



**Kiln Theatre**  
**Safeguarding Documents**  
**Part 1**

# Safeguarding Framework at Kiln Theatre

Kiln Theatre works with children, young people and adults, some of whom are 'adults at risk of harm'. We are committed to safeguarding the people that we work with and promoting their welfare. Kiln Theatre will work to keep children, young people and adults at risk safe, providing a secure and comfortable environment in which they can benefit fully from our programmes and maximise their potential.

At Kiln Theatre we are committed to providing systems for the recognition and referral of safeguarding issues. To this end:

- Kiln Theatre has a nominated Designated Safeguarding Lead, Deputies and a Designated Safeguarding Trustee.
- All staff and volunteers must produce, an original, DBS disclosure statement, which is less than 2 years old. Kiln Staff and Trustees will be subject to a DBS check, updated every two years. Details will be filed in the Central Personnel Log.
- All staff are required, as part of their contractual duties, to carry out the necessary Risk Assessments in relation to safeguarding where necessary.
- All staff are provided with access to Kiln Theatre 'Safeguarding Documents' – a group of policies and procedures which guide all our work with children, young people and adults at risk.
- All staff working with children and adults at risk receive annual safeguarding training.
- Hirers are permitted to use only the space/s they have hired. If a member of Kiln Theatre staff is unsure of the purpose of any external client's visit, then they should ask.
- Access to spaces is via access card.
- The Head of Creative Engagement is consulted prior to the hiring of any spaces where outside bookers may come into direct contact with children and young people who access our programmes, and DBS checks for external hirers may be required when appropriate.

Kiln's Safeguarding documents are split into two sections:

**Part One** contains core policies, definitions, responding and reporting procedures and forms

**Part Two** contains specific policies, procedures, codes of conduct and other relevant forms

## Key Safeguarding Contacts: Organisational

Designated Safeguarding Lead (DSL): Romana Fello, Head of Creative Engagement  
romanafello@kilntheatre.com

Deputy Designated Safeguarding Lead (Adults at Risk): Stella Taljaard, Participation Producer,  
stellataljaard@kilntheatre.com/ 07375532006

Deputy Designated Safeguarding Lead (Young People): Imogen Fletcher, Learning Producer,  
imogenfletcher@kilntheatre.com/ 07714 253106

### **Key Safeguarding Contacts: Senior Management and Board Level**

Iain Goosey, Executive Director, [iaingoosey@kilntheatre.com](mailto:iaingoosey@kilntheatre.com)/ 07828432238

Simon Davis, Head of Operations and Front of House, [simondavis@kilntheatre.com](mailto:simondavis@kilntheatre.com)

Louis Charalambous, Designated Safeguarding Trustee, [louis.charalambous@icloud.com](mailto:louis.charalambous@icloud.com)

### **Key Safeguarding Contacts External**

**Brent Family Front Door : 020 8937 4300** (9am - 5pm) or Brent's Emergency Duty Team after hours on 020 8863 5250

**Brent Adult Safeguarding Team: 020 8937 4098 / 4099**

**Kilburn Police Station:** 020 7372 1212. 38 Salisbury Rd, London, NW6 6NN

**NSPCC:** 0808 800 5000 (24hrs line)

### **Our safeguarding policy**

This policy and associated policies and procedures apply to all staff, including senior managers and board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Kiln Theatre.

The purpose of our Safeguarding policy and documents is:

- To protect children and adults at risk of harm who access our Creative Engagement programme and visit our building;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Kiln Theatre believes that no child or adult at risk of harm should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults at risk and to keep them safe. We are committed to work in a way that protects them.

### **Legal framework and Guidance**

This policy has been developed on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England and includes but is not limited to:

- Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Children and Families Act 2014
- Children and Social Work Act 2017

- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998
- Working Together to Safeguard Children 2023
- Prevent Duty Guidance 2023
- What to do if you're worried a child is being abused: Advice for Practitioners 2015
- Information sharing; Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- The Care Act 2014
- Deprivation of Liberty Safeguards
- Making Safeguarding Personal Guide 2014
- Data Protection Act 2018; General Data Protection Regulation (GDPR) 2018

**We recognise that:**

- The welfare of the child and adult at risk of harm is paramount in all the work we do and the decisions we take
- All children and adults at risk of harm, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Some children/adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Working in partnership with children, adults at risk of harm, their parents, carers and other agencies is essential.

Please refer to our separate Safeguarding Children and Child Protection policy and Safeguarding Adults at Risk of Harm policy below.

