

Bristol Old Vic Theatre School

Safeguarding Adults Procedures

BOVTS Safeguarding Adults Procedures created by:	Julia Heeley, BOVTS Student Support Manager/Designated Safeguarding Lead (over 18s)
Document Approved by:	BOVTS Academic Board and Council of Trustees
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Introduction

[Bristol Old Vic Theatre School](#) ('the School') is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where an adult is at risk of harm.

These procedures should be implemented with reference to Bristol Old Vic Theatre School's Safeguarding Adults Policy and supporting information.

These procedures detail the steps to be taken in responding to any concern that an adult involved in Bristol Old Vic Theatre School, or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns - **for everyone**

Section 2: What happens next - **for Designated Safeguarding Lead/s and organisational response**

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

Purpose of these procedures

The purpose of these procedures is to guide Bristol Old Vic Theatre School staff and Visiting Practitioners in safeguarding adults, students and others from harm when participating in School activities and to make clear to staff and Visiting Practitioners their responsibilities, actions they should take and lines of responsibility.

All staff are expected as part of their role at the School to:

- follow safeguarding policies, procedures and systems;
- maintain awareness of safeguarding and its importance;
- be alert to potential signs and indicators;
- take appropriate action when necessary;
- undertake safeguarding training as required by the School.

Please do not assume that it is somebody else's responsibility to report anything suspicious or untoward; this is how things get missed.

Glossary

For more details please see the relevant sections of Bristol Old Vic Theatre School's Safeguarding Adults Policy.

Adult	A person over the age of 18
Adult at risk	Definition used in legislation (different in each home nation) for adults who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Safeguarding Committee	A group created by the School which includes a School Trustee and a member of the School's Executive Leadership Team (ELT) to ensure that the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Harm	Damage done to a person's wellbeing.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Adult Team	A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.
Safeguarding Adults Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.

Section 1: Reporting Concerns (*for everyone*)

Reporting Concerns about Yourself

**If you are experiencing harm within Bristol Old Vic Theatre School contact:
Julia Heeley, Designated Safeguarding Lead for Adults (DSL)
Email: Julia.heeley@oldvic.ac.uk
Tel: 07921 744298**

If you are in **immediate danger** or need immediate medical assistance contact the **emergency services 999**.

Please contact the Designated Safeguarding Lead for Adults (over 18s), Julia Heeley (see above), in the first instance. If you would prefer, please contact the Safeguarding Officer, Eve Bentley-Hussey (e: eve.bentley-hussey@oldvic.ac.uk), or another member of staff, who will help you raise the issue with the Designated Safeguarding Lead.

If you feel that either the Designated Safeguarding Lead or Deputy Safeguarding Officer, Cherry Khoo, may be implicated in the matter you wish to raise or you think there may be a conflict of interest, then report to the Bristol Old Vic Theatre School's Principal and Chief Executive Officer, Fiona Francombe (e: fiona.francombe@oldvic.ac.uk).

