



Kiln Theatre
Safeguarding Documents
Part 2

Safeguarding Documents Part 2 should be read alongside Kiln Theatre Safeguarding Framework and Safeguarding Documents Part 1 .

If you have any concerns, questions or observations about these documents, please contact the Key Safeguarding contacts listed below.

Key Safeguarding Contacts: Organisational

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Key Safeguarding Contacts: Senior Management and Board Level

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Safeguarding Code of Conduct: Staff

Who does this 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.

Purpose of Kiln Theatre Safeguarding Code of Conduct: Staff

The welfare of Children and Adults at Risk involved in Kiln Theatre activities is always our highest priority. The purpose of this code of conduct is to help protect children and adults at risk of harm from abuse and inappropriate behaviour from adults. It also helps staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

All members of staff are expected to report any breaches of the code of conduct to the Designated Safeguarding Lead.

When working with children, young people or adults at risk of harm, staff should acknowledge that they are in a position of trust and should act in an appropriate manner at all times.

You should:

- Always listen to children and adults at risk of harm
- Take all disclosures, concerns and allegations seriously and act immediately, referring to and in line with Safeguarding Procedures (page 11) section: Disclosures and Reporting Procedures
- Create an inclusive, supportive and engaging workshop atmosphere whilst managing participants' expectations, behaviour and needs with sensitivity
- Treat everyone fairly and take an inclusive and anti discriminatory approach
- Establish and maintain a relationship of respect and trust between participants and staff
- Challenge unacceptable behaviours
- Respect participants' right to privacy
- Avoid favouritism
- Ensure language is appropriate in sessions as well as other communications on phone, email and messaging
- Be open to feedback regarding your work and prepared to tailor your approach to the participants you are working with
- Avoid unnecessary physical contact with participants. Where any form of manual or physical support is required it should be provided openly and with the consent of the person and with prior consultation with parent/ carer

- Proactively report successes and challenges to the relevant Creative Engagement Producer to promote a culture of collaborative problem prevention and problem-solving

You must not:

- Allow allegations made by a child or adult at risk to go unrecorded or not acted upon
- Spend time alone with children away from others, or be unescorted in a school environment. In situations where this cannot be avoided, make yourself as visible as possible (e.g. do not have your back to others, leave a door open)
- Make sexually suggestive or inappropriate comments to a participant, even in fun
- Administer first aid, unless you are on the list of Kiln Duty First Aiders. Do not administer prescription or other medications under any circumstances.
- Take a child alone on car journeys, however short
- Take a child to their home, whether alone or in the company of another adult
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow a child to use inappropriate language unchallenged
- Reduce a child or adult at risk to tears as a form of control, or emotionally manipulate a participant in any way
- Do things of a personal nature that the child or adult at risk can do for themselves
- Make individual contact with participants using personal mobile phones, social media and/or email addresses. Do not share your personal contact details. The Creative Engagement Department has a mobile phone if it is necessary to contact participants in or out of office hours
- Take photographs or videos of participants and sessions on personal devices. Photographs will be taken by an employed DBS checked photographer or by the Creative Engagement team on Creative Engagement devices and photo permission will have been obtained in writing from participants.
- Use photographs of participants, taken by employed photographers or Creative Engagement staff without first seeking approval and receiving permission from the Head of Creative Engagement.
- Organise trips without consulting the Head of Creative Engagement and obtaining parent/carer consent.
- Allow persons who are not parents or carers into the workshop space without prior arrangement with the Head of Creative Engagement and/or Creative Engagement Producer or allowing parents/ carers to take responsibility for others children unless previously agreed.

- Drink alcohol or smoke, either during or on the way to/ from any activity involving children. Do not bring alcohol into a workshop room even if it is in a closed container and it is in your bag.

This policy should be read alongside Kiln Theatre Safeguarding Framework and the other policies and procedure documents in 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 Safeguarding Code of Conduct will be reviewed every 1 year.

Date of Issue: December 2025

Date for Review: December 2026

Safeguarding Code of Conduct: Youth Participants (referred to as Participant Guidelines)

Purpose

We want to make sure that everyone who is involved in Kiln Theatre's Creative Engagement programmes feels safe, respected, and valued.

We expect people who take part in our projects to always display kind and appropriate behaviour.

We ask you to read and sign to say you have understood and agree to follow the ways of working in our space and with others, and that you understand the consequences of inappropriate behaviour.

At the start of each new project, we will create a Participant and Practitioner Pledge. They will always be in workshop spaces, and everyone must follow them.

Basic Principles

We will:

- Explain appropriate (Good) and inappropriate (Bad) behaviour.
- Encourage honesty, fairness, and respect.
- Encourage you to understand and respect the rights of others and to take responsibility for your own behaviour.
- Help resolve conflicts and be clear about what will happen if this continues.
- Explain what to do if you are worried about something outside or related to the project.
- Explain what to do if you are worried about someone on the project.
- Support you to enjoy yourself in an inclusive environment (*A place for everyone*) where your self-esteem, self-respect and your confidence will grow.

When taking part in a project at Kiln, we expect that...

You will:

- Be friendly, positive, and supportive.
- Listen to others and work respectfully together.
- Take responsibility for your actions and treat everyone with respect.
- Respect other peoples' personal space and where physical contact is necessary, always ask if it is ok with someone before touching them.
- Talk to the practitioners or staff about anything that worries me.
- Do my best to attend every session on time.
- Respect other people's property, belongings, and the session space.
- Join in and have fun!

You will not:

- Be abusive or intimidate others.
- Bully others (online or offline).
- Follow another participant on social media without their consent.
- Follow or message a member of staff or facilitators on social media.
- Be disrespectful to anyone else because of their ethnicity, class, gender, sexual orientation, disability, or heritage or use any inappropriate language that puts someone down.
- Be physically violent towards anyone or make physical contact with someone without their permission.
- Take or share images/videos of someone without their consent.
- Share inappropriate content or images (online or in-person)
- Get into a romantic relationship with someone under 16 if you are 16 or over.
- Sexually assault or threaten sexual assault to anyone.
- Smoke, drink alcohol or be under the influence of illegal drugs when taking part in sessions.
- Use or borrow others property or belongings without consent.
- Cause any intentional damage to the space that sessions are taking place in.

Missing a Session/ Arriving Late to a Session

We expect everyone to be on time and attend every session of the project, but we also understand that there can be a variety of reasons and circumstances, which mean you may be late or not be able to attend some sessions.

When this happens, we ask that you let us know as soon as you know that you are running late or cannot attend. We do not believe in shaming anyone for being late or missing a session and we will help you to catch up on anything you have missed. Kiln staff will ensure to speak with you privately regarding lateness or missed sessions so that they can determine the reasons for your lateness/absence and how we may be able to support you to be here and on time.