**We are committed to reviewing our policies and good practice annually.** This framework document was last reviewed in: December 2025

Signed: \_\_\_\_\_  
**Sabine Chalmers, Chair of Trustees**

Date: \_\_\_\_\_

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The Safeguarding Framework is the introduction to a group of documents which outline the safeguarding approach for Kiln Theatre. It is important that you make yourself familiar with Kiln Theatre Safeguarding Documents Part 1 and 2, and the information within them:

### **Kiln Theatre Safeguarding Documents Part 1**

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## **Safeguarding Children and Child Protection Policy**

### **Who does this policy apply to?**

This policy applies to anyone working on behalf of Kiln Theatre, including senior managers and the board of trustees, employees, freelancers, volunteers, sessional workers, agency staff and students or anyone else working on behalf of Kiln Theatre regardless of location.

### **About Kiln Theatre**

Based in Kilburn, Kiln Theatre creates internationally renowned, high quality, engaging and innovative plays which present the world through a variety of different lenses, amplifying unheard and ignored voices into the mainstream.

The Creative Engagement programme at Kiln aims to champion the imagination, aspiration and potential of the Brent and North London Community, young and old.

### **Who is a child?**

There are different definitions of the term “child” across the UK and we have included these within this document for reference.

For the purpose of this document we use the guidance provided by the document **Working Together to Safeguard Children 2018** which describes a child as **anyone who has not yet reached their 18th birthday**.

This is regardless of whether they are

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

### **Who is a “young person”?**

There is no specific definition of a young person. However, older children may be referred to or refer to themselves as young people.

For the purpose of this policy, we use the terms child, children or young person or young people to refer specifically to those under the age of 18. For those “young people” aged over 18 you should refer to the Kiln Theatre Safeguarding Adults at Risk of Harm Policy (page 9).

### **We will seek to keep Children and Young People safe by:**

- Valuing, listening to and respecting them
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing effective e-safety and online policies and related procedures
- Providing effective management for staff through supervision, support and training
- Recruiting staff safely, ensuring all necessary checks are made and recorded.
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents, children and families and carers appropriately.

- Recording, storing and using information securely and confidentially.
- Sharing information about safeguarding and good practice with children and their families
- Making sure that children, young people and their families know where to go for help if they have a concern, by providing accessible safe information in a range of formats, sharing them regularly and offering opportunities to discuss them.
- Managing any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Sharing and referring back to a Participant Guidelines document with children and young people which outlines appropriate behaviour and the steps which will be taken if guidelines are not adhered to.
- Having complaint raising and whistleblowing measures in place.
- Providing a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Implementing and monitoring child protection procedures and reviewing, updating this policy regularly for approval by the Board and always in accordance with new legislation.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Offering systems for children to tell us what they think we should be doing to keep them safe and acting on their views where possible.
- Being accountable and transparent in our safeguarding approach.

This Safeguarding Children and Child Protection policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

## **Safeguarding Adults at Risk of Harm Policy**

Who does this policy apply to?

This policy applies to anyone working on behalf of Kiln Theatre, including senior managers and the board of trustees, employees, freelancers, volunteers, sessional workers, agency staff and students or anyone else working on behalf of Kiln Theatre regardless of location.

### **About Kiln Theatre**

Based in Kilburn, Kiln Theatre creates internationally renowned, high quality, engaging and innovative plays which present the world through a variety of different lenses, amplifying unheard and ignored voices into the mainstream.

The Creative Engagement programme at Kiln aims to champion the imagination, aspiration and potential of the Brent Community, young and old.

### **Who is an adult at risk of harm?**

An adult at risk of harm is described by the Care Act 2014 as someone over the age of 18 who:

- has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

### **Our Approach**

At Kiln Theatre we take our responsibility for the welfare of adults at risk of harm very seriously and we are committed to practicing in a way which protects them.

### **We acknowledge that:**

- Safeguarding is everyone's responsibility.
- If adults at risk of harm are to receive the right help at the right time, everyone who encounters them has a role to play in identifying concerns, sharing information and taking prompt action.
- All adults, regardless of age, disability, gender identity, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some people are additionally vulnerable because of
  - Personal characteristics which may include, but are not limited to, age, disability, learning disability, illness, mental or physical health needs.
  - Life circumstances which may include, but are not limited to, isolation, socio-economic factors, and environmental living conditions.
- By working in partnership with adults at risk of harm, their parents, carers and other agencies we can promote their welfare and keep them safe.

### **We acknowledge the six key principles identified by the Care Act 2014 which are described as:**

- **Empowerment:** People are supported and encouraged to make their own decisions
- **Prevention:** It is better to take action before harm occurs
- **Proportionality:** The least intrusive response appropriate to the risk presented
- **Protection:** Support and representation for those in greatest need

- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in safeguarding practice.