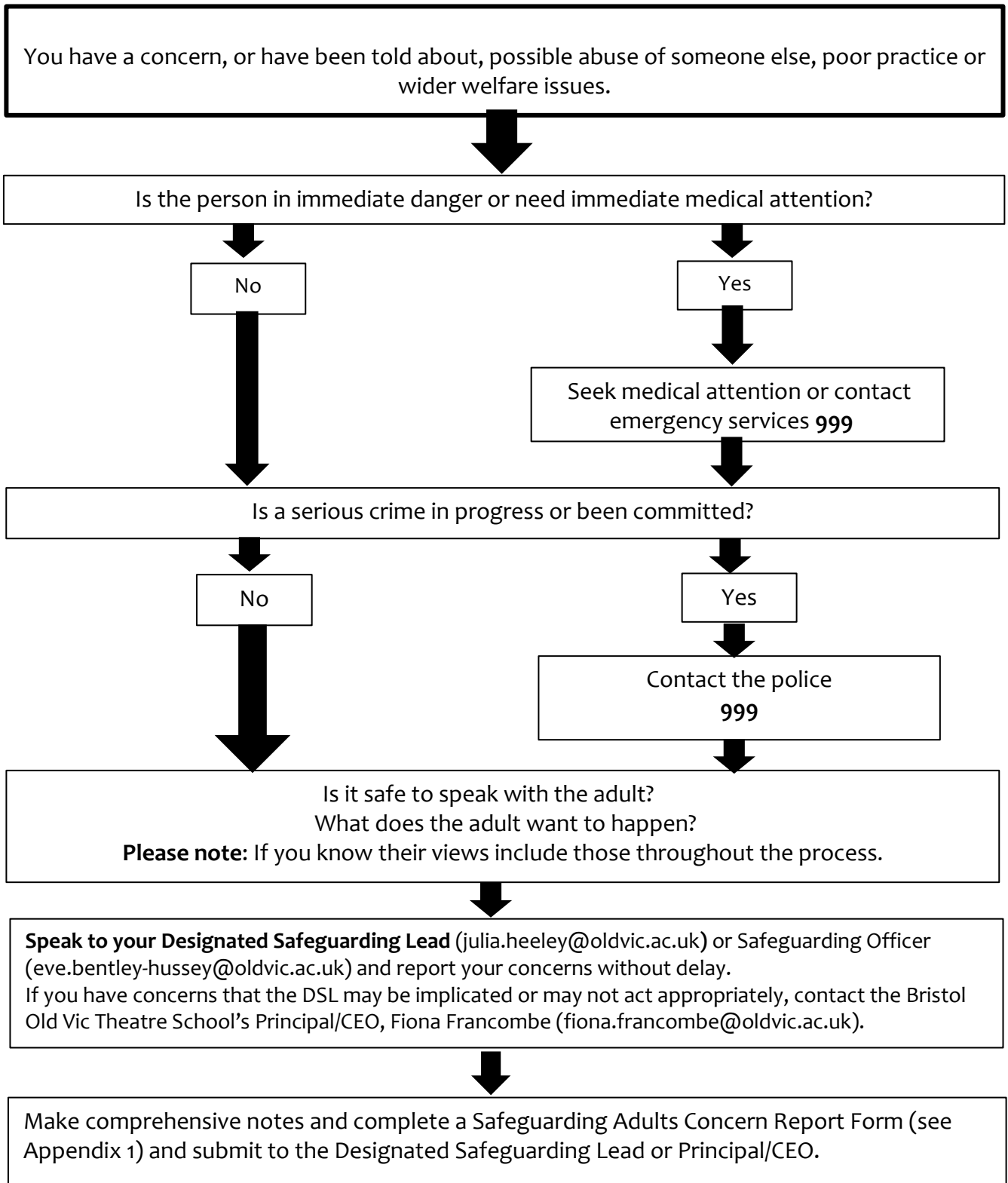
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other Sources of Support).

Bristol Old Vic Theatre School will follow the procedures in this document. If you do not think your concerns are being addressed in the way that they should be, please contact the Principal/CEO or a member of the Bristol Old Vic Theatre School [Council of Trustees](#).

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of utmost importance to Bristol Old Vic Theatre School that you can take part in our training and other activities safely and we will take every step to support you to do that.

Reporting Concerns about Others (Flowchart 1)



Reporting Concerns about Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the Bristol Old Vic Theatre School's Designated Safeguarding Lead (julia.heeley@oldvic.ac.uk / 07921 744298) or Safeguarding Officer (eve.bentley-hussey@oldvic.ac.uk / 07706 314112) as soon as you can.

If the Designated Safeguarding Lead or Safeguarding Officer are implicated, or you have reason to believe that they may have a conflict of interest, then report to Fiona Francombe, Principal/CEO (fiona.francombe@oldvic.ac.uk / 07770 430328).

If you are concerned about harm being caused to **someone else**, please follow the guidance below:

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Designated Safeguarding Lead or Safeguarding Officer.
- **Do not** contact the adult before talking to your Designated Safeguarding Lead or Safeguarding Officer if the person allegedly causing the harm is likely to find out.

Remember not to confront the person thought to be causing the harm.

Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace.
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with Julia Heeley, Designated Safeguarding Lead or Eve Bentley-Hussey, Deputy Safeguarding Officer.
- Ask for their consent for the information to be shared outside the organisation.
- Agree how you/the Designated Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support, etc. - see Appendix 2).
- Act swiftly to report and carry out any relevant actions.
- Accurately record in writing what was said using the adult's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Record Keeping

- Complete a **Safeguarding Adults Report Form** [here](#) or complete the paper version - see Appendix 1 - and submit to Julia Heeley, Designated Safeguarding Lead or Eve Bentley-Hussey, Safeguarding Officer without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

This information must only be shared with your Designated Safeguarding Lead or Safeguarding Officer and others that need to know – e.g. to keep the person safe whilst waiting for action to be taken.