However, in order for the rehearsals to go well and for you and your fellow performers to get the most out of the sessions, attendance and commitment is essential. With this in mind, we will follow the warning process below if you are late or miss sessions. If you are late or miss more than three sessions, following discussions with the Creative Engagement team to support you to be at the sessions and there on time, you will be asked to leave the project.

What happens if I decide not to follow these guidelines?

If you do not follow the guidelines, that you are agreeing to, the steps below will be taken.

In serious cases the Project staff may fast-track these steps and you could be asked to leave the project.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour or commitment (unless doing so would put you in danger).

1. Informal Participant Verbal Warning – First-time incident

If you do not follow these guidelines, a member of staff will remind you of the guidelines that you have agreed to. We understand that mistakes happen, and this is a learning opportunity for you to change your behaviour. This reminder conversation will be with a Facilitator/ Director/ Learning or Participation Producer.

2. Informal Parent/Carer verbal Warning – Second-time incident

If you continue to not follow the guidelines after the first reminder one of Kiln's Producers will speak to your parent or carer. This may be in-person or via phone or email during or after a session. This is so they can help you reflect and support you to follow the guidelines.

3. Formal Warning – Serious or Third Time Incident

If you continue to not follow the guidelines after two reminders or if you have done something more serious, you will be given a formal warning by the Learning or Participation Producer. They will make a written record and tell your parents or carers.

We intend to make all our activity inclusive (for everyone), but we may decide on an action such as stopping you from taking part in some activities at this stage.

4. Final Warning – Severe or Fourth-time incident

If the support we have put in place has not helped you make positive changes to your behaviour or attendance, we will give you a final warning. Again, this will be recorded in writing, and we will tell your parents or carers, if this is appropriate, about other services that might be more suitable.

The above warning system is in place on a project-by-project basis and resets with each new project. However, should similar behavioural concerns continue, past warnings will be considered, and a participant may be fast tracked. This will be communicated with the participant and parent/ carer.

If you are worried about someone else

If you become concerned about someone when taking part in a project, we encourage you to speak to a member of staff. They will not be able to keep your worries a secret as it may be important to tell other people. This is so we can try and support the person about whom you are worried. However, they will not tell anyone who it does not concern.

If we are worried about you

If any member of staff or volunteer becomes concerned that you may need help, protection or that you may present risk of harm to other young people, they will follow our child protection procedures. This may involve making referrals to appropriate services that may be able to support us in helping you. If child protection procedures are necessary, we will talk with you and your parent/carer as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

Please sign and date this document to show you agree to adhere to the guidelines:

Name:

Signature:

Date:

Safeguarding Procedures

Policy Procedures:

All staff and volunteers need to understand their responsibility to keep children, young people and adults at risk of harm safe.

All Kiln Theatre staff must read and understand:

- Safeguarding Framework
- Safeguarding Children and Child Protection Policy
- Safeguarding Adults at Risk of Harm Policy
- Safeguarding Code of Conduct : Staff

And all staff must know how to access and use the rest of the policies, procedures and tools in the rest of the Safeguarding Documents Part 1 and 2.

In addition, all staff must be clear about processes for reporting concerns to the Designated Safeguarding Lead. See section: Disclosures and Reporting Procedures below.

The Kiln Theatre Safeguarding Framework and Documents Part 1 and 2 will be will be created and updated annually by Designated Safeguarding Lead and signed off by Executive Director and Safeguarding Trustee.

The DSL and Creative Engagement team will work to actively involve participants appropriately in developing Safeguarding policy, procedures, tools and communication.

Recruitment procedures:

- Kiln Theatre will follow Safer recruitment procedures

- Kiln Theatre will prepare job descriptions, making safeguarding responsibilities and requirements clear.
- Kiln Staff will carry out a risk assessment of the activities planned, which will guide decision making around staff ratios, and what skills and experience staff will need.
- Where possible, Kiln will involve Young People in the recruitment process for Creative Engagement staff and practitioners
- We will process a DBS checks or perform a check on the Updates service, Creative Engagement job offers are subject to a clear DBS check.
- We will seek 2 references for those working with children and adults at risk, job offers are subject to 2 positive references.
- If working with adults who do not meet the criteria for a vetting and barring check, Kiln Theatre will be clear about any additional safeguards which need to be put in place.
- Freelancers such as film makers, photographers and creatives will be asked to sign a form outlining that they have read and understood the Safeguarding policy. This is part of their contractual obligations.

Disclosures and Reporting procedures

- Take all disclosures, concerns and allegations seriously and act immediately.
- Where the DSL or DDSs are in the building at the time of the incident, they should be alerted at the soonest possible moment, to discuss in person.
- Concerns, allegations, and disclosures should be reported to the Designated Safeguarding Lead in writing using the Incident Report Form in Safeguarding Documents Part 1 (p22) within 24 hours of the concern/ allegation or disclosure being made.
- **Remember: If there is a risk of immediate serious harm to a child or adult at risk, call the police on 999.**

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 detailed on page 2 using the Kiln Theatre Reporting Procedures (Part 1, p20) and the Incident Report Form (Part 1, p22) within 24 hours.

Health and Safety Procedures

- If a first aid incident occurs, ensure one staff member stays with the group/participant and another contacts a Kiln Theatre First Aider. In an emergency do not wait, call 999.
- A written record of any injury that occurs will be kept, along with details of any treatment given in the Accident Book. The Duty First Aider will fill out the Accident Report, and pass the report back to the Duty Manager who has responsibility for the Accident Book.
- Accident records or near misses are reviewed at regular Kiln Health and Safety meetings.
- First aid ratios: There will always be a duty first aider in the building when activities happen at Kiln, but Creative Engagement will offer opportunities for first aid training to freelance staff when possible. First Aiders will be supported by another Creative Engagement team member or freelancer if administering first aid.
- Staff will read and sign risk assessments before the projects and complete and pre session checklist ahead of each session.

Planning and Management Procedures

Kiln Theatre will:

- Establish and maintain a clear and supportive relationship with project partners, local relevant youth organisations, and Brent and other local safeguarding partnerships.
- Set out clear expectations at the start of the project about how the Creative Engagement Producer and Team can work to support freelancers.
- Set out clear project timelines at the start of the project and be clear on agreed expectations with staff and participants.
- Set out clear roles at the start of projects about who in project teams is responsible for completing registers, completing pre session checklist, providing pastoral support. Agree who and when is completing these project documents and who in the Kiln Team is responsible for checking.
- Store documents safely, either in a password protected document on Kiln Theatre Sharepoint or in a locked cabinet in CE Office for paper documents.
- Plan processes (e.g. recruitment), sessions (e.g workshops) and projects (e.g. series of activity with participants leading to an end goal) responding specifically to the needs of children and adults at risk.

