

MORTAL FOOLS

Child 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 parents/carers about the Company's responsibilities for protecting children 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 worry or concern;
- Establish and maintain an environment where Mortal Fools' staff members (i.e. paid staff and volunteers) feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a child;
- Provide training so that trustees and staff members are equipped and enabled to make informed and confident responses to specific 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 vulnerable:

- Have a positive and enjoyable experience of our activities and events in a safe and person-centred environment
- Are protected from abuse 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 ensuring that our safeguarding practice 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 Board Inter-agency Child Protection and Safeguarding Children Procedures¹
- 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

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, religion or belief, sex or sexual orientation or socio-economic background.

We acknowledge that some children and young people may be more vulnerable 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
- Having a safeguarding lead at board level

¹ The Northumberland Safeguarding Children Board Procedure Manual may be found [here](#).

- The DSO, Deputy DSO and Board Lead will be trained to at least a Level 3 Safeguarding qualification
- Following safe recruitment procedures
- Everyone who works directly with children and young people on our behalf including paid employees, volunteers, partners or in any other capacity will have a check from the Disclosure and Barring Service (DBS) no more than 12 months old.
- Everyone who works with us whether as paid employees, volunteers, partners or in any other capacity will understand the role they play in safeguarding the wellbeing of children and young people
- All employees, volunteers and trustees are provided with an appropriate induction on how to recognise and respond to safeguarding concerns, allegations, and complaints
- Providing effective management and supervision for all staff, volunteers and contractors
- All contractors will be provided with copies of our policies
- Following our Duty to Refer
- Follow appropriate actions in the event of incidents, or concerns of abuse and support provided to the individual/s who raise the concern
- Providing policies for storing sensitive information and sharing information
- Maintain confidential, secure, detailed and accurate records of all safeguarding concerns
- Regularly review all policies and procedures to maintain alignment to our safeguarding policies
- Creating a culture in which young people feel valued, safe and heard
- Sharing information and best practice on safeguarding with those we partner and connect with.

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

- *Mortal Fools Vulnerable Adults Safeguarding Policy*
- *Mortal Fools Online Safeguarding Policy and Procedures*
- *Mortal Fools Code of Conduct*
- *Mortal Fools Equality and Dignity Policy*
- *Mortal Fools Confidentiality Policy*
- *Mortal Fools Whistleblowing Policy*
- *Mortal Fools Recruitment of Ex-Offenders Policy*
- *Mortal Fools Privacy Policy*
- *Mortal Fools Responding to Allegations and Concerns Procedures*

Key Contacts:

Designated Safeguarding Officer:

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

Deputy Designated Safeguarding Officer:

Helen Ferguson (Creative Producer) / 07877 830209 / helen@mortalfools.org.uk

Link Trustee:

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

Telephone numbers for child safeguarding concerns/referrals :

Northumberland – Onecall- 01670 536 400. (24 hours)

County Durham – First contact – 030000 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);
or the Out of Hours Team on **0191 520 5552** (also available 24 hours Saturday
and Sunday)

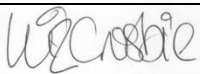
NSPCC Helpline: 0808 800 5000

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	October 2021
Name of person signing off this review	Kiz Crosbie
Signature of person signing off this review	
Scheduled date of next review	October 2022



Vulnerable Adults 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 vulnerable adults and how these responsibilities should be carried out.
- Provide vulnerable adults 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 vulnerable people feel secure, are encouraged to talk, and are listened to when they have a worry or concern.
- Establish and maintain an environment where Mortal Fools' staff members (i.e. paid staff and volunteers) feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well-being of a vulnerable adult;
- Provide training so that trustees and staff members are equipped and enabled to make informed and confident responses to specific 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 vulnerable:

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

About this policy:

Mortal Fools is committed to ensuring that our safeguarding practice reflects statutory responsibilities, government guidance and promotes best practice around the protection of vulnerable adults.