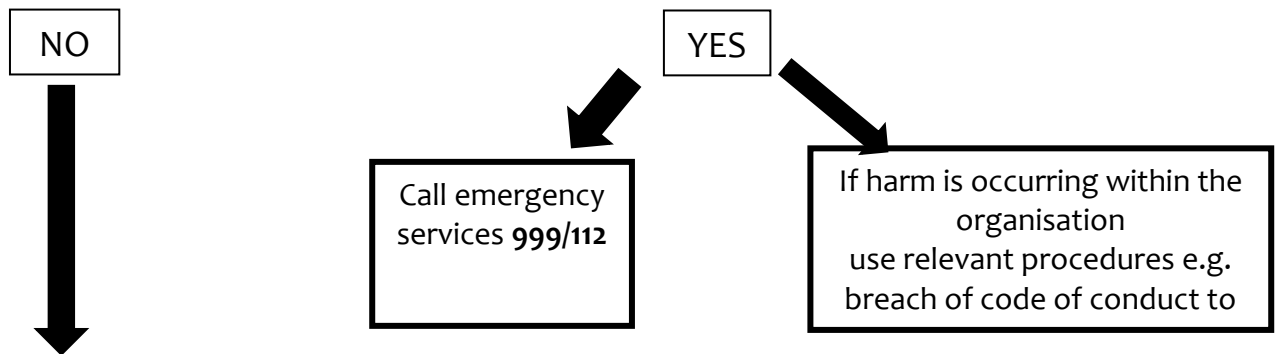
Section 2: What happens next? (Designated Safeguarding Lead and organisational response)

Procedure for Designated Safeguarding Lead* (Flowchart 2)

(*or appointed individual)

Steps 1-5 **Initial response** (as soon as you receive the Safeguarding referral)

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed

If you are being contacted directly request a completed Safeguarding Adults Report Form (staff and Visiting Practitioners) or fill in the form with the person making the report (public/adult themselves)

Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4- Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

Step 5 – Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen next. Make sure they have been given information about other organisations that can support them (see Appendix 2).

Steps 6- 14 Taking Action

Step 6 – Consult and Decide

As needed, consult School’s Principal & CEO/Bristol Care Direct (Local Authority)/the Police and decide which one or more of the following actions need to be taken.

<p>Step 7</p> <p>If a serious crime is suspected contact the police</p>	<p>Step 8</p> <p>If you believe there is an ‘adult at risk’ make a safeguarding adults report to the Local Authority (Bristol City Council)</p>	<p>Step 9</p> <p>If harm is suspected of being caused within Bristol Old Vic Theatre School e.g. by a staff member or Visiting Practitioner, report to relevant manager/s& HR department</p>	<p>Step 10</p> <p>Consult with and inform the adult</p>
<p>Criminal enquiry, investigation, proceedings</p>	<p>Safeguarding adults process led by Local Authority</p>	<p>School takes short term steps within relevant policy to prevent harm e.g. suspend employee, visiting practitioner or other contracted worker</p>	<p>School decides who will maintain regular contact with the adult/s who have been at risk of harm</p>

Step 11

Take advice from and **coordinate actions** taken by **Bristol Old Vic Theatre School** with those of **other agencies. Attend and contribute to Safeguarding Adults Strategy Meetings**

Step 12

Hold Case Management meeting to coordinate actions by Bristol Old Vic Theatre School

<p>Possible outcomes: e.g.</p> <ul style="list-style-type: none"> • Criminal Caution or Conviction • Police referral back to organisation • Referral to Independent Barring Board • Unsubstantiated– no further action 	<p>Possible outcomes e.g.</p> <ul style="list-style-type: none"> • LA enquiries triggered • Adult supported to ‘make safeguarding personal’ • Other adults at risk identified • Multi-agency meetings to coordinate actions • New/changed care and support and protection plan for any adult at risk • NOT an adult at risk – information and advice provided 	<p>Possible outcomes: e.g.</p> <ul style="list-style-type: none"> • Informal resolution • Education and training • Formal warning • Dismissal • Role conditions applied • Contract ended • Referred to Independent Barring Board • Unsubstantiated – no further action 	<p>Possible Outcomes: e.g.</p> <ul style="list-style-type: none"> • Adult receives information about the process • Adult referred into UWE Fitness to Study policy • Adult supported to have their views and experience heard • Adult supported to gain support from other agencies • Adult continues to participate in school activities
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Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Once a concern has been passed to the Bristol Old Vic Theatre School's Designated Safeguarding Lead, they will coordinate the School's Safeguarding Adults Procedure (see Flowchart 2).

The DSL will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult.

The DSL, where appropriate, in consultation with the Case Management Group, will take the following actions:

Immediate Response

- Ensure that any **immediate actions** necessary to safeguard anyone at risk have been taken.
- If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult being harmed.
- If you have been sent a [Safeguarding Adults Report Form](#) check that you can understand what is written and that all the necessary parts have been completed.
- If you are being contacted directly by a member of staff or a visiting practitioner, request that they complete a [Safeguarding Adults Report Form](#) if they have not already done so (see Appendix 1) as soon as possible.
- If the report is being made by the adult themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.
- Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
- Consider what is known about the situation, what the risks are, what is known of **the views of the adult**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'.
- Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).
- Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.
- Ensure that the **adult has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

ONLY do this if you have a known safe way of contacting them.