- Plan and circulate in good time for other employees and/or freelance team members to feed in or troubleshoot.
- Always debrief after sessions, including reflecting on participant wellbeing.

Session or Activity Procedures (for staff involved in Creative Engagement projects)

Before the sessions commence, relevant staff will:

- Read and understand Safeguarding Framework and Safeguarding Documents Parts 1 and 2 and sign the Staff Safeguarding Declaration Form.
- Read and understand your job description
- Attend paid induction training provided by Kiln Theatre
- Plan your term activity in good time, in partnership with Creative Engagement Producer.
- Plan sessions inclusively with participant safety and welfare as your priority. Share the plans with the Relevant CE Producer and your team ahead of your sessions
- Be open to feedback on your planning
- Plan sessions or interactions with care, awareness and caution especially when sensitive issues may be raised during a session. Always question if it's possible to approach this differently.

Creative Engagement Producers should have obtained consent for taking part, from parents/carers and where relevant, participants ahead of the project taking place. The relevant Manager will have already contacted Parents/Carers/Participants with relevant info about the programme.

All relevant participant emergency contact information, medical information, CPP or EHP, going home details, photo/filming permissions, and evaluation data will also be sought from parents/carers/participants before sessions begin. This information will be stored safely in a password protected file with managed access on Kin Theatre Sharepoint.

Creative Engagement Producers will risk assess projects and activities ahead of delivery to identify and mitigate risks, sharing information with the team.

NSPCC suggests good practice guidance for safe staffing ratios, which Kiln Theatre will work within. At least two adults should be present at minimum on all participatory activities. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

0 - 2 years - one adult to three children

2 - 3 years - one adult to four children

4 - 8 years - one adult to six children

9 - 12 years - one adult to eight children

13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

Toilet ratios: If the group has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet.

Kiln Theatre will provide information on organisational Safeguarding Contacts (Designated Safeguarding Lead, Deputy Designated Safeguarding Lead) in the building, including pictures and contact details. We will signpost safeguarding resources that could support participants.

Pre session completion list

- Session plan, signed off by the relevant Creative Engagement Producer and shared to your team
- Pre session hazard checklist
- Risk Assessment given to you by your relevant Creative Engagement Producer.
- Complete a pre-session check-in with all participants
- Register of names and emergency contact details of participants, register to be completed at start of session. Paperwork to be safely stored on password protected file online.

All staff delivering Creative Engagement projects will:

- Understand that during the activity Kiln Theatre holds the responsibility for Duty of Care for Children and Adults at Risk.
- Establish and maintain an inclusive, supportive safe environment, where participants feel they can share problems.
- Ensure at the start of projects you complete a code of conduct/ group agreement document with the involvement of young people/participants using the Participant Guidelines document as a supporting document.
- Always challenge discriminatory or negative behaviour in sessions, and let young people know how they can challenge behaviours safely.
- Discuss why safeguards are in place with children and young people.
- Listen to young people and adults at risk and build projects around their needs.
- Always prioritise, encourage and support young people's voice.
- Attend session briefings and debriefs with freelance team and CE Producer, and fill out necessary paperwork.
- Ensure you are not on your own with a young person, and if this is not possible, make sure you are in sight of other adults. Engage in an open environment, not a private place.
- Do not share personal contact details with participants or parents. There is a Creative Engagement phone and work email addresses for contacting participants/parents/carers out of sessions, or in session time where they are absent.
- Do not accept friend requests from participants on social media. Ensure your social media privacy settings are set to their highest, remembering you are in a position of trust to participants, parents and carers.

- Do not take photographs or videos of participants and sessions on personal devices. Photographs will be taken by an employed DBS checked photographer or by the Creative Engagement team on Creative Engagement devices and photo permission will have been obtained in writing from participants.
- Do not use photographs of participants, taken by employed photographers or Creative Engagement staff without first seeking approval and receiving permission from the Head of Creative Engagement.
- Ensure that teachers accompanying school groups are with their students at all times during their visit, including both in sessions and during breaks. Report any teacher absence to the Designated Safeguarding Lead.
- Involve parents/carers wherever possible, e.g. encourage parents/ carers to take responsibility for taking care of personal support. This also includes parents/ carers who are looking after children on behalf of others.

Parents who attend activities with their children should not be used to supervise other children unless they have been recruited into the role, undergone the necessary checks and had the relevant child protection training.

Adults who haven't previously volunteered and haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.

This policy should be read alongside Kiln Theatre's Safeguarding Framework and the other policies and procedure documents in 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 Declaration Form: Staff

As a Kiln staff member, I understand it is my responsibility to keep children, young people and adults at risk of harm safe.

I have read and understood the following Kiln Theatre documents:

- Safeguarding Framework
- Safeguarding Children and Child Protection Policy
- Safeguarding Adults at Risk of Harm Policy
- Safeguarding Code of Conduct : Staff

In addition, I understand how to access and use the other policies, procedures and tools in the rest of the Safeguarding Documents Part 1 and 2. I know that these are saved in the Useful Documents section of Kiln's Sharepoint, and that if I have any questions or cannot find the document I am looking for I can ask the relevant Creative Engagement Producer and/or Head of Creative Engagement.

I understand that any safeguarding concerns, allegations, and/or disclosures should be reported to the Designated Safeguarding Lead in the first instance. I understand that I will need to refer to Kiln Theatre's Reporting Procedures (Safeguarding Documents Part 1 p20) and where appropriate use the Incident Report Form (Safeguarding Documents Part 1 p22).

I understand that Romana Flello Head of Creative Engagement, is the Designated Safeguarding Lead and that he will decide what if any further actions should be taken if I report a safeguarding concern, allegation or disclosure to her.

If I have any questions, I know that I can direct them to Romana and the Creative Engagement department.

Signed:

Name: _____

Role: _____

Date: _____

Kiln's Safeguarding Framework and Documents are reviewed annually, and Kiln staff will be required to sign new declarations when needed.

Film and Photography Policy and Procedures

Who does this policy and procedures apply to?