**We will seek to keep the adults at risk of harm that we work with safe by:**

- Valuing, listening to and respecting them.
- Using safeguarding best practice through our policies, procedures and code of conduct for all staff and volunteers
- Developing and implementing an effective online safety policy
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made and recorded
- Providing effective management for staff and volunteers through supervision, support and regular training
- Recording, storing and using information securely
- Having appropriate confidentiality and information sharing procedures in place when safeguarding adults at risk.
- Sharing information about safeguarding and good practice with adult participants and their family or carers as appropriate.
- Making sure adults know where to go for help if they have a concern.
- Preventing harm wherever possible.
- Ensuring that all adults will be treated equally and supported in being able to access the activities and services that we deliver.
- Providing a safe environment for adults to take part in our activities and services.
- Taking seriously all suspicions and allegations of concerns or abuse and respond to them to swiftly and appropriately.
- Ensuring that adults at risk of harm are supported and encouraged to make their own decisions.
- Supporting and representing those people who have greatest need.
- Managing any allegations against staff and volunteers appropriately, swiftly and vigilantly.
- Being accountable and transparent in our safeguarding approach.

This Safeguarding Adults at Risk of Harm policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

# Categories of Abuse in Children

Kiln Theatre is strongly committed to providing a safe environment where all children and adults at risk of harm are protected from abuse.

This document:

- Describes the different categories of abuse against children so that staff can identify a safeguarding concern.

## What is abuse?

The document Working Together to Safeguard Children 2018 defines abuse as:

- A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.
- Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.
- Abuse can take place wholly online, or technology may be used to facilitate offline abuse.
- Children may be abused by an adult or adults, or another child or children.

**The 4 key areas of abuse identified by Working Together to Safeguard Children 2023 are:**

- Physical
- Sexual
- Emotional
- Neglect

A child may be subject to more than one form of abuse and in all cases of concern you should share any information with Kiln's DSL using the procedures in this document.

Other areas to consider which may be included within the 4 areas above are

- County Lines
- Child Sexual Exploitation
- Child Criminal Exploitation
- Bullying
- Female Genital Mutilation
- Domestic Violence or Abuse
- Modern Day Slavery
- Discriminatory Abuse
- Organisational or Institutional Abuse

## Identifying the Different Types of Abuse

The following Definitions have been taken from the document Working Together to Safeguard Children 2023

### Physical abuse

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

## **Sexual Abuse**

- Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or
- Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.
- Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Neglect**

- The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.
- Once a child is born, neglect may involve a parent or carer failing to:
  - a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - b) protect a child from physical and emotional harm or danger
  - c) ensure adequate supervision (including the use of inadequate caregivers)
  - d) ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Further areas are highlighted by the document Working Together to Safeguard Children 2023 and other sources.**

## **Child Sexual Exploitation is a form of child sexual abuse.**

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- a) in exchange for something the victim needs or wants, and/or

b) for the financial advantage or increased status of the perpetrator or facilitator.  
The victim may have been sexually exploited even if the sexual activity appears consensual.  
Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **County Lines**

As set out in the Serious Violence Strategy, published by the Home Office, this is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'.

They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons

### **Female Genital Mutilation**

The document 'Multi-agency statutory guidance on female genital mutilation' describes this as a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

The age at which FGM is carried out varies enormously. It may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy.

### **Child Criminal Exploitation**

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial or other advantage of the perpetrator or facilitator and/or
- c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual.  
Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology

### **Bullying**

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

### **Domestic Violence or Abuse**

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those **aged 16 or over** who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Physical
- Psychological
- Sexual
- Financial
- Emotional

### **Modern Day Slavery**

- Slavery
- Human trafficking
- forced labour and domestic servitude
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Discriminatory Abuse**

Harassment, slurs or similar treatment on the basis of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

### **Organisational or Institutional Abuse**

This can include neglect and poor care practice within an institution or specific care setting

- It can also relate to the care provided in an individuals home.
- This may be a one off incidents or persistent ill-treatment.
- It can be through neglect
- Or sometimes this can be through poor professional practice led by an organisation

This Categories of Abuse in Children policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

## **Categories of Abuse in Adults**

**How do I identify the types of abuse for an adult?**

The Care Act 2014 Statutory Guidance identifies the following as areas of abuse but also indicates that this list is not exhaustive, and any other concerns should also be shared:

- Physical abuse
- Domestic violence
- Sexual abuse including:
- Psychological abuse

- Financial or Material Abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

**Physical abuse this can include:**

- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions
- assault

**Domestic violence this can include:**

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

**Sexual abuse this can include:**

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

**Psychological abuse this can include:**

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

**Financial or material abuse including:**

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

**Modern slavery this includes:**

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse**

Including forms of harassment, slurs or similar treatment because of ;

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

**Organisational abuse this includes**

- Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home.
- This may range from one off incidents to on-going ill-treatment.
- It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission this includes:**

- ignoring medical emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

**Self-neglect**

This covers a wide range of behaviour including

- neglecting to care for one's personal hygiene, health or surroundings
- behaviour such as hoarding.