Taking Action

In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so, this includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority Safeguarding Team, Bristol Care Direct.

Consult and Decide:

If necessary, consult with the Case Management Group/Chair and with the Local Authority/the Police to decide which of the following actions need to be taken.

Contact the police (where the crime took place) **if:**

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.

Make a referral/report to Bristol Safeguarding Adults Team through Bristol Care Direct on 0117 9036688 / email: adult.care@bristol.gov.uk or through [Keeping Bristol Safe Partnership](#) (where the adult lives) if you believe they may be an **adult at risk**

AND:

- the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed in work with adults with care and support needs.
- there are other 'adults at risk' (e.g. another family member or another student).
- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.
- If a child is at risk you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Adult Safeguarding Team, Bristol Care Direct on 0117 9036688 or email: adult.care@bristol.gov.uk to discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm.

Use policy and procedures to stop harm within the organisation:

If the person who may be causing harm is a person involved in Bristol Old Vic Theatre School in whatever capacity inform the Principal/CEO or another member of the Executive Leadership Team (ELT) of the School.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation's activities.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

If statutory agencies are involved, work **together** with them to agree on the next steps. e.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding adults strategy or case meetings that are called by the Local Authority.

If statutory agencies advise that they will not be taking any action in relation to a referral this should not stop Bristol Old Vic Theatre School taking internal steps to safeguard the adult. e.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure or take precautionary measures.

Decide who in the organisation will **maintain contact with the adult** to consult with them, keep them informed and make sure they are receiving the support they need from the Student Support Team.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

Convene a **Case Management Group meeting** to coordinate actions internally to the School to:

- share information about what has happened with those within the Bristol Old Vic Theatre School who have a role in safeguarding the adult.
- share the views of the adult.
- share any actions being taken by the Police/Local Authority.
- agree who will coordinate between Bristol Old Vic Theatre School and other agencies.
- decide what actions Bristol Old Vic Theatre School will take.
- coordinate action by Bristol Old Vic Theatre School.

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or visiting practitioner found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the school.
- Offering support to staff, students and visiting practitioners affected by the circumstances.
- Ensuring School's Executive Leadership Team are updated as needed.

Case Management Group meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the Senior Management Team/Council of Trustees as requested**.

Allegations against a student

Where an allegation is brought against a student on one of Bristol Old Vic Theatre School's full-time higher education programmes, this will be handled in the same way as an allegation towards a member of staff, and will also invoke the appropriate student disciplinary or misconduct policies, as necessary.

Managing allegations against Bristol Old Vic Theatre School Staff

The School will ensure that safeguarding concerns or complaints regarding staff reported by students, staff or the public are taken seriously. Procedures for managing such allegations are followed according to national stapractorionery guidance. If you have a safeguarding concern regarding a staff member, please report this immediately to the Principal/CEO. All safeguarding reports regarding staff need to be collated and it is therefore imperative that staff who have received such a concern alert the Principal on the day they receive the concern. Note that all procedures apply equally to current instances and historical ones, i.e. safeguarding concerns relating to previous actions that have just become known.

Staff members who are the subject of a safeguarding allegation are assured that the School's internal procedures for managing such allegations are fair and transparent, and operated in line with the ACAS Code of Practice for disciplinary and grievance procedures.

If the matter is the subject of a criminal investigation

The School is entitled to pursue its own or complementary confidential enquiries and disciplinary action. The relevant Designated Safeguarding Lead will consult with the relevant agencies in such cases, including the police as appropriate and following the School's disciplinary/misconduct policies.

To maintain the integrity of the investigation, individuals who face an allegation may be advised to only discuss the substance of the allegation with his or her union or legal representative, immediate family or as directed by the investigating officer.

Following an investigation, disciplinary action may be taken as appropriate.

Information is shared and discussed between staff and relevant agencies on a need-to-act basis only.

Bristol Old Vic Theatre School's local authority is Bristol City Council. If it is necessary to involve the local authority, we will refer to <https://bristolsafeguarding.org/>.

Where relevant, the School will also involve the local Bristol Prevent Liaison Officer and seek advice from the Department for Education's HE Prevent Co-ordinator on any Prevent-related referrals.

Recruitment, vetting, induction and training of staff

The School recognises that anyone may have the potential to abuse adults in some way and will take all reasonable steps to ensure unsuitable people are prevented from working with them.