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

The aim of this policy and procedures is to:

- Protect children, young people and adults at risk who take part in Kiln Theatre's events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children, young people and adults at risk during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and adults at risk.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and adults at risk and to take, share and use images of participants safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children, young people, and the adults that we work with and provide a record of our activities and raise awareness of our organisation
- The welfare of the children, young people and adults at risk taking part in our activities is paramount.
- Children, their parents and carers and adults at risk have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

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

- Always asking for written consent from a child (if over the age of 13) and their parents or carers (until the age of 18) before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately
- Only using images of children in appropriate clothing (including safety wear if necessary)
- Using images that positively reflect young people's involvement in the activity.
- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures.
- We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use:

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

This includes:

- reminding parents, carers and children that they need to give consent for Kiln Theatre to take and use their images.
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Kiln Theatre's use:

We recognise that our Creative Engagement Team and Freelancers may use photography and filming as an aid in creative and drama activities. However, this should only be done with Kiln Theatre's

permission and using our equipment. Children, young people, adults at risk, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

When hiring photographers or filmmakers for our events or projects, we will seek to keep children, young people and adults at risk safe by:

- Ensuring any photographer/filmmaker we work with is DBS checked and subject to 2 reference checks for their suitability for working with children and young people.
- Providing the photographer/filmmaker with a clear brief about appropriate content and behaviour
- Ensuring the photographer/filmmaker wears identification at all times
- Ensuring the filmmaker/photographer has read and understands Kiln Theatre's Safeguarding and Child Protection policy
- Ensuring the photographer/filmmaker signs a form outlining safe image capture and storage.
- Informing children, their parents and carers that a photographer/filmmaker will be at the event or project and ensuring they give written consent to images or videos which feature them/their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our Reporting procedures in Part 1 (p20).

Photography and/or filming for wider use:

If people such as local journalists, professional photographers (not hired by Kiln Theatre) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

If Practitioners wish to use images of participants for the promotion of their practice on their professional website and/ or social media pages they must:

- Contact the Designated Safeguarding Lead for permission to request an approved Kiln image for use. This image will be approved for use by the participant, parent/ carer and Kiln Theatre.

Kiln Theatre will verify these details and decide whether to grant permission for photographs/films to be taken.

- We will seek consent from the children, young people or adults at risk who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- At the event we will inform children, young people, adults at risk, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with an identification badge.
- If Kiln Theatre is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing Images

- We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.
- We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.
- Images will be stored for a period of 5 years.
- We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Kiln Theatre does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Kiln Theatre should be used. Or special permission given for Photographers and Filmmakers, where we do not hold the correct equipment.

Online workshops

We will sometimes deliver online workshops. Kiln freelancers will record zoom sessions from their devices. This is to ensure the safety of children and young people in breakout rooms.

- The recording will be stored on the freelancer's laptop very briefly until it can be uploaded to a password protected folder on Kiln Theatre's Sharepoint.
- Footage should be deleted from laptops immediately.
- Videos should be deleted from Sharepoint within 6 months of the project finishing.
- Freelancers and Employees should sign a declaration of understanding of this procedure.
- A Risk Assessment will be completed for each project delivered.

This policy should be read alongside Kiln Theatre Safeguarding Framework and the other policies and procedure documents in Kiln Theatre Safeguarding Documents Part 1 and 2.

This Policy will be reviewed every 1 year.

Date of Issue: December 2025

Date for Review: December 2026

Safe Filming and Photography Code of Conduct Form: Freelance Photographers and Filmmakers

At Kiln Theatre, the Safety of Children and Adults at Risk is Paramount, and we expect everyone who works with Children and Adults at Risk at Kiln Theatre to adhere to a code of conduct. Please read and sign our Safe Filming and Photography Code of Conduct below.

As a Film Maker/ Photographer we expect that you:

- Agree for a DBS check to be processed, share a DBS issued within the last two years, or for us to check your record on the Disclosure and Barring Update service.
- Before you come to an in person session, that you agree a plan of the activity and of images/film you are taking. This agreement is to be made with the relevant Creative Engagement Producer.
- Always adhere to Kiln theatre's advice on which children can/cannot be photographed, or who's images cannot be shown, for safeguarding reasons.
- Should never photograph or film a child or adult without supervision from a member of Kiln Freelance or Employee Team.
- Do not take photos or film outside of agreed sessions, out of the building or at a participants' home.
- Once your editing process is complete you agree to share images/film with the relevant Creative Engagement Producer , who will store images safely.
- Once your editing process is complete you must delete all images and film from your devices.
- You are not permitted to use images on your personal websites or social media platforms.
- Kiln staff will inform participants, and parents/carers of your presence at sessions. You should introduce yourself but it's also helpful for you to wear some kind of identification at all times.
- You must read and understand the Kiln Theatre Safeguarding Policy.

I agree to abide by Kiln Theatre's Safe Filming and Photography Code of Conduct:

Name: _____

Role: _____

Date: _____

Participant Photography and Filming Consent Form: Participants and Parents/Carers

Kiln Theatre aims to provide a safe and enjoyable experience for every child or young person. Sometimes we will use filming or photography in our work, and we seek parent/carer (for anyone under the age of 18) and participant (anyone over the age of 13) permission before we do this. Please fill out the form below alongside reading the **Kiln Theatre Photography and Filming Policy and Procedures**.

- We recognise the need to ensure the welfare and safety of all children and young people.
- We have written a Film and Photography Policy which sets out how photographs and videos of children and young people involved in our activities should be taken and shared.
- We will take all steps to ensure images of children are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, please inform Iain Goosey, Designated Safeguarding Lead immediately.
- We will not take or share photographs, video or other images of children and young people without the consent of the children and young people involved and their parents or carers. This agreement fits with our overarching online safety policy.

Should there be any additional requests for use of images outside of what is outlined below, we will write to request your permission for usage.

Child / Young person: please read the following consent form and discuss it with your parents, carers and group leader, then fill in the form.

Parents and Carers: please read and discuss this consent form with your child and then fill it in, ask your child to fill it in, and return it to the group leader.

If you have any questions or concerns, or if you would like to know more about this, please speak to Designated Safeguarding Lead, Romana Flello at romanaflello@kilntheatre.com

This section is to be filled out by Parents/carers:

Photographs:

Please tick one option:

I give permission for photography featuring my child to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for photography featuring my child to be used online or in print

Video:

Please tick one option:

I give permission for video featuring my child to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for video featuring my child to be used online or in print.

Name of Parent/ Carer:

Name of Participant:

Relationship to participant:

Signature:

Date:

This section is to be filled out by the young person if aged between 13-17 years old:

Photographs:

Please tick one option:

I give permission for photography featuring myself to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for photography featuring myself to be used online or in print

Video:

Please tick one option:

I give permission for video featuring myself to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for video featuring myself to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

Name of Participant:

Signature:

Date:

Participant Photography and Filming Consent Form: Adults

Kiln Theatre aims to provide a safe and enjoyable experience for every participant. Sometimes we will use filming or photography in our work, and we seek participant permission before we do this.

