safe.
- Ensuring that children and young people under 18 know how to raise a concern.
- Sharing information and best practice on safeguarding with those we partner and connect with.
- Keeping suitable insurance in place.
- Ensuring senior staff and trustees regularly identify and manage risks associated with safeguarding within our organisation.
- Following statutory guidance, good practice guidance and legislation relevant to our charity.
- Maintaining proactive safeguarding governance and oversight.

This policy should be read in conjunction with the following documents:

- *Adults at Risk of Harm Safeguarding Policy*
- *Online Safeguarding Policy*
- *Online Behaviour Code*
- *Code of Conduct*
- *Equality and Dignity Policy*
- *Confidentiality Policy*
- *Whistleblowing Policy*
- *Recruitment of Ex-Offenders Policy*
- *Recruitment Policy*
- *Privacy Policy*
- *Responding to Allegations and Concerns Procedures*
- *Policy on Handling of DBS Data*



MORTAL FOOLS

Child Safeguarding Policy



- *Use of Social Media Policy*
- *Grievance Policy*
- *Disciplinary Policy*
- *Anti-Bullying Policy*
- *Health and Safety Policy*



MORTAL FOOLS

Child Safeguarding Policy



Key Contacts:

Designated Safeguarding Officer:

Kiz Crosbie (Artistic Director / CEO) / 07779 579558 / kiz@mortalfools.org.uk

Deputy Designated Safeguarding Officer:

Helen Ferguson (Creative Producer) / 07594 797767 / helen@mortalfools.org.uk

Link Trustee:

Rachel Pattinson / 07939 591833 / rachel.pattinson@ncl.ac.uk

Telephone numbers for child safeguarding concerns/referrals:

Northumberland

Onecall telephone: 01670 536400

Local Authority Designated Officer (LADO) for Northumberland

Call: 07500 606174 (Mon to Thurs 08:30-17:00, Fri 08:30-16:30) or Onecall 01670 536400 (Out of hours). Email: LADO@northumberland.gov.uk

The Northumberland Children and Adults Safeguarding Partnership (NCASP)

County Durham - First contact – 03000 267 979 (24 hours)

Gateshead - Gateshead Council's Children's Services (in confidence) on:
0191 433 2653 (office hours: Monday - Friday, 8.30am to 5pm)
0191 477 0844 (out of hours, at night, at weekends and bank holidays)

Sunderland - Together for Children - Sunderland on 0191 5205560
(available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday);
Out of Hours Team 0191 520 5552

NSPCC Helpline: 0808 800 5000

NON-URGENT POLICE: 101

EMERGENCY: 999

Review Dates:

The policy will be reviewed annually or earlier in the case of changes in legislation and/or government guidance, or after any significant safeguarding event.

Date of Review	September 2023
Name of person signing off this review	Kiz Crosbie
Signature of person signing off this review	
Date agreed by Board:	25 th September 2023
Scheduled date of next review	October 2024



MORTAL FOOLS

Adults at Risk of Harm Safeguarding Policy

Who does this policy apply to?

This policy applies to all paid staff, volunteers, sessional workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools.

The purpose of the policy is:

- To inform stakeholders about the Company's responsibilities for protecting adults at risk of harm and how these responsibilities should be carried out.
- Provide adults at risk of harm with a creative and positive environment and with appropriate safety and protection while they are involved in Mortal Fools' projects and activities.
- Establish and maintain an environment where adults at risk of harm feel secure, are encouraged to talk, and are listened to when they have a concern.
- Establish and maintain an environment where Mortal Fools' paid staff, volunteers, casual workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools feel safe, are encouraged to talk and are listened to when they have concerns about the safety and/or wellbeing of an adult who may be at risk of harm.
- Provide training so that paid staff, volunteers, casual workers, freelance workers, students, trustees, or anyone else working on behalf of Mortal Fools are equipped and enabled to make informed and confident responses to safeguarding issues.

Mortal Fools Policy Statement

Our purpose – *To create, advocate and embody positive human relationships* – drives everything we do at Mortal Fools. To achieve this, we endeavour that everyone we interact with, especially those who are most at risk of harm:

- Have a positive and enjoyable experience of our activities and events in a safe and person-centred environment that promotes their welfare.
- Are protected from abuse or harm whilst participating in our activities and events or outside of the activity.