A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

This Categories of Abuse in Adults policy should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

## **Responding to Concerns Allegations and Disclosures**

### **Concerns, Allegations and Disclosures**

Staff may be the first people to recognise signs that someone is being abused, receive a direct disclosure of abuse, or hear an accusation of abuse and so it is important that they are aware of how to respond.

You must report any concerns to the Designated Safeguarding Lead (details on page 2) using the procedures listed in these Safeguarding documents so that the necessary action may be taken to protect the person at risk.

This applies to allegations concerns and disclosures of abuse occurring at the Kiln Theatre (whether by staff, volunteers or members of the public) and to disclosures, concerns and allegations that abuse is taking place elsewhere.

**Please remember that it is not the responsibility of anyone working at the Kiln Theatre in a paid or unpaid capacity to decide whether abuse has taken place. In all cases you should use the reporting procedures and tools in this policy.**

### **What is a disclosure?**

A disclosure is when someone shares information that suggests that themselves or others may be experiencing harm or neglect or at risk of harm or neglect.

People may consciously disclose information, but it is important to understand that sometimes people share information without being aware that they are talking about abuse or neglect.

If someone shares information without being aware that they are making a disclosure, then you should let them know at the first opportunity that the information that they are giving will need to be shared with the Designated Safeguarding Lead.

### **Responding to a Disclosure**

If someone discloses information that indicates that they are being abused at risk of abuse or that another person is being abused or at risk of abuse then you should:

- **Stay calm** and listen carefully to what is said.
- **Inform** them, at an appropriate early opportunity that the information will need to be shared with the Designated Safeguarding Lead and perhaps outside of the organisation – do not promise to keep secrets.
- **Allow** them to continue at their own pace.
- **Reassure** them that they are not to blame and that it was right to tell.
- **Listen** to them, showing that you are taking them seriously.
- **Ask questions for clarification only**, so that there is a clear and accurate understanding of what has been said. At all times avoid asking questions that suggest a particular answer.
- **Tell** them what you will do next and with whom the information will be shared
- **Record** in writing what was said using their own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed by you and dated
- **Report** the incident to the Designated Safeguarding Lead (details on page 2) using the Kiln Theatre Reporting Procedures (p20) and the Incident Report Form (p22)

### **What is a Safeguarding Concern?**

This is when you or somebody else may have noticed indicators of abuse or neglect and feel concerned as a result.

### **Responding to a Safeguarding Concern**

Any safeguarding concerns should be reported using the Kiln Theatre Reporting Procedures (p20) and the Incident Report Form (p21)

### **What is an Allegation?**

This is when it is alleged that someone has:

- Behaved in a way that has harmed a child or adult at risk or might lead to a child or adult at risk being harmed.
- Possibly committed or is planning to commit a criminal offence against a child or adult at risk or a crime related to a child or adult at risk
- Behaved towards a child, children or adult at risk in a way that indicates they would be unsuitable to work with children or adults at risk
- This applies if the allegation is about a current incident or has occurred historically.

#### **Responding to an Allegation**

- Assess whether the vulnerable person is at risk of harm, if there is any immediate harm then you must contact the emergency services.
- Report the allegation to your Designated Safeguarding Lead immediately and follow this up using Kiln Theatre Reporting Procedures (p20) and the Incident Report Form (p22)
- You must not discuss this with the person about whom the allegation has been made, this decision will be made by the Designated Safeguarding Lead and handled using the appropriate policy.
- The Designated Safeguarding Lead will follow the policies and procedures applicable to whether this is an allegation against another child or someone employed or working on behalf of Kiln Theatre

**If there is a case of immediate or serious harm to a child, contact the police on 999.**

This Responding to Concerns, Allegations and Disclosures policy should be read alongside Kiln Theatre Reporting Procedures, Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

## **Reporting Procedures**

### **Reporting**

Concerns, allegations, and disclosures should be reported to the Designated Safeguarding Lead in the first instance using the Incident Report Form (p22). They will then decide what further actions should be taken.

If the Designated Safeguarding Lead is the subject of the suspicion/allegation the report must be made to the Executive Director who will then decide what further actions should be taken.