Please fill out the below form alongside reading the **Kiln Theatre Photography and Filming Policy and Procedures**.

- We recognise the need to ensure the welfare and safety of everyone we work with.
- We have written a Film and Photography Policy which sets out how photographs and videos of children and young people involved in our activities should be taken and shared.
- We will take all steps to ensure all images of participants are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately please inform Iain Goosey, Designated Safeguarding Lead immediately.
- We will not take or share photographs, video or other images of individuals without the consent of those involved. This agreement fits with our overarching online safety policy.

Please read the following points carefully and complete this form on your behalf.

If you have any questions or concerns, or if you would like to know more about this, please speak to Designated Safeguarding Lead, Romana Flello at romanaflello@kilntheatre.com

Please read the following points carefully and complete this form on your behalf.

Photographs:

Please tick one option:

I give permission for photography featuring myself to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for photography featuring myself to be used online or in print.

Video:

Please tick one option:

I give permission for video featuring myself to be used online or in print, in relation to Kiln Theatre activity and/or the promotion of their work.

I do *not* give permission for video featuring myself to be used online or in print.

Signed: _____

Print Name: _____ Date: _____

Sharing Safeguarding Information

Who does this policy and procedures apply to?

The Sharing Safeguarding Information policy applies to anyone working on behalf of Kiln Theatre, in relation to **sharing safeguarding information** about a child or adult at risk. This includes 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.

What is the purpose of this policy?

To ensure that safeguarding information about a child or adult at risk is shared in a secure and safe way to support safeguarding processes and to ensure that as an organisation we:

- understand and apply good practice in sharing safeguarding information
- understand when to make a judgement about whether confidential safeguarding information can be shared, in the public interest, without consent.
- understand what to do when we have reasonable cause to believe that a child or adult at risk of harm may be suffering, or may be at risk of suffering, significant harm, and are clear of the circumstances in which information can be shared.

How we will do this

It is critical that where we have reasonable cause to believe that a child, young person or adult at risk may be suffering or may be at risk of suffering significant harm, that we refer our concerns to the appropriate safeguarding partnership, the police, or other safeguarding professionals in line with our procedures.

Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

We will follow the [7 Golden Rules for Information Sharing](#)

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. The Employee dealing with the concern or disclosure must be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, Executive Director, NSPCC or Safeguarding Trustee, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

We will adhere to the following principles as identified in the document "**Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018**":

Necessary and proportionate: We will consider how much information we need to release and the impact of disclosing information on the information subject and any third parties. We will ensure that information is proportionate to the need and level of risk.

Relevant: Only information that is relevant to the purposes will be shared with those who need it in order to support them to do their job effectively and make informed decisions.

Adequate: Information will be adequate for its purpose and of the right quality to ensure that it can be understood and relied upon.

Accurate: Information will be accurate and up to date and clearly distinguish between fact and opinion. If the information is historical then this will be explained.

Timely: Information will be shared in a timely way to reduce the risk of missed opportunities to offer support and protect. In emergency situations it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place someone at increased risk of harm. We will ensure that sufficient information is shared, as well as consider the urgency with which to share it.

Secure: Wherever possible we will share information in an appropriate, secure way and follow our organisation's policy on security for handling personal information.

Record: Information sharing decisions will be recorded, whether or not the decision is taken to share. If the decision is to share, reasons we will demonstrate our decision making process including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with. We will only retain information as long as is necessary and in line with our policy on storage and retention of documents. In some rare circumstances, this may be indefinitely, but if this is the case, then we will review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

Early Intervention

- Kiln Theatre will provide guidance to staff and volunteers about how to identify children, families and adults at risk who may benefit from early help and refer them to the right agencies for support.
- Kiln Theatre will make information available to participants and families about local services available.
- Kiln will proactively make links with local organisations who come into contact with the children and adults at risk we work with
- Kiln will provide guidance to staff and volunteers about how to work with children's services as part of a multi-agency response to carrying out assessments and providing support for children and families.
- DSL will escalate concerns about children and adults at risk with local safeguarding agencies if they are not satisfied that action has been taken.

This policy should be read alongside Kiln Theatre Safeguarding Framework and the other policies and procedure documents in 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

Online Safeguarding Policy

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and adults at risk is paramount when they are using the internet, social media or mobile devices

- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

We believe that:

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

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children, young people and adults safe online, whether or not they are using Kiln Theatre's network and devices, or taking part in a Kiln project online.
- all children and adults, 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 participants, their parents, carers and other agencies is essential in promoting children and young people's welfare and in helping children and young people to be responsible in their approach to online safety.

Legal framework

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

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

We will seek to keep children and adults at risk safe by:

- appointing an online safety coordinator, who is the DSL at Kiln Theatre
- providing clear and specific directions to staff and volunteers on how to behave online through our Safeguarding Online Procedures and Staff Code of Conduct Form for Online Working in Creative Engagement Projects.
- developing and sharing an online safety agreement including clear code of conduct for children and adults engaging in our online projects and sharing this with parents and carers also.
- Supporting and encouraging the children and adults taking part in our projects, 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, carers, and other agencies to do what they can to keep children and adults 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
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively

- ensuring personal information about the children and adults who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, adults at risk and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

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

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

This policy should be read alongside Online Safeguarding Procedures Document, Kiln Theatre Safeguarding Framework and the other policies and procedure documents in 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

Online Safeguarding Procedures

Safeguarding Procedures for working online in Creative Engagement Projects

Working on digital platforms enabled Kiln Theatre to keep its commitment to working with participants during Covid 19. Online activity will continue to feature as part of Kiln Theatre Creative

Engagement projects. These procedures outline how we plan to safeguard children, young people, adults at risk and Creative Engagement Staff when working online on Creative Engagement projects.

Kiln Theatre requires participants and staff members to adhere to a code of conduct for online working on Creative Engagement projects. We ask Children, Young People, Parents and Carers and Adult participants to review and sign an Online Safety Agreement where relevant. Creative Engagement Staff are also required to sign a Staff Code of Conduct Form for Online Working in Creative Engagement Projects.