The School complies with its on-going duty to notify the Disclosure & Barring Service (the "DBS") with any relevant information regarding the conduct of any individual that the School considers to have caused harm or pose a risk of harm to vulnerable groups.

The School will implement appropriate safer recruitment procedures for personnel working on activities with children and/or adults at risk, having substantial access to children and/or adults at risk, access to children's personal information or images, or who through the course of their work are liable to find themselves in a position of trust. These procedures will include:

- Identity and DBS checks carried out on the offer of a post that is likely to have significant contact with children and/or vulnerable adults.
- Two reference checks that confirm their suitability to work with young people
- Ensuring all existing staff regularly in contact with children, or working on a one-to-one basis, will have completed enhanced DBS checks.

- All staff contracts will refer to this policy about protecting children and adults at risk, and by signing contracts, staff will be confirming that they have received a copy of this policy.
- Trustees may not need to have a DBS clearance because they are unlikely to be in regular unsupervised activity with children and/ or vulnerable adults. However, if this situation changes, they will be asked the subject of a DBS check as well.

It is essential that all staff who have access to adults at risk understand their safeguarding responsibilities and what to do in the event a disclosure is made to them, or they suspect risk of harm or abuse. To aid this, all staff working with students or likely to be in regular contact with adults at risk will receive training on safeguarding during their induction period and at regular intervals thereafter. This training will be updated every time that key legislation changes. All Bristol Old Vic Theatre School staff are expected to attend safeguarding training, but priority will be given to those working most closely with students, adults at risk and children/young people whilst working at the School.

Any staff member found to be under the influence of alcohol or drugs whilst working on a School project will be dismissed with immediate effect. All allegations and incidents of any form of this defined abuse will be taken extremely seriously.

Reporting to Council of Trustees

Regular Safeguarding and Student Support Reports are submitted to the School's Trustees to be considered at their Council of Trustees Committee meetings. These reports provide the School's trustees with monitoring information to enable them to consider whether the School's Safeguarding protection duties are effectively discharged. This will include information in respect of staff training and anonymous case details. Trustees will receive an update on any Safeguarding/Prevent matters arising during the course of the year as a standing item as part of the Student Support Manager/Designated Safeguarding Lead's report.

This safeguarding policy will be updated every two years and more frequently if legislation changes. Any substantive changes will be communicated to staff.

The Prevent Duty

The Prevent Duty places on Higher Education institutions a statutory duty to have due regard to prevent people being drawn into terrorism. If you suspect or have reason to believe that a student may be drawn into terrorism please follow safeguarding protocols, and pass on the concern within 24 hours.

Whistleblowing in Order to Protect the Welfare of a Child or Adult at Risk

Bristol Old Vic Theatre School is committed to the highest standards of openness, probity and accountability. It seeks to conduct its affairs in a responsible manner, taking into account the requirements of its awarding body, UWE Bristol, its funding bodies, and the Nolan principles of standards in public life.

If you have concerns about the behaviour of a member of staff, a student or visiting practitioner within the School, then you must report your concerns to either the Designated Safeguarding Lead or Safeguarding Officer.

All staff and volunteers have a legal duty to raise concerns where they feel individuals, or the School itself, is failing to safeguard and promote the welfare of adults and children.

Please refer to Bristol Old Vic Theatre School Whistleblowing policy available to staff as part of the School's Staff Handbook which can be found on Google Drive, or request a copy from the DSL.

Further Information, Emergency Numbers and Useful Contacts

If you have an **emergency**, call the Police on 999.

If it isn't an emergency but you need help fast, call the Police on 101.

Policies, procedures and supporting information are available on the Bristol Old Vic Theatre School's website: www.oldvic.ac.uk.

If you are concerned that an adult with care and support needs in Bristol is at risk of being abused or neglected, call: **Bristol Care Direct** (08:30-17:00, Monday to Friday – answer machine outside these hours) Tel: 0117 922 2700 or email

Online forms to report suspected adult abuse if nobody's health or safety is in immediate danger (choose the form which you want to use):

- Report adult abuse (for professionals)
- Report adult abuse (for public)

National Prevent Advice Line

Tel: 0800 011 3764

Principal / Chief Executive Officer (CEO)

Fiona Francombe

Tel: 07770 430328

Email: fiona.francombe@oldvic.ac.uk

Designated Safeguarding Lead for Adults (DSL) & PREVENT Single Point of Contact (SPOC)