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

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

Equality Statement

We acknowledge the right for all vulnerable groups to be equally protected from all types of harm regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, 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 vulnerable adults
- Having a safeguarding lead at board level
- The DSO, Deputy DSO and Board Lead will be trained with at least a Level 3 Safeguarding qualification
- Following safe recruitment procedures
- Everyone who works directly with vulnerable adults on our behalf including paid employees, volunteers, partners or in any other capacity will have a check from the Disclosure and Barring Service (DBS) no more than 12 months old.
- Everyone who works with us whether as paid employees, volunteers, partners or in any other capacity will be made aware of their safeguarding responsibilities and understand the role they play in the wellbeing of vulnerable adults
- All employees, volunteers and trustees are provided with an appropriate induction on how to recognise and respond to safeguarding concerns, allegations, and complaints
- Providing effective management and supervision for all staff, volunteers and contractors
- All contractors will be provided with copies of our policies
- Following our Duty to Refer
- Taking appropriate action in the event of incidents, or concerns of abuse and providing support provided to the individual/s who raise the concern
- Providing policies for storing sensitive information and sharing information
- Maintaining confidential, secure, detailed and accurate records of all safeguarding concerns

- Regularly reviewing all policies and procedures to maintain alignment to our safeguarding policies
- Creating a culture in which people feel valued, safe and heard
- Sharing information and best practice on safeguarding with those we partner and connect with.

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

- Mortal Fools Child Safeguarding Policy
- Mortal Fools *Online Safeguarding Policy and Procedures*
- *Code of Conduct*
- *Equality and Dignity Policy*
- *Confidentiality Policy*
- *Whistleblowing Policy*
- *Recruitment of Ex-Offenders Policy*
- *Privacy Policy*
- Responding to Allegations and Concerns Procedures

Key Contacts:

Designated Safeguarding Officer:

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

Deputy Designated Safeguarding Officer:

Helen Ferguson (Creative Producer) / 07877 830209 / helen@mortalfools.org.uk

Link Trustee:

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

Northumberland Local Safeguarding Children Board (LSCB) One stop Reporting: 01670 536 400.

County Durham LSCB – Front Door on 0345 2000109

Gateshead LSCB -

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 LSCB -

Together for Children - Sunderland on **0191 5205560**
(available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday);
or the Out of Hours Team on **0191 520 5552** (also available 24 hours Saturday and Sunday)


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	October 2021
Name of person signing off this review	Kiz Crosbie
Signature of person signing off this review	
Scheduled date of next review	October 2022

MORTAL FOOLS

Online Safeguarding Documents



CONTENTS:

1. [Mortal Fools Online Safety Policy Statement](#)
2. [Mortal Fools Behaviour Code for Working Digitally and Online - for members, parents, guardians and carers](#)
3. [Mortal Fools Safeguarding Guidelines and Behaviour Code for Working Remotely, Digitally and Online – for staff members](#)
4. [Concern or Allegation Reporting Form](#)

Online Safety 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 event 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 staff 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.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Mortal Fools' activities.

Legal framework

This policy has been drawn up on the basis of 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 should never experience abuse of any kind
- children 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.

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, 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 staff and volunteers on how to behave online through our behaviour code for adults
- 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 an online safety agreement for use with young people and their parents/carers
- 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
- 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 staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

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 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:

- Mortal Fools [Child Safeguarding Policy](#)
- Mortal Fools [Vulnerable Adult Safeguarding Policy](#)
- Mortal Fools [Code of Conduct](#)
- Mortal Fools [Equality and Dignity Policy](#)
- Mortal Fools [Confidentiality Policy](#)
- Mortal Fools [Whistleblowing Policy](#)
- Mortal Fools [Recruitment of Ex-Offenders Policy](#)
- Mortal Fools [Privacy Policy](#)
- Mortal Fools [Responding to Allegations and Concerns Procedures](#)

Contact details

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) / 07877 830209 / helen@mortalfools.org.uk

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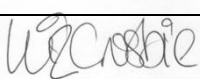
Sunderland - Together for Children - Sunderland on **0191 5205560**
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or the Out of Hours Team on **0191 520 5552** (also available 24 hours Saturday
and Sunday)

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	October 2021
Name of person signing off policy	Kiz Crosbie
Signature of person signing off policy	
Scheduled date of next review	October 2022

Mortal Fools Behaviour Code for Working Digitally and Online - for members, parents, guardians and carers

Mortal Fools understands the importance of children and young people being able to use the internet for education and personal development. Mortal Fools want to work digitally and online to connect, create work and support beneficiaries. However, we also recognise that safeguards need to be in place so that children and young people are kept safe at all times.

We aim to support children and young people in making use of digital platforms including social media platforms, games and apps.

When using these platforms, it is important to protect you and your families and follow our behaviour code. As always please remember our Mortal Fools rules:

Be Brave Be Kind Be Yourself

WHAT WE NEED YOU TO DO

Child or Young Person: please read the following agreement and discuss it with your parents/carers/guardians and Mortal Fools' staff if you need to.

Parents/carers/Guardians: please read and discuss this agreement with your child/young person and then sign it, ask your child/young person to sign it, and return it to Mortal Fools' staff. If you have any questions or concerns please speak to Zoe Anderson, Programme Coordinator (contact below).