**Remember: If there is a risk of immediate serious harm to a child, call the police on 999.**

## What should I consider when I report a concern?

- To ensure that information is as helpful as possible, a detailed record should always be made at the time of the allegation/ disclosure/concern and shared with the relevant Deputy Designated Safeguarding Lead (Stella Taljaard or Imogen Fletcher) and the Designated Safeguarding Lead within 24 hours.
- When recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you.
- You should use the Incident Report Form (p22) in this document and try to complete all areas.

### Information to collect:

- The individual's name, age and date of birth
- The nature of the allegation/ disclosure/ concern, including dates, times and any other relevant information
- Relevant information about the circumstances of your concerns, identify what is fact and what you may be reading from the situation.
- Details of witnesses to the incidents
- The individual's account, if it can be given, of what has happened and how, if relevant, any bruising/injuries occurred
- The name and details of anyone you have spoken to about this concern, disclosure or allegation (**You should always seek advice from the Designated Safeguarding Lead wherever possible before sharing information unless this is an emergency situation**) The details of anyone who has been consulted and what has been said.
- If there has been an allegation, **the name of the person involved.**

### Next steps:

- The DSL or relevant DDSL should acknowledge receipt of the report
- The DSL and relevant DDSL will discuss the report and action next steps
- Where relevant to the person reporting the incident, the DSL or relevant DDSL will confirm next steps

### Storing Information

Incident report forms will be shared with DSL.

Any referrals to a statutory agency should be confirmed in writing within 48 hours and should be kept on the child's file.

Incident report forms will be saved in a file under the child's name, which is password protected and on the Kiln's Shared drive. Access to this folder is managed to the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Executive Director.

Incidents are recorded in a Safeguarding log, which is also password protected and access managed.

Incident reports are reviewed quarterly by a Safeguarding Review meeting with the Designated Safeguarding Trustee, and the number of incident reports is reported to Board meetings.

Records will be stored for 5 years, and then deleted from the Kiln Theatre shared drive.

Staff and volunteers should receive training about how to make and store child protection records and the documents used at Kiln Theatre.

**What should I do if I am unhappy with a safeguarding response?**

In the event that you are unhappy about a response to a safeguarding issue that you have raised then you should contact one of the following:

**Key Safeguarding Contacts: Senior Management and Board Level**

Iain Goosey, Executive Director, [laingoosey@kilntheatre.com](mailto:laingoosey@kilntheatre.com)/ 07828432238

Simon Davis, Head of Operations and Front of House, [simondavis@kilntheatre.com](mailto:simondavis@kilntheatre.com)

Louis Charalambous, Designated Safeguarding Trustee, [louis.charalambous@icloud.com](mailto:louis.charalambous@icloud.com)

This Kiln Theatre Reporting Procedures document should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

# Kiln Theatre Safeguarding Incident Report Form

## How to use this form.

Please complete the areas as fully as you can. If you are unsure of any areas then please contact the DSL for advice and support.

## DSL Contact Details

Designated Safeguarding Lead : Romana Ffello, Head of Creative Engagement,  
[romanafello@kilntheatre.com/](mailto:romanafello@kilntheatre.com/) 020 7372 6611

Deputy Designated Safeguarding Lead (Adults at Risk): Stella Taljaard, Participation Producer

[stellataljaard@kilntheatre.com/](mailto:stellataljaard@kilntheatre.com/) 07375532006

Deputy Designated Safeguarding Lead (Young People): Imogen Fletcher, Learning Producer  
[imogenfletcher@kilntheatre.com/](mailto:imogenfletcher@kilntheatre.com/) 07714 253106

## Definitions:

### Disclosure

A disclosure is when someone shares information that suggests that themselves or others may be experiencing harm or neglect or at risk of harm or neglect.

### Allegation

This is when it is alleged that any person working, volunteering or delivering any activities with Kiln Theatre has behaved in a way that has harmed a child or adult at risk, or might lead to a child or adult at risk being harmed.

### Concern

This is when you or somebody else may have noticed indicators of abuse or neglect and feel concerned as a result.

Which of the following safeguarding situations are you reporting?

- A disclosure    An allegation against an adult  
 An allegation against another child    A safeguarding concern  
 A behavioural concern

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Who does this relate to	
<input type="checkbox"/> A child (someone under the age of 18)	<input type="checkbox"/> An adult at risk

Details of child/adult at risk and parents/carers		
Name of child/adult at risk:		
Gender:	Ethnicity:	Language:
Age:	Date of Birth	Additional needs:
Name(s) of parent(s)/carer(s):		
Child's/ adult at risk's home address		
Address(es) of parent(s)/carer(s) (if different from child/adult at risk):		

Your Details	
Your name:	Your position:

About the concern/ allegation or disclosure. Are you?	
<input type="checkbox"/> Reporting own concerns	<input type="checkbox"/> Responding to concerns raised by someone else

If you are responding to an issue raised by someone else, please provide their name and position or role within the organisation, or details:

Date and time of the incident (if applicable):

Please provide details of the disclosure/allegation/concern  
Include all times and dates. Provide descriptions of injuries or other relevant details.  
Be clear about what you have witnessed or heard directly and what others have told you.