About this policy:

Mortal Fools is committed to having safeguarding practice which reflects statutory responsibilities, government guidance and promotes best practice around the protection of adults at risk of harm.

This policy has been developed based on the law and guidance in place to protect adults at risk of harm.

This includes:

- The Care Act 2014
- Data Protection Act 1998
- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Summary Strategy for dealing with safeguarding vulnerable groups including children (Charity Commission 2017)
- Special Educational Needs and Disability (SEND) code of practice: 0-25 years- Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information#does-not-want-you-to-share>
- The Charity Commission, Safeguarding for charities and trustees, 2021
- The Charity Commission, Safeguarding and protecting people for charities and trustees, 2017





Equality Statement

We acknowledge the right for all adults to be equally protected from all types of harm regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or socio-economic background.

We will do this by:

- Having a Designated Safeguarding Officer (DSO) and deputy DSO promoting the safety and wellbeing of adults at risk of harm.
- Having a safeguarding lead (Link Trustee) at board level.
- Organising training for the DSO, Deputy DSO and Link Trustee to at least a Level 3 Safeguarding qualification.
- Following safe recruitment procedures.
- Ensuring that everyone who works directly and frequently (more than 3 days in any 30-day period) with adults at risk of harm on our behalf including paid employees, volunteers or in any other capacity has an enhanced check from the Disclosure and Barring Service (DBS) including a check of the adult's barred list no more than 12 months old (including checks via the DBS update service).
- Ensuring trustees have an enhanced check from the Disclosure and Barring Service (DBS) no more than 12 months old (including checks via the DBS update service).
- Ensuring partner organisations we work with have suitable safeguarding practices in place, including appropriate DBS check procedures for staff working with adults at risk of harm.
- Ensuring everyone who works with us whether as paid employees, volunteers, partners or in any other capacity understands the role they play in safeguarding adults at risk of harm.
- Providing all employees, volunteers, and trustees with an appropriate induction on the company's safeguarding policy and procedures including how to recognise and respond to safeguarding concerns, allegations, and complaints.
- Providing all employees, volunteers, and trustees with an annual training briefing on the company's safeguarding policy, and procedures including how to recognise and respond to safeguarding concerns, allegations, and complaints.
- Providing all employees with external safeguarding training (level 1 minimum) at least every 3 years.
- Providing effective management, support and supervision for all employees, volunteers, and contractors.
- Providing all contractors with copies of our policies and relevant procedures.
- Following our duty to refer.



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Adults at Risk of Harm Safeguarding Policy

- Following appropriate action, handling, and reporting in the event of incidents, allegations or concerns of abuse and providing support to the individual/s involved in the incident or raising the allegation or concern.
- Providing policies for storing sensitive information and sharing information.
- Maintaining confidential, secure, detailed, and accurate records of all safeguarding concerns.
- Regularly reviewing all interconnected organisational policies and procedures to maintain alignment to our safeguarding policies.
- Keeping safeguarding policies, procedures and measures fit for purpose and up to date.
- Creating a culture in which adults at risk of harm feel valued, safe, and heard.
- Asking adults at risk of harm what they think we should be doing to keep them safe and acting on their views.
- Providing adults at risk of harm with access to information about how we keep them safe.
- Ensuring that adults at risk of harm know how to raise a concern.
- Providing information in training briefings so that all employees, volunteers, and trustees understand their responsibilities regarding an adult's consent to share information and when consent to share information should be observed and when consent to share information can be overridden.
- Sharing information and best practice on safeguarding with those we partner and connect with.
- Keeping suitable insurance in place.
- Ensuring senior staff and trustees regularly identify and manage risks associated with safeguarding within our organisation.
- Following statutory guidance, good practice guidance and legislation relevant to our charity.
- Maintaining proactive safeguarding governance and oversight.

