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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.

### Definitions

**Child:** Anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout.

**Safeguarding:** Safeguarding children is the action you take to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment.
- preventing harm to children's health and development.
- providing support to meet children's needs when problems emerge.
- ensuring children grow up with safe and effective care, within their family where possible.
- taking action to enable all children and young people to have the best outcomes.

**Child protection:** Child Protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering, or likely to suffer, significant harm. This includes child protection procedures detailing how to respond to concerns about a child.

**Abuse:** Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by: family members; friends; people working or volunteering in organisational or community settings; people they know; strangers.

### 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:

- Has a positive and enjoyable experience of our activities and events in a safe and person-centred environment that promotes their welfare.
- Is protected from abuse or harm whilst participating in our activities and events or outside of the activity.
- Is listened to and supported to develop trusted relationships that help them raise concerns.





### 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 2023
- Gov.uk guidance: [Check someone's criminal record as an employer](#)
- 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
- DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers 2024.
- Gov.UK, Guidance on reporting safeguarding concerns in a charity, updated March 2022.



### 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.
- Having a board of trustees that are responsible for ensuring that those benefiting from, or working with the charity, are not harmed in any way through contact with it.
- Organising training for the DSO, Deputy DSO and Link Trustee to at least a Level 3 Safeguarding qualification covering safeguarding lead responsibilities – at least every 3 years.
- 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 and maintaining written procedures that enable good safeguarding practice.
- 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.
- Maintaining knowledge and awareness of local arrangements and referral routes.
- 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 (via ongoing consultation during activities, evaluation sessions, and focus groups) and responding to their input appropriately and safely.
- Providing families and children with access to information about how we keep them safe – via publishing this policy on our website, signposting parents/carers to the policy, providing an overview of key information on how we safeguard their children's welfare upon registration for a project, and providing key information to children during activities about how we safeguard their welfare and how they report concerns. Information will be provided in a child-friendly, age-appropriate and ability-appropriate way, verbally and in writing.
- Ensuring that children and young people under 18 know how to raise a concern.
- Maintaining strong multi-agency and multi-disciplinary working to identify and respond to the needs of children and families.
- Sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children.
- 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.



# MORTAL FOOLS

## Child Safeguarding Policy



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*
- *Use of Social Media Policy*
- *Internet and Cyber Security Policy*
- *Health & Wellbeing Policy*
- *Grievance Policy*
- *Disciplinary Policy*
- *Anti-Bullying Policy*
- *Health and Safety Policy*



### Key Contacts:

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#### 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:

Stuart Rutherford-Orrrock / 07525 494980 / stuart\_rutherford@hotmail.co.uk

### Telephone numbers for child safeguarding concerns/referrals :

#### Northumberland - Onecall telephone: 01670 536400

Local Authority Designated Officer (LADO) 07500 606174, Mon to Fri 8.30am – 5pm (4.30pm on Fri) or Onecall 01670 536400 (Out of hours). Email: [LADO@northumberland.gov.uk](mailto:LADO@northumberland.gov.uk)  
The Northumberland Children and Adults Safeguarding Partnership (NCASP)

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

**Gateshead** - Gateshead Council Children's Services 0191 433 2653, Mon - Fri, 8.30am to 5pm.  
Out of hours, at night, at weekends and bank holidays 0191 477 0844.

**Newcastle** - During office hours 0191 277 2500, Mon to Fri, 8.45am to 5pm.  
Outside of office hours and at weekends 0191 278 7878.

**Sunderland** - Together for Children 0191 520 5560, Mon – Fri 8.30am to 5pm (4.30pm on Fri).  
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 by the DSO, Deputy DSO and Link Trustee annually or earlier in the case of changes in legislation and/or government guidance, or after any significant safeguarding event.

Feedback from stakeholders (including children and families) will be compiled throughout the year and integrated as per this process.

Date of Review	October 2024
Name of person signing off this review	Kiz Crosbie (CEO and DSO)
Signature of person signing off this review	
Date agreed by Board:	TBC
Scheduled date of next review	October 2025



# 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.

### Definitions

**Adult at risk of harm:** An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support. They may be in need of help because they have care and support needs. They may be unable to stop someone else from harming or exploiting them.

Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team.

**Safeguarding:** Protecting the health, wellbeing and human rights of adults at risk, enabling them to live safely, free from abuse and neglect.