If you have the child/adult at risks account, please share this.  
Remember it is important to use their words wherever you can.

Please provide details of anyone who has witnessed the incident:

Please provide details of anyone that you have spoken to or consulted about this allegation, concern, or disclosure and provide details of what was discussed.

Action Taken

- Called the Out of Hours Social Services Emergency Duty Team
- Police – emergency (999)
- Police – non emergency (101)
- Reported verbally to Safeguarding Lead or Deputy
- Other action (please give details below)

Any other action not detailed above

Please detail any responses given or steps taken as a result of the above actions

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Has the child or adult at risk of harm given consent for this information to be shared?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

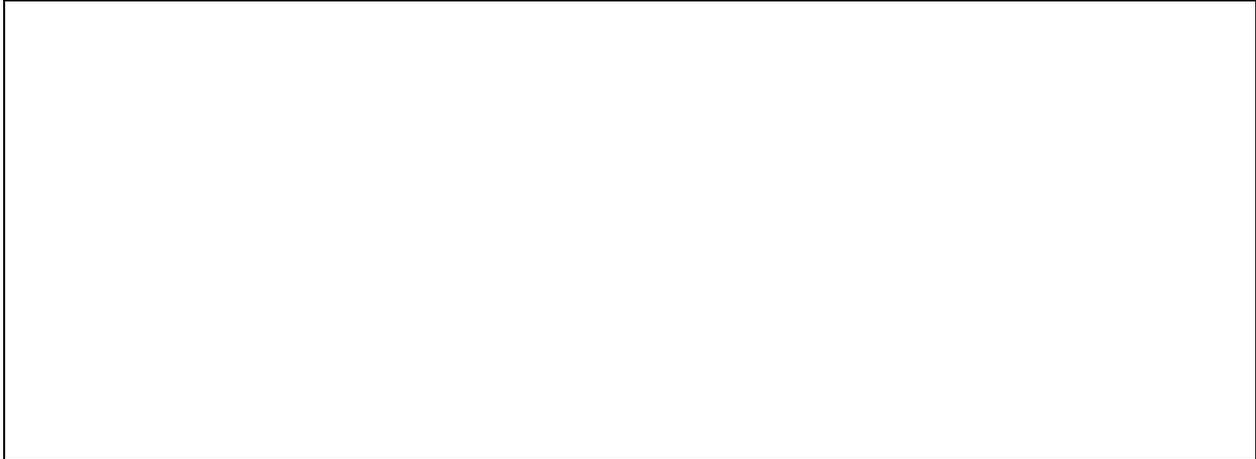
Date of completing form:

Name of person completing this form:

Signature:

<b>To be completed by DSL: Please detail any follow up actions</b>

<b>To be completed by DSL: Please detail any responses given by Brent Family Front Door or any other professionals contacted</b>
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## Responding to Safeguarding Allegations Against a Member of Staff

The aim of this policy and procedures are:

- To ensure that children and adults at risk of harm are protected and supported following an allegation that they may have been abused by anyone working for or on behalf of Kiln Theatre.
- To ensure that there is a fair, consistent and robust response to any safeguarding allegation made, so that any risk posed to other children or adults at risk by an abusive individual is managed effectively
- To ensure that an appropriate level of investigation into concerns or allegations takes place
- To ensure that the Kiln Theatre continues to fulfil its responsibilities towards members of staff, or volunteers who may be subject to such investigations and acts in accordance with legislation and guidance.

### What is an Allegation?

This is when someone shares a concern that any person working for or volunteering with Kiln Theatre has:

- Behaved in a way that has harmed a child, may have harmed a child, or might lead to a child being harmed.
- Behaved in a way that has harmed, or may have harmed, an adult at risk.
- Possibly committed or is planning to commit a criminal offence against a child or adult at risk or related to a child or adult at risk.