Safeguarding

- Any profiles or groups to be created for the use of children, young people or adults at risk need to be agreed in advance with Head of Creative Engagement, and follow the protocols laid out within these Online Safeguarding Procedures.
- Kiln Theatre devices and accounts should be used at all times for social media, emails, texts, calls or group chats. Staff must not use their personal devices or accounts.
- Kiln Theatre Staff will not set up working on a new platform without risk assessment and agreement from DSL. We currently regularly use Whatsapp and email for communication with participants, parents and carers, Zoom and Teams for workshop delivery, we may use closed Instagram groups for delivering specific activity, we may use Mentimeter for workshop functionality.
- If a profile or group is set up in the name of a Creative Engagement group, it is essential that a Creative Engagement Producer becomes a member of it (using the CE phone/email account) and oversees the content and activity.
- The staff member should monitor conversations, images and other activity of members of the group and challenge, educate or intervene as necessary.
- Any communication using such groups should be kept public or kept logged. Messages should be saved and kept (both incoming and outgoing) and instant chat must not be used at any time to communicate with young people.
- Creative Engagement staff member should educate members of the group about online safety, including how to customise privacy settings. (For information and resources see <http://www.thinkuknow.co.uk>)
- The DSL will check the Creative Engagement phone on an ad hoc basis to check the tone and nature of text messages being sent.
- If in exceptional circumstances, a staff member needs to contact a participant from their personal phone, they will make sure their number is private if possible and will inform the DSL.
- Staff must not publish images of people unless consent has been given in writing, using an official Kiln Theatre image consent form and images are consistent with the purposes and values of the organisation.
- Staff should maintain clear boundaries between their personal and professional lives by customising their privacy settings to the highest possible and avoiding inappropriate personal information becoming visible to members of the group.
- Kiln Staff should not accept friend requests, accept follow requests, or follow participants on social media platforms.

- Kiln staff must not share their personal contact details with participants.
- Staff should not share information about the Creative Engagement projects you are working on without prior discussion with Creative Engagement Producer.
- When communicating with young people/schools via digital platforms, Kiln Theatre staff will ensure that the personal numbers of young people and freelancers are not shared.
- Where social media platforms are used for projects, Kiln Theatre staff and Kiln Theatre Freelancers, teachers and participants where relevant, will be the only adults present in online project groups.
- Kiln Theatre Staff will agree in advance with Parents/Carers, participants, project partners and freelance staff, the dates and times of live workshops and the names of Kiln Theatre Staff and who will be in these workshops,. Links to the workshops will be sent in advance.
- The Creative Engagement phones are used by Creative Engagement Producers. When freelance staff or trainees are asked to use the phones to contact participants, they must sign a form agreeing to safe and appropriate ways of communication with participants and parents.

Receiving a disclosure online or on the phone

We recognise that at times, participants might disclose information to Kiln Theatre staff via texts, calls, voice notes, in chat functions or in an online workshop.

If a Kiln Theatre staff member receives a worrying message that they think may indicate that the child, young person or adult at risk communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSL/DSL will follow the procedure below. If the staff member cannot get hold of the DDSL/DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the child, young person or adult at risk – What is happening? Where are you? The staff member should not attempt to solve the problem.
- If you think the participant is in **immediate danger**, alert the **emergency services** (in most cases this will be the police) by calling **999** and giving as much information as possible.
- Contact the DSL and share the information.
- Write up an Incident Report on the situation within 24hrs, and report it to the DSL.

If you become concerned about a child, young person, adult at risk (but they are not at immediate risk) during an online session or outside of an online session. Report your concern using the Reporting Procedures in Kiln Theatre Safeguarding Documents Part 1.

If you become concerned about a child, young person, adult at risk (but you believe they are not at immediate risk) in an online session, in the main space, or in the chat function, contact the DSL and follow the reporting procedures in Kiln Theatre Safeguarding Documents Part 1.

You can encourage the participant to have a further conversation in the chat, on the phone or in a breakout space with you. We would encourage there to be another staff member present in the breakout room for this discussion.

If there is a disclosure, contact the DSL, then follow the Reporting Procedures (Part 1 p20) and fill out an incident report form (Part 1 p22)

Sharing work online

If Kiln Theatre share work online created by children, young people or adults at risk, they will take the following steps;

- Share the final edits with the participants before sharing.
- Not use a child's surname in photography or video content.
- Gain parent/carer and participant consent for the child to be photographed and videoed, and for the film to be shared and where.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Kiln Theatre's official accounts.
- Work created from a Schools project would only be shared in agreement with the Schools partner.
- If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Kiln Theatre will not share the content.

Livestreaming Creative Engagement Projects

Kiln Theatre will Risk Assess any Livestreaming Activities and create bespoke safety procedures for each time it is used.

This policy should be read alongside Kiln Theatre Online Safeguarding Policy, Kiln Theatre Safeguarding Framework and the other policies and procedure documents in 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

Communicating on Phone- Staff and Trainee Code of Conduct Form: Staff in Creative Engagement Projects

The Kiln Theatre Creative Engagement project you are engaged with may require you to communicate with participants on the phone, via text or call. In order to keep participants and yourself safe, we require you to read and understand the Online and Phone Safeguarding Policy and Procedures. We also require you to read and sign this Code of Conduct for Online Working in Creative Engagement Projects.

Staff working on Kiln's Creative Engagement projects:

- Recognise that you in a position of trust and will work responsibly to keep participants safe
- Understand that the Kiln Theatre Creative Engagement phone and should be used at all times for texts or calls. You must not use your personal devices or accounts to contact participants.
- Must not share their personal contact details with participants.
- Agree to keep communication with participants via the phone within working hours and whilst at Kiln.
- Understand that communication with participants on the phone should be kept within the allocated task given by the Creative Engagement Producer, of either following up absences or communicating basic information about the session.
- Will not set up a new platform or group chats.
- Understands that the DSL will check the Creative Engagement phone on an ad hoc basis to check the tone and nature of text messages being sent and received.
- Text or WhatsApp messages should not be deleted
- Agree that communication on text or phone should be informative, clear and professional
- Agree that photos should not be shared via phone
- Will always challenge discriminatory or bullying behavior.
- Will refer any concerns or disclosures to the DDSL or DSL using Reporting Procedures
- Will not share any personal details with participants

I agree to work by this code of conduct:

Signed by Creative Engagement Staff Member: _____ **Date:** _____

Signed by Creative Engagement Producer: _____ **Date:** _____

Online Working Staff Code of Conduct Form: Staff in Creative Engagement Projects

The Kiln Theatre Creative Engagement project you are engaged on may require you to work with participants online. In order to keep participants and yourself safe, we require you to read and understand the Online and Phone Safeguarding Policy and Procedures. We also require you to read and sign this Code of Conduct for Online Working in Creative Engagement Projects.

Staff working on Kiln's Creative Engagement projects:

- are in a position of trust and will work responsibly to keep participants safe online or via the phone.