**Abuse:** A violation of an individual's human and civil rights by any other person or persons which results in significant harm.

### 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:

- Has a positive and enjoyable experience of our activities and events in a safe and person-centred environment that promotes their welfare.
- Is protected from abuse or harm whilst participating in our activities and events or outside of the activity.
- Is listened to and supported to develop trusted relationships that help them raise concerns.

### 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
- [SCIE Guidance on Safeguarding Adults: Sharing Information](#)
- 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.
- Having a board of trustees that are responsible for ensuring that those benefiting from, or working with the charity, are not harmed in any way through contact with it.
- Organising training for the DSO, Deputy DSO and Link Trustee to at least a Level 3 Safeguarding qualification covering safeguarding lead responsibilities – at least every 3 years.
- 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 and maintaining written procedures that enable good safeguarding practice.
- 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 and maintaining written procedures that enable good safeguarding practice.
- 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.



# MORTAL FOOLS

## Adults at Risk of Harm Safeguarding Policy

- Providing all contractors with copies of our policies and relevant procedures.
- Maintaining knowledge and awareness of local arrangements and referral routes.
- 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 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 (via ongoing consultation during activities, evaluation sessions/surveys) and acting on their views.
- Providing adults at risk of harm with access to information about how we keep them safe via publishing this policy on our website, signposting them to the policy, providing an overview of key information on how we safeguard their welfare upon registration for a project, and providing key information verbally and in writing during activities about how we safeguard their welfare and how they report concerns.
- 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.

# MORTAL FOOLS

## Adults at Risk of Harm Safeguarding Policy



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*
- *Grievance Policy*
- *Disciplinary Policy*
- *Anti-Bullying Policy*
- *Health and Safety Policy*
- *Internet and Cyber Security Policy*
- *Health & Wellbeing Policy*





### Key Contacts:

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#### 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:

Stuart Rutherford-Orrrock / 07525 494980 / stuart\_rutherford@hotmail.co.uk

#### Telephone numbers for adult safeguarding concerns/referrals:

Northumberland - Onecall: 01670 536400 [safeguardingreferrals@northumberland.gov.uk](mailto:safeguardingreferrals@northumberland.gov.uk)

County Durham - [Social Care Direct](#) 24 hours a day on 03000 267 979

**Gateshead** - Adult Social Care Direct 0191 433 7033, Monday to Friday, 9am until 6pm.  
Out of hours, at night, at weekends and bank holidays 0191 477 0844.

**Newcastle** - Community Health and Social Care Direct 0191 278 8377 Mon to Fri, 8am to 5pm.  
Outside of office hours and at weekends 0191 278 7878.

**Sunderland** - Adults Safeguarding 0191 5618934 or 0191 5618936, 8.30am to 5.15pm Mon – Fri (to 4.45pm on Fri).  
Out of these hours, contact Health & Wellbeing 0191 520 5552

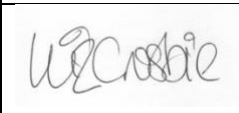
NON-URGENT POLICE: 101

EMERGENCY: 999

### Review Dates:

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

Feedback from stakeholders will be compiled throughout the year and integrated as per this process.

Date of Review	October 2024
Name of person signing off this review	Kiz Crosbie (CEO and DSO)
Signature of person signing off this review	
Date agreed by Board:	TBC
Scheduled date of next review	October 2025





### 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](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)
- <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

### 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.

\*Safeguards include procedures, assessment of software, monitoring, training, or guidance from parents, carers or other trusted adults.





### 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 do this by engaging parents, carers and other stakeholders in discussions about online safety when planning projects, agreeing expectations when commencing a project and in particular instances when online tools may be utilised (e.g., during research tasks for a particular project).

### 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 – see our [Online Behaviour Code for Employees & Volunteers](#).
- providing clear and specific guidance and advice to children, young people using our service and their parents/carers - see our [Online Behaviour Code for members](#).
- supporting and encouraging the children and 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 and young people 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.





# MORTAL FOOLS

## Online Safeguarding Policy

- 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.