- Behaved towards a child, children or adult at risk in a way that indicates s/he is or would be unsuitable to work with children or adults at risk.
- Behaved in a way in breach of the Kiln Theatre's Safeguarding Code of Conduct
- This applies if the allegation is about a current incident or has occurred historically

### **Responding to an Allegation**

Any allegation or concern that a Kiln Theatre employee or volunteer has behaved in a way that has harmed, or may have harmed, a child or adult at risk will be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

If an allegation is made that a staff member or volunteer has:

- behaved in a way that has harmed, or may have harmed a child
- behaved in a way that has harmed, or may have harmed, an adult at risk.
- possibly committed a criminal offence against, or related to, a child or adult at risk
- behaved towards a child, children or adult at risk in a way that indicates they may pose a risk of harm to children
- behaved in a way that indicates they may not be suitable to work with children or adults at risk.

### **Roles and Responsibilities:**

At Kiln Theatre the Designated Safeguarding Lead is the nominated person responsible for dealing with allegations or suspicions of abuse about someone who works with children or adults at risk.

#### **In the first instance you should report to:**

**Designated Safeguarding Lead:** Romana Fello, Head of Creative Engagement  
[romanafello@kilntheatre.com](mailto:romanafello@kilntheatre.com)

#### **If the allegation concerns the DSL, the Safeguarding Trustee should be contacted.**

Louis Charamboulos, [louis.charalambous@icloud.com](mailto:louis.charalambous@icloud.com)

You should feel confident about challenging the behaviour of others and voicing concerns. If you feel unable to report an incident within Kiln Theatre then you can make a report to:

- **Brent Family Front Door: 020 8937 4300 (9am - 5pm) or Brent's Emergency Duty Team after hours on 020 8863 5250**
- **Brent Adult Safeguarding Team: 020 8937 4098 / 4099**
- **Kilburn Police Station: 020 7372 1212. 38 Salisbury Rd, London, NW6 6NN**
- **NSPCC: 0800 028 0285 Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

**If the child or adult is at risk of immediate harm or in need of medical attention, call the emergency services on 999.**

The person who receives a safeguarding allegation must not investigate the matter further, but must gather the facts and make a written record of the basic details of the allegation to include:

- Name of the individual who the allegation is about and any other identifying information, including location
- Name of any children/adult at risk involved
- Date and time of the allegation arising
- Name and contact details of the person making the allegation

- Key information about the nature of the safeguarding allegation

Share the details of the allegation onto the Designated Safeguarding Lead immediately, who will take the following steps to ensure the safety of the child/ adult at risk in question.

- The Designated Safeguarding Lead will refer the allegation to Brent Family Front Door.
- The Designated Safeguarding Lead will liaise with local child protection services, social services and the police to ensure appropriate response.
- The Executive Director should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Chair of the Board of Trustees should be notified, as well as relevant funders and the Charities Commission where necessary
- The Kiln Theatre's Executive Director will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Suspension does not imply guilt and is not disciplinary action under this Procedure. Any suspension would be on full pay until any investigation has concluded.
- If any member of staff has concerns about another staff member or about safeguarding practices at the Kiln Theatre, they must report their concerns to the Executive Director
- Irrespective of the findings of the social services or police inquiries the Artistic Director/Chief Executive and Executive Director (with reference to the Chair of the Board) will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Artistic Director/Chief Executive and Executive Director must reach a decision based upon the available information. Suspensions will be upheld if, on the balance of probability, it is more likely than not that the allegation is true.

Whilst proper procedures must be maintained, the welfare of the child or adult at risk of harm should remain of paramount importance throughout.

Kiln Theatre will ensure that the accused staff member will be treated fairly and honestly and helped to understand the concerns expressed and processes involved. They will be kept informed throughout the progress and outcome of any investigation and the implications for any disciplinary or related process.

### **Lessons Learned**

If an allegation is substantiated, a review process will take place to identify lessons that can be learnt. This should include:

- considering any factors that may have contributed to or failed to prevent abuse occurring
- reviewing safeguarding and child protection measures to ensure ongoing vigilance
- making changes to organisational policies and procedures as necessary.

In some cases, a case review may be appropriate. This means an independent reviewer will speak to all the agencies involved and consider the case. They will consider whether there are lessons that should be shared more widely to improve safeguarding practice.

### **Duty to Refer**

Kiln Theatre will also uphold its Duty to Refer. Duty to Refer is when employers and volunteer managers make a barring referral to the Disclosure and Barring Service (DBS). A referral is when a concern that an individual may have harmed a child or adult at risk, or put a child or adult at risk at risk of harm, is passed onto DBS.

As a regulated activity provider Kiln Theatre must make a referral when both of the following conditions have been met:

#### **Condition 1**

- Kiln Theatre withdraws permission for a person to engage in regulated activity with children and/or adults at risk. Or moves the person to another area of work that isn't regulated activity.