RULES FOR WORKING ONLINE

- You must be responsible for your behaviour when using the internet, including social media platforms, games and apps. This includes the resources you access and the language you use.
- You must not deliberately browse, download or upload material that could be considered offensive or illegal. If you accidentally come across any such material you must report it immediately to Mortal Fools staff and parent/carer.
- You must not send anyone material that could be considered threatening, bullying, offensive or illegal.
- You must not give out any personal information online, such as your name, phone number or address.
- You must not reveal your digital passwords to anyone.
- You must not arrange an online video chat or other online interaction with any adult unless you have discussed this with your parents or guardians and they have given you permission.
- You must not arrange a face-to-face meeting with someone you meet online unless you have discussed this with your parents or guardians and you are accompanied by a trusted adult.
- If you are concerned or upset about anything you see on the internet or any messages that you receive, you can talk to Mortal Fools staff during sessions and/or your parent/carer.

EXTRA RULES WHEN USING LIVE VIDEO CHAT (e.g. Youth Theatre Workshops on Zoom)

- Never sign in using your full name, only your first name
- If you are under-13, you must log into online platforms using your parent or carer's log in
- If you are under-13, your parent, guardian or carer must 'drop you off' at the session and 'pick you up' afterwards by appearing on the camera at the start and end of the session and confirming with your practitioner that they are in the next room or nearby in case you need their support during the session.
- Make sure people you are living with are aware if you are participating in a live video chat. Don't include them in the chat and remind them not to appear in the background (with the exception of the note above about parents and carers).
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Remember it's easy to misinterpret things online - follow our three rules.
- Refer to a group practitioner directly if you feel worried about anything at any time. On Zoom you can do this by asking to speak to them, or sending your practitioner a private message in the chat box. If you need to, you can choose to leave the meeting. If you do leave the meeting, please let your parent/carer/guardian know and they can contact Mortal Fools.
- Mortal Fools will record all Zoom sessions for everyone's security and safety. Young people may not record or take photos or screenshots of anything during the session.
- You should only use a virtual background during sessions unless it is for an activity.
- You must always have your video camera enabled if you are in a session, unless you are participating in an activity that requires you to turn it off and on again or the group is on a break. It should not be turned off for a prolonged period of time. If you need to take a break from an activity or the session individually that's fine, you can either:
 - Tell your practitioner and stay on camera and mute yourself
 - Tell your practitioner and leave the meeting and then re-join when you are ready. But remember you may be re-joining halfway through an activity, if this happens then wait until you are able to join in the activity again.

RULES WHEN SUBMITTING VIDEOS

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

SUPPORT

If you would like additional support to access Mortal Fools online activities, you can inform Mortal Fools via your booking form or by contacting Mortal Fools staff over email or phone (see below).

Practitioners will be made aware of relevant access needs and will plan sessions accordingly. There will be two practitioners in all online sessions plus at least one member of staff on call on the phone and with immediate access to a computer and appropriate space, to ensure individual support can safely be given to those who may need it during sessions.

Mortal Fools will offer the following additional support to those who may need it:

- A phone call or discussion via Zoom with a young person and their parent/carer before a session starts
- A quick check in slot with a young person to discuss their needs before and/or after sessions

If you are worried or concerned about anything during a session or just need some individual help, tell one of your practitioners by speaking or by using the chat feature and they will help to support you.

If you are worried or concerned about anything online or personal during this period please contact Mortal Fools staff; they will listen and help you to access the right support.

MORTAL FOOLS PHONE NUMBERS AND EMAILS

Zoe Anderson – Programme Coordinator on 0191 5801250 or Zoe@mortalfools.org.uk

Helen Ferguson – Creative Producer on 07877 830209 or helen@mortalfools.org.uk

Kiz Crosbie, Online Safety Coordinator / Designated Safeguarding Officer – 07779 579558 or kiz@mortalfools.org.uk

AGREEMENT

This agreement fits with Mortal Fools’ overarching safeguarding policies, including our Online Safety Policy Statement. If you would like to know more about this, please speak to Kiz Crosbie (as above).

More information about online safety is available from learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups

Young person’s agreement:

I understand that these rules are designed to keep me safe and that if I choose not to follow them, Mortal Fools may contact my parents/guardians/carers and I may be removed from Mortal Fools’ activity.

We have discussed this online safety agreement and [.....] agrees to follow the rules set out above.

Parent/guardian/carer signature.....