### 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, sharing nudes and semi-nudes, 'deepfakes', sexual abuse and sexual exploitation.
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account.
- reviewing the plan developed to address online abuse at regular intervals, 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*
- *Use of AI Policy*
- *Internet and Cyber Security Policy*
- *Health & Wellbeing Policy*



**Key Contacts:**

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**Designated Safeguarding Officer / Online Safety Coordinator:**

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

**Deputy Designated Safeguarding Officer:**

Helen Ferguson (Creative Producer) / 07594 797767 / [helen@mortalfools.org.uk](mailto:helen@mortalfools.org.uk)

**Link Trustee:**

Stuart Rutherford-Orrrock / 07525 494980 / [stuart\\_rutherford@hotmail.co.uk](mailto:stuart_rutherford@hotmail.co.uk)

**Telephone numbers for child safeguarding concerns/referrals :**

**Northumberland - Onecall telephone: 01670 536400**

Local Authority Designated Officer (LADO) 07500 606174, Mon to Fri 8.30am – 5pm (4.30pm on Fri) or Onecall 01670 536400 (Out of hours). Email: [LADO@northumberland.gov.uk](mailto:LADO@northumberland.gov.uk)  
 The Northumberland Children and Adults Safeguarding Partnership (NCASP)

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

**Gateshead -** Gateshead Council Children's Services 0191 433 2653, Mon - Fri, 8.30am to 5pm.  
 Out of hours, at night, at weekends and bank holidays 0191 477 0844.

**Newcastle -** During office hours 0191 277 2500, Mon to Fri, 8.45am to 5pm.  
 Outside of office hours and at weekends 0191 278 7878.

**Sunderland -** Together for Children 0191 520 5560, Mon – Fri 8.30am to 5pm (4.30pm on Fri).  
 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 by the DSO, Deputy DSO and Link Trustee annually or earlier in the case of changes in legislation and/or government guidance, or after any significant safeguarding event. Feedback from stakeholders will be compiled throughout the year and integrated as per this process.

Date policy adopted	October 2024
Name of person signing off policy	Kiz Crosbie (CEO and DSO)
Signature of person signing off policy	
Agreed by Board	TBC
Scheduled date of next review	October 2025



# MORTAL FOOLS

## Safeguarding Reporting Form



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

<b>Concern</b> <i>Any suspicion or worry regarding the safety or well-being of an individual.</i>	
<b>Allegation</b> <i>Any claim or assertion made with the intent to accuse someone of wrongdoing or improper behaviour (not been determined or proven following a legal process).</i>	
<b>Unsure</b>	

About the person this relates to:

<b>Name:</b>			
<b>D.O.B.</b>	<b>Gender / Pronouns</b>	<b>Age</b>	<b>Group</b>
<b>Any additional needs or considerations</b> <i>(e.g., medical, mental health, SEND, neurodivergence)</i>			
<b>Parent / Carer contact details</b> <i>(only complete if the person is a child aged under 18)</i>			

About you:

<b>Your Name</b>	<b>Your Role</b>	<b>Your contact details</b>

### Information regarding the concern or allegation

Please tick the appropriate area:

Are you reporting your own concerns?	
Are you sharing an allegation made to you?	
Are you responding to concerns raised by somebody else?	
Other, please explain here:	



# MORTAL FOOLS

## Safeguarding Reporting Form



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 location that this took place, who was present, the date and time when this happened, what happened, what was said and by whom, what actions were observed, 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:



# MORTAL FOOLS

## Safeguarding Reporting Form



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?  
*(This could be: involving the same person/people; the same or a similar situation; or anything else you think is relevant)*

What if any actions have you taken about the areas detailed? Include information about whether anyone else was informed (including parent/carer) and how this was done.

Is there any other information that you believe is relevant? Please add it here.

Please date and sign below to show when this record was created and confirm this is a true and accurate record of the occurrence:

Signature	Date

THIS FORM SHOULD BE RETURNED TO KIZ CROSBIE (DSO) OR HELEN FERGUSON (Deputy DSO) OR STUART RUTHERFORD-ORROCK (Link Trustee)



# MORTAL FOOLS

## Safeguarding Reporting Form

DSO /Deputy DSO / Link Trustee Follow Up Notes and/or Actions Taken

*Include dates / times, reasons for escalating / not escalating and all interactions with safeguarding board (if applicable) including names, dates and times.*

<b>Actions taken</b>	<i>(include names, dates &amp; times)</i>
<b>Communications</b>	<i>(include names, dates &amp; times)</i>
<b>Further follow-up actions taken</b>	<i>(include names, dates &amp; times)</i>