This includes situations when the above action would have been taken, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

#### **Condition 2**

Kiln Theatre suspects the person has carried out 1 of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk or put them at risk or harm or;
- satisfied the harm test in relation to children and / or adults at risk. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable adult still exists or;
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations ) offence

To make a referral, you must use the online form available at [Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](https://www.gov.uk/making-barring-referrals-to-the-dbs)

Either way you'll be asked to provide prescribed information. This is information that you must legally provide.

#### **Resignations and 'settlement agreements'**

If someone resigns from their post or refuses to cooperate with the process, this must not prevent an allegation being followed up.

'Settlement agreements' (where a person agrees to resign and the employer agrees not to pursue disciplinary action) must not be used in cases of alleged abuse.

#### **Legislation and Guidance**

In England, the national guidance is Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children. (Department for Education, 2023).

This Responding to Safeguarding Allegations Against a Member of Staff document should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

**Date of Issue: December 2025**

**Date for Review: December 2026**

## Responding to allegations made against a child

**The aim of this policy and procedures is:**

- To ensure that children are protected and supported following an allegation that they may have been abused by another child or children.
- To provide the child or young person who may have carried out the abuse with the appropriate help.
- To ensure that there is a fair, consistent and robust response to any safeguarding allegation made.
- To ensure that an appropriate level of investigation into concerns or allegations takes place.
- To make sure our response to any allegations is fair and consistent and any risks posed to children are managed appropriately.

**Roles and Responsibilities:**

At Kiln Theatre the Designated Safeguarding Lead is the nominated person responsible for dealing with allegations or suspicions of abuse made against children and adults at risk.

The nominated person is fully trained in managing allegations against or concerns about abuse by a child. They should know who to contact if any concerns are raised, such as the police or local child protection services.

**In the first instance you should report to**

**Designated Safeguarding Lead:** Romana Fello, Head of Creative Engagement  
romanafello@kilntheatre.com

**If she is not available then:** Simon Davis, Head of Operations and Front of House,  
simondavis@kilntheatre.com

### **What is an Allegation?**

This is when someone shares a concern that a child or children have behaved in a way that has harmed a child, may have harmed a child, or might lead to a child being harmed. This is sometimes called “child on child abuse”.

There are numerous ways that a child/children may be abusive towards another child/children. This might include:

- bullying or cyberbullying
- emotional abuse
- online abuse
- physical abuse
- sexting and sharing inappropriate images
- other harmful sexual behaviours
- sexual abuse.

Children may carry out acts of peer on peer abuse without being aware that they are doing so.

### **How might you be made aware of a concern?**

- Through a direct allegation
- A disclosure from another person
- A disclosure from the person themselves
- Observing inappropriate behaviour
- Being informed by an external party involved in an investigation.

### **Responding to a disclosure of child on child abuse**

When responding to a concern or allegation relating to a child it is important to consider the welfare of all of those involved including the child disclosing information that they may have abused a peer.

- Tell them that they have done the right thing by disclosing this information.
- Listen carefully to what they say and do not ask probing or interrogating questions.
- Be non-judgmental, think about your words and your body language.
- Remember that the child disclosing an act of abuse still needs and is entitled to support.
- Let them know that you will take action to keep them and others involved safe.
- Let them know what you will do next and who you will talk to.
- Let them know that you will help them to get support.

### **Responding to a concern that a child is carrying out child on child abuse**

- You should always report this to your DSL using the Reporting Procedures (p20) and the Incident Report Form (p22)
- You should not confront the child without taking advice from the DSL

**In all cases if there is any risk of immediate harm then you should contact the Emergency Services on 999**

### **What happens next?**

The DSL will decide if this is a child protection issue by considering:

- Whether the behaviour involves sexual or physical assault
- The child experiencing the abusive behaviour has suffered significant harm.
- There is a pattern of behaviour that suggests coercion.
- The child carrying out the abuse is displaying harmful sexual behaviour.
- There is a concern that the child committing the abuse may be doing so because they have experienced abuse or other traumatic experiences themselves.

- If there is an imbalance of power
- An age difference of more than two years.
- Significant differences in the levels of ability or vulnerability.

The DSL may contact staff for further information to make their decisions.

### **Informing Parents and Carers**

It is the role of the DSL to make decisions on whether parents and carers should be informed. This will be based on whether the risk to the children involved is increased by doing so.

Where appropriate the DSL will discuss with the child how they would like this to be done.

This Responding to Allegations made Against a Child document should be read alongside Kiln Theatre Safeguarding Framework, and Kiln Theatre Safeguarding Documents Part 1 and 2.

If you have any concerns, questions or observations about this document, please contact the Key Safeguarding contacts listed in on page 2.

This policy will be reviewed every 1 year.

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