- will deliver their services during online sessions, dates and times agreed in advance of project start date. Links to online workshops are sent in advance by Creative Engagement Manager. Staff will not set up their own workshop links independently with participants.
- will set up an inclusive, supportive environment, where participants feel they can share problems.
- will always challenge discriminatory or bullying behaviour.
- will refer any concerns or disclosures to the Designated Safeguarding Lead using Reporting Procedures on page 16 in Safeguarding Documents Part 1.
- will wear appropriate clothing.
- will choose a safe and appropriate space to lead the session.
- must take part in planning, briefing, debriefing and pre session checklists as usual.
- understand that sessions will be recorded for Safeguarding reasons, they will be stored safely for 6 months in a password protected file in Kiln Theatre’s Sharepoint.
- will share any technical difficulties you are having with the relevant Creative Engagement Producer, so we can provide support.
- do not record or take photos of the session unless previously agreed with the relevant Creative Engagement Producer and only on a Kiln Theatre account or device.
- do not share any personal contact details with participants. Use Kiln phone numbers, accounts or profiles for work.
- do not accept friend requests or follows from participants on social media and do not follow participants.
- will ensure your social media privacy settings are as high as possible.
- will ensure any group chats to be created for the use of children, young people or adults at risk, will only be set up by a Creative Engagement Producer, who will be part of the chat via the Creative Engagement phone and will monitor the content. Freelancers will not be part of the group chats.

I agree to work by this code of conduct:

Signed by Creative Engagement Staff Member: _____

Date: _____

Signed by Creative Engagement Producer: _____

Date: _____

Online Safety Agreement: Participants in Creative Engagement Projects

The Kiln Theatre Creative Engagement project you / your child is taking part in will take place online. In order to keep participants safe, we require you/ you and your child to read and sign this Online Safety Agreement. Please sign and return to the relevant Creative Engagement Producer before the project starts.

If you would like to know more about Safeguarding, please speak to Iain Goosey, Executive Director.

Designated Safeguarding Lead (DSL): Iain Goosey, Executive Director, iaingoosey@kilntheatre.com

Over 18 Participants: Please read the following agreement and sign.

Under 18 Participants: Please read the following statement and if appropriate discuss it with your parents/carers, before you both sign.

Parents/Carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the Creative Engagement Producer.

- I will be responsible for my behaviour when using the internet for Kiln projects, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the Director or Assistant.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my full name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents, the Creative Engagement Producer and/or Director or Assistant Director and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to the Creative Engagement Producer, my Director, Assistant or the Designated Safeguarding Lead.
- I will just use my first name in my screen name on zoom.
- I will make sure people I am living with know I am on a live video workshop and won't include them in the chat.
- I will wear appropriate clothing.
- I will choose a space that is as clear as possible to take part in the session. It is good if you can feel as comfortable as possible in this space. Your bedroom is a private place so try to film somewhere else if you can.
- Let someone else in your household know you are taking part in the session.
- Try to limit interruptions from other members of your household so that only you are on camera
- Take care when plugging in devices to electrical sockets
- If you are under the age of 16, please access sessions using your parent or carer's zoom account
- Log-on to zoom sessions 10 minutes before they are due to begin. You will be held in a waiting room until the workshop starts
- Keep your camera on as much as possible during sessions
- If you need to temporarily step away from the session at any point, let a member of Kiln Staff know using the zoom chat function

- If you want to use a background image on zoom, please ensure that it is one plain colour unless you are using a specific background for your devising process
- We may experience technical difficulties during an online conversation, and it may be harder to hear or understand what other people are saying.
- As always, be respectful of each other and Kiln Staff, Directors or Assistants.
- Refer to Kiln Creative Engagement Producer, Director or Assistant directly if you feel worried about anything
- Do not record or take photos of anything without others consent.
- If you are worried or concerned about anything online or personal during this period please contact Kiln Theatre staff; they will listen and find you to the right support.
- We encourage participants to display their preferred pronoun in zoom names if possible
- Please do not send friend requests or follows to practitioners on social media.

When submitting filmed or photographed work:

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

I understand that these rules are designed to keep me safe and that if I choose not to follow them, Kiln Theatre may contact my parents/carers.

Signatures: We have discussed this online safety agreement and _____ [child/ adults name] agrees to follow the rules set out above.

Parent/carer signature:	
Date	
Signature of the person to whom this policy applies:	
Date	

Anti-Bullying Policy: Creative Engagement Projects

Who does this policy and procedures apply to?

This policy applies to anyone working on behalf of Kiln Theatre on a Creative Engagement Project, 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.

The purpose of this policy and procedures is:

- to prevent bullying from happening between children, adults and adults at risk who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying

A Code of Conduct for Staff and Participants can be found separately, and will be embedded into working practices and projects at their start.

Kiln Theatre's policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation are separate to this policy and can be found in the Staff Handbook.

What is Bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally

Bullying can cover a range of abusive behaviours such as; Verbal abuse, Physical abuse, Emotional abuse and Cyberbullying/online bullying.

Bullying can be a form of discrimination, particularly if it is based on a child's disability, race, religion or belief, gender identity or sexuality.

It can include:

- excluding a child from online games, activities or friendship groups
- sending threatening, upsetting or abusive messages
- creating and sharing embarrassing or malicious images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- voting for or against someone in an abusive poll
- setting up hate sites or groups about a particular participant
- creating fake accounts, hijacking or stealing online identities to embarrass a child, young person or adult at risk or cause trouble using their name.

We believe that:

- All children, young people or adults at risk should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and adults at risk, to keep them safe and to practice in a way that protects them.

We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- All 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.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

- developing codes of conduct that sets out how all participants involved in activities are expected to behave, in face-to-face contact and online

- participants will feed into a Code of Conduct for their project and will feed into sanctions established for those who break the code.
- holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it.
- provide regular training to staff and volunteers about how to prevent and respond to bullying

These discussions will focus on:

- group members' responsibilities to look after one another and uphold the code of conduct
- practising skills such as listening to each other
- respecting the fact that we are all different
- making sure that no one is without friends
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- putting clear and robust anti-bullying procedures in place
- making sure our response to incidents of bullying takes into account:
 - the needs of the person being bullied
 - the needs of the person displaying bullying behaviour
 - needs of any bystanders
 - reviewing the plan developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

We will provide:

- resources promoting healthy relationships, sources of help and information such as Childline
- accessible version of anti-bullying policy and procedures, and share with children and families.
- A Participant Guidelines document which outlines appropriate and inappropriate behaviours (see Page 7).

We will:

- Talk to children about bullying, how it affects people, why people bully, what witnesses should do, and the importance of telling someone when they are being bullied.

We will work with Freelancers and Kiln Staff to

- make session debriefs regularly with a focus on raising concerns. Concerns to be passed on and recorded centrally before next steps are decided on.
- create an inclusive, supportive environment where everyone treats each other with respect.
- challenge inappropriate behaviour.