This policy should be read in conjunction with the following documents:

- *Child Safeguarding Policy*
- *Online Safeguarding Policy*
- *Online Behaviour Code*
- *Code of Conduct*
- *Equality and Dignity Policy*
- *Confidentiality Policy*
- *Whistleblowing Policy*
- *Recruitment of Ex-Offenders Policy*
- *Recruitment Policy*
- *Privacy Policy*
- *Responding to Allegations and Concerns Procedures*
- *Policy on Handling of DBS Data*
- *Use of Social Media Policy*

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Adults at Risk of Harm Safeguarding Policy



- *Grievance Policy*
- *Disciplinary Policy*
- *Anti-Bullying Policy*
- *Health and Safety Policy*



MORTAL FOOLS

Adults at Risk of Harm Safeguarding Policy



Key Contacts:

Designated Safeguarding Officer:

Kiz Crosbie (Artistic Director / CEO) 07779 579558 / kiz@mortalfools.org.uk

Deputy Designated Safeguarding Officer:

Helen Ferguson (Creative Producer) / 07594 797767 / helen@mortalfools.org.uk

Link Trustee:

Rachel Pattinson / 07939 591833 / rachel.pattinson@ncl.ac.uk

Northumberland

Onecall: 01670 536 400 Email: safeguardingreferrals@northumberland.gov.uk

County Durham

Social Care Direct 24 hours a day on 03000 267 979

Adult Social Care Direct on 0191 433 7033 (The Adult Social Care Direct Team work Monday to Friday, 9am until 6pm, and will respond to referrals made between this time. You can tell us about a concern you have online 24 hours a day, 7 days a week, but we can't respond to this over a weekend. If you believe your concern is an emergency or believe someone is in immediate danger, you should call the emergency services on 999.

Sunderland

Adults Safeguarding - you can contact us by telephone 0191 5618934 or 0191 5618936 (8.30am to 5:15pm Monday - Thursday, 8.30am to 4.45pm Friday). Out of these hours you can contact Health & Wellbeing 0191 520 5552

NSPCC Helpline: 0808 800 5000

NON-URGENT POLICE: 101

EMERGENCY: 999

Review Dates:

The policy will be reviewed annually or earlier in the case of changes in legislation and/or government guidance, or after any significant safeguarding event.

Date of Review	September 2023
Name of person signing off this review	Kiz Crosbie
Signature of person signing off this review	
Date agreed by Board:	25 th September 2023
Scheduled date of next review	October 2024



MORTAL FOOLS

Online Safeguarding Policy Statement



The purpose of this policy statement

Mortal Fools works with children, young people, and families as part of its activities. These include running drama workshops and rehearsals, producing public events and performances and volunteering opportunities.

The purpose of this policy statement is to:

- recognise that the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices and/or are broadcasting or watching digital content as part of Mortal Fools activities.
- provide employees and volunteers with the overarching principles that guide our approach to online safety.
- operate in line with our values and within the law in terms of how we use online devices.

This policy applies to all employees, volunteers, freelance workers, students, trustees or anyone else working on behalf of Mortal Fools.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- children and young people and adults should never experience abuse of any kind.
- children and young people and adults should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.



MORTAL FOOLS

Online Safeguarding Policy Statement



We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges.
- we have a responsibility to help children and young people stay safe online when involved in our activities.
- all children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an Online Safety Coordinator [this is the same person as our Designated Safeguarding Officer].
- providing clear and specific directions to employees and volunteers on how to behave online and run our activities through our Online Behaviour Code.
- providing clear and specific guidance and advice to children, young people using our service and their parents/carers through our Online Behaviour Code for members.
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- supporting and encouraging parents and carers to do what they can to keep their children safe online.
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person. Incidents may be during Mortal Fools' activities, relating to Mortal Fools' activities or unrelated to Mortal Fools activities but related to an individual who is involved in Mortal Fools activities.
- reviewing and updating the security of our information systems regularly.
- the application of effective protocols for user names, logins, email accounts and passwords.
- securely storing personal information about the adults and children who are involved in our organisation and sharing it only as appropriate.
- seeking written consent to use images and other recordings of children, young people and families for agreed purposes only.
- providing supervision, support and training for employees and volunteers about online safety.
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation and reviewing any social media channels regularly once they are in use.
- reviewing and updating interconnected organisational policies.