Date

Young person’s signature..... Date



Mortal Fools Safeguarding Guidelines and Behaviour Code for Working Remotely, Digitally and Online - for staff members and volunteers

During certain periods of time, Mortal Fools freelance staff members will be working from home and with beneficiaries digitally and online. This document provides the guidelines for all staff members to keep themselves and the participants they work with safe.

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

- Mortal Fools [Child Safeguarding Policy](#)
- Mortal Fools [Vulnerable Adult Safeguarding Policy](#)
- Mortal Fools [Code of Conduct](#)
- Mortal Fools [Equality and Dignity Policy](#)
- Mortal Fools [Confidentiality Policy](#)
- Mortal Fools [Whistleblowing Policy](#)
- Mortal Fools [Recruitment of Ex-Offenders Policy](#)
- Mortal Fools [Privacy Policy](#)
- Mortal Fools [Responding to Allegations and Concerns Procedures](#)

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) / 07877 830209 / helen@mortalfools.org.uk

Link Trustee:

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

WORKING FROM HOME

When working from home, Mortal Fools core staff team (Artistic Director, Creative Producer and Programme Coordinator) will have their own accounts to access emails and a log-in to our Box cloud-based storage account. All Mortal Fools files are saved on Box and files with personal and contact details are password protected.

In addition:

- Mortal Fools staff are employed and self-employed and using their own equipment for work. When they are required to store young people's details or images on their computers, these will only be used for work purposes and stored securely, in accordance with our Privacy Policy.
- Mortal Fools staff will ensure that they have up to date virus / malware protection installed on their personal computers

- Mortal Fools staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is saved appropriately.

COMMUNICATION VIA TELEPHONE

As Mortal Fools staff are employed and self-employed, they are using their own mobile phones for work. All their mobile phones are PIN locked to ensure data is not accessible by others, in accordance with our Privacy Policy.

COMMUNICATION VIA EMAIL

Staff may be required to email young people's personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. Another member of staff will always be copied into emails for transparency. Staff members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSO or Deputy DSO for guidance.

COMMUNICATION VIA SOCIAL MEDIA

Mortal Fools will use social media during this time to communicate with young people.

Current social media applications the Mortal Fools staff will use include WhatsApp, Twitter, Facebook/Facebook Live, Facebook Messenger, Tiktok, Instagram/Instagram Live and YouTube.

Contact with young people through such forums should only take place through organisational accounts. Mortal Fools staff will not follow young people's accounts and only invite members to follow Mortal Fools accounts.

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

All Mortal Fools social media accounts are managed by Zoe Anderson, Programme Coordinator and overseen by Kiz Crosbie, DSO.

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people via digital platforms such as Zoom, the following protocols should be followed:

- Mortal Fools staff will communicate via Mortal Fools accounts only and not use personal accounts.
- Mortal Fools staff will ensure that the personal numbers or email addresses of young people and freelancers are not shared in the public domain or with anyone outside of the company
- Mortal Fools staff and Mortal Fools freelancers will be the only adults present in Mortal Fools digital platforms, other than when a child under 13 is accompanied by a parent or carer at the start and end of a session. It is vital during live sessions that other members of the staff

member's household are not present, do not come into view or see any of the participants online during sessions.

If an emergency situation occurs for a staff member during the sessions, the other host (staff member) must disable video and audio for all participants, communicate the situation to them via the chat feature, and only resume the session with audio and video when it is safe to do so. If the session cannot continue, staff members must inform parents/carers/guardians and the DSO/Deputy DSO.

- Staff should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. Staff should not use virtual backgrounds, unless for a specific activity.
- You must always have your video camera enabled if you are in a session, unless you are participating in or delivering an activity that requires you to turn it off and on again. It should not be turned off for a prolonged period of time.
- All parents will be informed in advance of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.
- All meetings will have a private link and password emailed in advance to participants and their parents/guardians/carers. Participants have to be admitted by the meeting organiser.
- Mortal Fools staff will set clear rules of engagement for working on digital platforms. These rules will be in line with the three Mortal Fools Youth Theatre rules:

Be Brave

Be Kind

Be Yourself

- Mortal Fools will collect signed agreements from members and parents/carers confirming that they understand the rules.
- Staff will remind young people of the rules for online sessions at appropriate intervals.
- Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.
- If a child or young person needs individual support or needs to be spoken to about their behaviour during a session, staff will use the breakout room function with a minimum of 2 staff members are in a breakout room at one time when only one child is present – staff should call the on call staff member to join the session in the event of this occurrence.
- Practitioners are permitted to use breakout rooms during sessions when required for facilitation purposes (e.g. an exercise that requires participants to breakout into smaller groups), but the following protocols must be followed for the safety of participants:
 - In **'Breakout Rooms' → 'Options'**, uncheck the box that says **'Allow participants to return to the main session at any time'** this means participants cannot come back to the main session until you allow them to
 - Practitioners should circulate round breakout rooms regularly to provide support and check that participants are following the behaviour code

- The same guidelines for young people and staff regarding safeguarding still apply when using breakout rooms (e.g. if a young person is worried about something, they still have the option to send their practitioner a message or leave the meeting).