Recognising and responding to bullying

Signs and indicators:

Indicators that someone could be experiencing bullying include:

- being reluctant to go to school or activities
- being distressed or anxious
- losing confidence and becoming withdrawn
- having problems eating and/or sleeping
- having unexplained injuries

- changes in appearance
- changes in performance and/or behaviour at school or activities.
- changes in behaviour and becoming isolated from others

Reporting your concerns

If you have a concern about bullying, you should report it as soon as possible to the Designated Safeguarding Lead, in line with Reporting Procedure (Part 1 p20).

If you think a child or adult at risk is in immediate danger, contact the police on 999.

When responding to incidents or allegations of bullying it's important for staff and volunteers to:

- listen to all participants involved to establish what has happened
- record details of the incident and any actions you've taken on the Incident report form (Part 1 p22)
- inform Kiln Theatre's Designated Safeguarding Lead (DSL)
- inform parents and carers with the approval of the DSL (unless doing so would put a child at further risk of harm)
- provide support to the child/children being bullied, children who witnessed the bullying and the child/children who has been accused of bullying
- ask the person who has been bullied what they would like to happen next
- consider appropriate sanctions for those that have carried out bullying
- after sanctions are agreed ensure they are communicated on phone and on email to all involved.
- continue to monitor the situation even if the situation has been resolved
- once sanctions have been completed, a meeting will take place with the Creative Engagement Producer and the participant who did the bullying before coming back into sessions.

When responding to online bullying:

- make sure people know not to retaliate online or reply to any bullying message
- make sure people understand how they can take steps to prevent online bullying from happening again, for example by changing their contact details, blocking contacts or leaving a chat room
- ask the person if they have shared the bullying content with anyone else (if so, who).

If bullying content has been circulated online, the Designated Safeguarding Lead should take action to contain it:

- if appropriate, the DSL will ask the person responsible to remove the content
- the DSL will contact the host (such as the social networking site) and ask them to take the content down
- The DSL will contact the NSPCC helpline or safeguarding partnership for advice about what to do.
- If the content is illegal, contact the police who can give advice and guidance.

This policy should be read alongside Kiln Theatre Online Safeguarding Policy, Kiln Theatre Safeguarding Framework and the other policies and procedure documents in 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

Safe Recruitment Policy and Procedures

The following policy and procedures outline how Kiln Theatre will ensure the safe recruitment of all staff who are required to work with children and adults at risk. All Kiln staff who recruit as part of their role have the responsibility to ensure the safety of those who participate in Kiln's programmes.

DBS checks

- Kiln Theatre will carry out enhanced checks with the Disclosure and Barring Service (DBS) when recruiting any member of staff who is required to work with children, young people or adults at risk.
- Kiln Theatre will only accept DBS' which have been acquired through another organisation if the DBS holder is on the Update Service. Kiln Theatre will verify the check through the Update Service where this is the case.
- All Senior team members, Trustees and staff, including trainee facilitators, who come into contact with children and adults at risk will undergo a DBS check.
- DBS checks for Kiln Theatre staff members are updated every two years and certificate numbers, issue and expiry dates are stored on Kiln's Central Personnel Log.

- In addition to making these checks, Kiln Theatre will take the following measures when recruiting staff to work with children, young people or adults at risk;

At application stage

- We will clearly identify in job descriptions when any role involves working with children and adults at risk and refer to responsibilities for safeguarding, the code of conduct and the values and behaviours expected as well as clarity about how the role will be supervised and any practitioner review processes that are in place.
- We will make clear in advertisements the organisation's commitment to safeguarding and safeguarding best practice through the following statement:

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.

We will make it clear in job descriptions and advertisements that recruitment is contingent upon a successful enhanced DBS check and verified references.

At shortlisting and interview stage

- Applications should be shortlisted by a minimum of 2 people, within the guidelines set out in the organisation's wider recruitment policy, information in application forms should be scrutinised and any gaps or anomalies in employment history should be reviewed during the interview process.
- We will always ensure a personal interview has taken place before engaging anyone to work with children, young people and adults at risk. We will ensure to include questions at interview about safeguarding, the code of conduct or working with people at risk.
- Whenever possible, we will observe the professional practice of anyone being considered for employment as part of the recruitment process.

Referencing

- We will verify the successful applicant's identity, their employment history and qualifications. Offers are always subject to receipt of references.
- We will always ensure to take two references from people who can comment on the individual's professional practice and their suitability to work with children, young people and adults at risk.
- The reference request form will feature questions specifically related to working with children, young people and adults at risk and an opportunity for referees to raise any concerns regarding safeguarding.
- We will verify referees by researching their role and organisation online and will have a phone conversation wherever possible.
- If an applicant has been resident overseas for 3 years or more, an overseas check is required. More information regarding this per country can be found here: [Criminal records](#)

checks for overseas applicants - GOV.UK (www.gov.uk). The applicant may also provide a letter from the professional regulating authority in the country in which the applicant has worked, confirming that they have not imposed any sanctions or restrictions, and they are not aware of any reason why they shouldn't do this role. Overseas checks must be translated into English by a recognised interpreter.

Once staff are in post

- We recognise that DBS checks do not replace or lessen the need for a continuing culture of vigilance even after appointments are made.
- We will ensure that all staff appointed to work with children, young people and adults at risk, receive detailed and appropriate induction on the Kiln safeguarding policies and practice within the organisation and sign the code of conduct. All staff will also undergo annual safeguarding training delivered by an external trainer.
- We will ensure that all staff across the organisation receive an induction on safeguarding procedures and key contacts and sign a safeguarding declaration form. All staff will also undergo an annual safeguarding briefing by the Head of Creative Engagement.

Working with freelancers

- When appointing freelancers, they will be sent a role description including the commitment to safeguarding during the initial conversations.
- Freelancers will be interviewed to determine their suitability for the role and references will be obtained as outlined above.
- Freelance staff will also receive detailed and appropriate induction on the Kiln safeguarding policies and practice within the organisation and sign the code of conduct.
- All freelancers will also undergo annual safeguarding training delivered by an external trainer.

Trainee Facilitators

- When recruiting trainee facilitators across programmes, they will also undergo a DBS check, and a verifiable reference will be acquired e.g. a teacher or youth worker.
- Once appointed, trainees will participate in safeguarding training and receive detailed and appropriate induction on Kiln's safeguarding policies and practice and sign the code of conduct.

This policy should be read alongside Kiln Theatre Online Safeguarding Policy, Kiln Theatre Safeguarding Framework and the other policies and procedure documents in Kiln Theatre Safeguarding Documents Part 1 and 2.

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