Julia Heeley

Higher Education Administration & Student Support Manager

Tel: 0117 980 9247

Mob: 07921 744298

Email: julia.heeley@oldvic.ac.uk

Safeguarding Officer

Eve Bentley-Hussey

Student Support Assistant

Mob: 07706 314112

Email: eve.bentley-hussey@oldvic.ac.uk

Nominated Board Member for Child Protection and Adult Safeguarding

Dr Ifeoma Ameke

Email: ifeomaandsteve@blueyonder.co.uk

Keeping Bristol Safe Partnership / Keeping Adults Safe

Website: <https://bristolsafeguarding.org/adults/>

If you suspect an adult at risk is in immediate danger you should call the Police on 999

Section 3: Appendices

Appendix 1 - [Safeguarding Adults Report Form](#) (also available to complete online)

Please complete this form as fully as possible if you have any concerns regarding an adult or you have witnessed a safeguarding incident. If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the Designated Safeguarding Lead (DSL). The DSL will then look at the information and start to plan a course of action.

This form should be completed **within 24 hours of any safeguarding incident or disclosure** to ensure that any disclosures, allegations of abuse or misconduct are accurately documented.

The information included in this form is **strictly confidential** and is not to be discussed with anyone other than those who need to know.

If you are completing this form, notify the Designated Safeguarding Lead for Adults over the age of 18 immediately.

The Bristol Old Vic Theatre School's Designated Safeguarding Lead for Adults (over the age of 18) is:

Name: Julia Heeley

Email: julia.heeley@oldvic.ac.uk

Phone: 07921 744298

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Do you have consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative Contact	
Name of organisation	
Your role at Bristol Old Vic Theatre School	

Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)</p>	
Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address (if known)	
Date of Birth/Age (if known)	
Relationship/connection to adult at risk	
Role in organisation	
Do they have contact with other adults at risk in another capacity? e.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	

Section 6A – Reasons for not discussing with the adult	
Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any other adults at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6	
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.	
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by Bristol Old Vic Theatre School: e.g. person causing harm has been suspended from training/working at the school, removed from certain activities, placed under UWE Fitness to Study policy/procedures, etc.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	

Ambulance	
Other – please state who and why:	
Section 10: Contact with others within the School	
Who else has been informed of this issue – and what was the reason for information sharing?	
Please give details of dates and times you have consulted with the Designated Safeguarding Lead Details (below)	Dates and times
Completed Form copied to Designated Safeguarding Lead:	
Signed:	
Date/time:	

OFFICE USE ONLY
Section 11 – Sharing the concerns (To be completed by Designated Safeguarding Lead)
Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Bristol Old Vic Theatre School
Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted:
Details of the outcome of this concern:

Appendix 2 – Sources of Information and Support

This directory begins with more general organisations and moves on to organisations specialising in:

- Learning disability
- Mental health
- Older people

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT has a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

Website: www.anncrafttrust.org

The DBS Regional Outreach Service

The Partnership and Engagement team at the Disclosure and Barring Service (DBS) work regularly with other organisations, to identify how we can collaborate and share key messages among the safeguarding community.

Website: www.gov.uk/guidance/the-dbs-regional-outreach-service

Men's Advice Line (for male domestic abuse survivors) - Tel: 0808 801 0327

NACRO

Crime reduction charity aiming to make society safer by finding practical solutions to reducing crime. Projects include resettling prisoners, working with young people, housing people, working with families and communities, getting people into work and finding better ways to reduce crime.

Tel: 0300 123 1889

Email: helpline@nacro.org.uk

Website: www.nacro.org.uk

National Association of Citizens Advice Bureaux

The Citizens Advice Bureau runs 'Advice Guide' which gives basic advice and information on people's rights. It gives a broad outline of your legal position and what you can do. If problems are complicated, it is more appropriate to contact the Citizens Advice Bureau.

Website: www.nacab.org.uk

National Information Forum

National Information Forum is an umbrella organisation that seeks to encourage the provision of accessible information to people with disabilities, older people and anyone else disadvantaged in gaining access to information by whatever means possible.

Tel: 020 7708 5943

Website: www.nif.org.uk

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24 Hour Freephone Domestic Abuse Helplines

Tel: 0808 2000 247

Website: www.nationaldahelpline.org.uk/Contact-us

Office of the Public Guardian

You can contact the Office of Public Guardian if you have concerns about a registered lasting power of attorney, a registered enduring power of attorney, a deputy appointed by the Court of Protection or a guardian for someone who is missing. Your concern could be about the misuse of money or decisions that are not in the best interests of the person they're responsible for.