MORTAL FOOLS

Online Safeguarding Policy Statement

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- providing support and training for all staff and volunteers on dealing with all forms of online abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- *Child Safeguarding Policy*
- *Adults at Risk of Harm Safeguarding Policy*
- *Online Behaviour Code*
- *Code of Conduct*
- *Equality and Dignity Policy*
- *Confidentiality Policy*
- *Whistleblowing Policy*
- *Recruitment of Ex-Offenders Policy*
- *Recruitment Policy*
- *Privacy Policy*
- *Responding to Allegations and Concerns Procedures*
- *Policy on Handling of DBS Data*
- *Use of Social Media Policy*
- *Grievance Policy*
- *Disciplinary Policy*
- *Anti-Bullying Policy*
- *Health and Safety Policy*
- *Cyber Security Policy*

MORTAL FOOLS

Online Safeguarding Policy Statement



Key Contacts:

Designated Safeguarding Officer / Online Safety Coordinator:

Kiz Crosbie (Artistic Director / CEO) / 07779 579558 / kiz@mortalfools.org.uk

Deputy Designated Safeguarding Officer:

Helen Ferguson (Creative Producer) / 07594 797767 / helen@mortalfools.org.uk

Link Trustee:

Rachel Pattinson / 07939 591833 / rachel.pattinson@ncl.ac.uk

Telephone numbers for child safeguarding concerns/referrals :

Northumberland

Onecall telephone: 01670 536400

Local Authority Designated Officer (LADO) for Northumberland

Call: 07500 606174 (Mon to Thurs 08:30-17:00, Fri 08:30-16:30) or Onecall 01670 536400 (Out of hours). Email: LADO@northumberland.gov.uk

The Northumberland Children and Adults Safeguarding Partnership (NCASP)

County Durham - First contact – 03000 267 979 (24 hours)

Gateshead - Gateshead Council's Children's Services (in confidence) on:

0191 433 2653 (office hours: Monday - Friday, 8.30am to 5pm)

0191 477 0844 (out of hours, at night, at weekends and bank holidays)

Sunderland - Together for Children - Sunderland on 0191 5205560

(available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday);

Out of Hours Team 0191 520 5552

NSPCC Helpline: 0808 800 5000

NON-URGENT POLICE: 101

EMERGENCY: 999

Review Dates:

The policy will be reviewed annually or earlier in the case of changes in legislation and/or government guidance, or after any significant safeguarding event.

Date policy adopted	September 2023
Name of person signing off policy	Kiz Crosbie
Signature of person signing off policy	
Agreed by Board	25 th September 2023
Scheduled date of next review	October 2024



MORTAL FOOLS

Allegation or Concern Reporting Form



Please indicate what this form relates to by ticking the correct box:

Concern	Allegation
<input type="checkbox"/>	<input type="checkbox"/>

About the person this relates to:

Name			
D.O.B	Gender / Pronouns	Age	Group
Any additional needs or considerations			
Parent/ Carer contact details (if a child)			

About you:

Your Name	Your Role	Your contact details

Information regarding the concern or allegation

Please tick the appropriate area:

Are you reporting your own concerns?	<input type="checkbox"/>
Are you sharing an allegation made to you?	<input type="checkbox"/>
Are you responding to concerns raised by somebody else?	<input type="checkbox"/>

If you are responding to concerns raised by somebody else, then please provide their details including their name, their role and contact details

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MORTAL FOOLS

Allegation or Concern Reporting Form

Please provide details of the concern or allegation you should include where relevant any injuries, the location that this took place, who was present, the date and time when this happened and any other relevant information:

Please provide details of the child, young person under the age of 18 or adult at risk of harm's account/ perspective, including any notes regarding consent or capacity if an adult:

Please provide details of anyone alleged to have caused the incident or that is the source of concern:

Please provide details of any witnesses or anyone who shares your concern:

MORTAL FOOLS

Allegation or Concern Reporting Form



Are you aware of any previous incidents or concerns that relate to this report?

What if any actions have you taken about the areas detailed?

Is there any other information that you would like to add?

Please date and sign below:

THIS FORM SHOULD BE RETURNED TO KIZ CROSBIE (DSO) OR HELEN FERGUSON (Deputy DSO) OR RACHEL PATTINSON (Link Trustee)

DSO NOTES (To include – Actions taken, dates / times, reasons for escalating / not escalating and all interactions with safeguarding board (if applicable) incl. names, dates and times.)