The following settings are to be used by Mortal Fools staff running sessions on Zoom with young people. Mortal Fools' Programme Coordinator will set up the Mortal Fools company Zoom account to automatically apply the relevant settings. Mortal Fools staff are responsible for checking the settings before young people join the Zoom meeting, in case these have been altered.

- Set '**Screen Sharing**' to host only. If you need a participant to share their screen you can enable them manually.
- Set the '**Chat**' feature so that young people can only communicate with everyone or with the hosts (staff). Participants should not have the option to use the chat feature to talk privately to other individuals in the group.
- All **sessions should be recorded** but only by the host of the meeting
- The '**waiting room**' feature will be enabled and participants should not be allowed to join the meeting until all staff members are present. Hosts (staff) will admit young people when the session is ready to start.
- Set '**play entrance/exit chime**' to on – this will enable practitioners to keep track more easily if a participant leaves the meeting
- At the end of the meeting, the host (staff member) will always '**end the meeting for everyone**' and not allow the meeting to continue without them there.

BREAKING RULES

If any young person breaks the rules in their guidelines, Mortal Fools staff must follow this procedure:

- The Mortal Fools staff member will attempt to resolve the issue immediately, if the issue is resolved then the session can continue. Issues like this may include:
 - If a participant accidentally turns off their camera during a session – ask them to turn it back on
 - If someone from the participant's household accidentally comes into the room, ask them to leave immediately
 - If someone has used their full name, change it immediately by 'renaming' them
 - If a participant is displaying mildly disruptive or disrespectful behaviour, take them into a breakout room with a minimum of 2 practitioners present and talk to them about their behaviour, if you are reassured they can continue safely, then return to the main meeting.
- If a resolution cannot be found immediately:
 1. Tell the participant that you are going to remove them from the session
 2. Remove them from the session
 3. Phone their parent or carer and explain why they have been removed from the session

4. If the staff member is reassured that the issue has been resolved and the young person is able to continue safely, the participant can re-join the session.
5. Staff members will monitor the participant's behaviour, if rules are broken consistently, the young person will be removed from the platform by Mortal Fools staff and parents/carers will be informed.

If a child or young person needs individual support or needs to be spoken to about their behaviour during a session, staff will use a breakout room with a minimum of 2 staff members present in a breakout room at one time – staff should call the on call staff member to join the session in the event of this occurrence.

These procedures should be followed during live sessions. If any Mortal Fools staff members are unsure about how to proceed with a participant's behaviour, they should contact the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer.

RECEIVING AN ALLEGATION OR CONCERN ONLINE OR VIA MOBILE PHONE

Mortal Fools' existing safeguarding procedures, code of conduct and procedure for reporting allegations or concerns should still be adhered to when delivering activity online. Staff members must ensure they fully understand these procedures. Staff members should always contact Mortal Fools designated safeguarding officer and/or deputy if they have any concerns about a child or young person. This may be because:

- a staff member sees or hears something worrying during an online lesson
- a child communicates information about abuse during a phone call or via email.

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

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the DSO or Deputy DSO, ideally by speaking to them by phone. The DSO/Deputy DSO will follow the procedure below. If the staff member cannot get hold of the DSO/DDSO, or the link trustee, they should also follow this procedure.

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

SHARING WORK CREATED ONLINE

When Mortal Fools share work created online, Mortal Fools will take the following steps;

- Share the final edits with the young people and their parents/carers before sharing to check they are happy with the content
- Not use a child's surname in photography or video content.
- Gain parental/guardian consent for children under 18 to be photographed and videoed, providing details of where content may be shared and getting consent.

- Only use images of children in suitable clothing to reduce the risk of inappropriate use
- Only share content through Mortal Fools' official accounts.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Mortal Fools will not share the content.

SAFEGUARDING: Concern or Allegation 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	Age	Group
Any additional needs or considerations			
Parent/ Carer contact details			

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

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

Please provide details of the child, young person under the age of 18 or vulnerable adults account/ perspective.

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

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).

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.)