Tel: 0115 934 2777

Email: opg.safeguardingunit@publicguardian.gov.uk

Website: <https://www.gov.uk/report-concern-about-attorney-deputy-guardian>

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

Website: www.rapecrisis.co.uk

Regard

Regard is a national organisation of lesbians, gay men, bi, trans and queer people (LGBTQ) who self-identify as disabled. They follow the Social Model of Disability. This is a way of thinking about disability that says it is society that needs to change by removing the barriers that deny us inclusion and equal rights.

Email: secretary@regard.org.uk

Website: <http://regard.org.uk/>

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (helpline)

Email: services@respond.org.uk

Website: www.respond.org.uk

SARSAS

Support for people affected by rape or any kind of sexual assault or abuse at any time in their lives.

Helpline: 0808 801 0456

Website: www.sarsas.org.uk/

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service -

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

Website: www.suzylamplugh.org

Stonewall

Stonewall provides support for LGBT communities and their allies.

Tel (9:30 – 4:30 Monday to Friday): 0800 0502020

Website: www.stonewall.org.uk

Victim Support

Victim Support provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

Website: www.victimsupport.org.uk

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence helpline **08457 023 468**.

Tel: 0117 9444411

Fax: 0117 9241703

Email: info@womensaid.org.uk

Website: www.womensaid.org.uk

Disability

Association for Real Change

ARC is an umbrella organisation which brings together those who provide services for people with learning disabilities. Its objectives are to support, develop and promote quality services for people with learning disabilities throughout the UK.

Tel: 01246 555043

Website: www.arcuk.org.uk

British Deaf Association

The British Deaf Association is the UK's largest national organisation run by deaf people for deaf people. It represents the deaf community, a community united by shared experiences, history and a common language.

Tel: 020 7697 4140

SMS / FaceTime: 07795 410 724

ooVoo / Skype: [da.britdeafassoc](https://www.britdeafassoc.org.uk)

Email: helpline@bda.org.uk

Website: www.bda.org.uk

British Medical Association

The BMA represents all doctors from all branches of medicine all over the UK. It is an independent trade union, officially recognised by the government.

Tel: 020 7387 4499

Fax: 020 7383 6400

Email: info.web@bma.org.uk

Website: www.bma.org.uk

British Institute for Learning Disabilities

BILD is a not-for-profit organisation with charity status, which exists to improve the quality of life of all people with a learning disability. BILD provides information, publications and training and consultancy services for organisations and individuals.

Tel: 0121 415 6960

Email: enquiries@bild.org.uk

Website: www.bild.org.uk

Disabled Living Foundation

Provides specialist advice for people with disabilities and their carers. It has a national telephone helpline service (0845 130 1977), and equipment centre (020 7289 6111), factsheets, publications shop and training and events.

Tel: [020 7289 6111](tel:02072896111)
Email: advice@dlf.org.uk
Website: www.dlf.org.uk

Disability Rights Commission

Disability Rights Commission was set up by the government to help secure civil rights for disabled people. As well as giving information and advice to disabled people, employers and service providers, their conciliation service also intervenes in disputes over access to goods and services.

Tel: [020 7250 8191](tel:02072508191)
Email: enquiries@disabilityrightsuk.org
Website: www.disabilityrightsuk.org

Hearing Concern

Hearing Concern exists to overcome the frustration, isolation and loneliness experienced by millions of people in the UK who have hearing loss. It is a leading provider of advice and support, campaigns on behalf of its client group and promotes awareness of the communication needs of deaf and hard of hearing people.

Tel: [020 8743 1110](tel:02087431110)
Fax: [020 8742 9043](tel:02087429043)
Email: info@hearingconcern.org.uk
Website: www.hearingconcern.org.uk

National Autistic Society

The Charity's objective is to provide education, treatment, welfare and care to people with autism and related conditions.

Tel: [020 7833 2299](tel:02078332299)
Fax: [020 7833 9666](tel:02078339666)
Email: nas@nas.org.uk
Website: www.autism.org.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or [0808 808 0700](tel:08088080700) (helpline)
Email: services@respond.org.uk
Website: www.respond.org.uk

Royal National Institute for the Blind

The Royal National Institute for the Blind offers information, support and advice to over 2 million people with sight problems. It fights for equal rights and funds research.

Tel: [020 7388 1266](tel:02073881266)
Email: helpline@rnib.org.uk
Website: www.rnib.org.uk

Sense

Sense is the UK's leading organisation for people who are deaf blind and have associated disabilities. Sense believes that given the right services and support, deafblind people can develop their talents and choose how they wish to live their lives.

Tel: [0300 330 9256](tel:03003309256) or [020 7520 0972](tel:02075200972)
Email: enquiries@sense.org.uk
Website: www.sense.org.uk

Mental Health

Alcohol Concern

A national agency on alcohol misuse, working to reduce the incidence and costs of alcohol related harm and to increase the range and quality of services available to people with alcohol related problems. Provides a useful factsheet (no. 33) on Alcohol and Older People.

Tel: 020 7928 7377

Fax: 020 7928 4644

E-mail: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

Anxiety UK

A user-led organisation, run by sufferers and ex-sufferers of anxiety disorders supported by a high-profile medical advisory panel.

Website: www.anxietyuk.org.uk

The Consortium of Therapeutic Communities

The Consortium of Therapeutic Communities. Methods of psychological treatment remain a seriously undervalued form of psychotherapy. The ATC exists to try to correct this neglect. Their site includes a database of therapeutic communities.

Tel: 01242 620077

Email: post@therapeuticcommunities.org

Website: www.therapeuticcommunities.org

British Association for Counselling and Psychotherapy

The Association exists to serve its members and the psychological therapies, as well as increasing awareness. It publishes directories and other information to enable those seeking counselling and training to make an informed choice.

Tel: 01455 883300

Email: bacp@bacp.co.uk

Website: www.counselling.co.uk

BBC Mental Health Section

BBC Online has a mental health homepage offering information on mental health conditions, and resources for getting help and treatment.

Website: www.bbc.co.uk

Bipolar UK

Formerly, The Manic Depression Fellowship (MDF), Bipolar UK is a national user-led organisation and registered charity for people whose lives are affected by manic depression.

Tel: 0333 323 3880

Email: info@bipolaruk.org

Website: www.bipolaruk.org

Depressives Anonymous

Mutual aid organisation providing self-help groups, pen-friend scheme and newsletters.

Tel: 0870 774 4320

Drugs Information Online

A comprehensive and up-to-date drug information resource online – over 24,000 approved medications.

Website: www.drugs.com

Internet Mental Health

An encyclopaedia of common mental health conditions offering information on diagnosis, treatment and research.

Website: www.mentalhealth.com

National Centre for Eating Disorders

A national charity offering help, support and information to people whose lives are affected by eating disorders, in particular, anorexia and bulimia nervosa.

Tel: 0845 838 2040

Email: info@edauk.com

Website: eating-disorders.org.uk

MIND

Mind is a leading mental health charity working to create a better life for everyone with experience of mental distress by challenging discrimination, influencing policy, developing quality services, advancing users' views and achieving equal rights.

Tel: 020 8519 2122

Email: contact@mind.org.uk

Website: www.mind.org.uk

Psychology Information Online

Psychology Information Online provides information online about psychological diagnosis, disorders, problems, psychotherapy and counselling.

Website: www.psychologyinfo.com

Rethink

Rethink, as of July 2002, is the new operating name for the 'National Schizophrenia Fellowship'. Dedicated to improving the lives of those affected by severe mental illness.

Tel: 0121 522 7007

Email: advice@rethink.org

Website: www.rethink.org

Samaritans

The UK and Republic of Ireland based charity provides confidential emotional support to any person who is suicidal or despairing and increases public awareness of issues around suicide and depression.

Tel: 020 8394 8300

Helpline (UK): 116 123

Website: www.samaritans.org

Turning Point

Turning Point has over thirty years of experience working with those most excluded in our society. They operate a range of projects throughout the Country in the areas of drug and alcohol abuse, mental health and learning disabilities.

Tel: 020 7481 7600

Email: info@turning-point.co.uk

Website: www.turning-point.co.uk

Older People

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

Website: www.elderabuse.org.uk

Arthritis Care

Arthritis Care is the only UK-based voluntary organisation working with and for everyone with arthritis. They provide information, training and support to help people take control of their health and their lives. At the same time they campaign for raised awareness about arthritis, and for better services for people affected.

Tel: 080 8800 4050 (12pm to 4pm Monday to Friday) or 020 7380 6500 (10am to 4pm)

Email: Helplines@arthritiscare.org.uk

Website: www.arthritiscare.org.uk

Age UK

Age Concern provides essential services and campaigns on issues like age discrimination and pensions and works to influence public opinion and government policy about older people.

Tel: 0800 169 2081

Website: www.ageuk.org.uk

Alzheimer's Society

The Alzheimer's Society is the UK's leading care and research charity for people with any form of dementia and their carers.

Tel: 020 7423 3500

Email: events@alzheimers.org.uk

Website: www.alzheimers.org.uk

Centre for Policy on Ageing

An independent organisation promoting social policies that allow older people to achieve the full potential of their later years.

Tel: 020 7553 6500

Email: cpa@cpa.org.uk

Website: www.cpa.org.uk

Friends of the Elderly

Friends of the Elderly is a charity providing a combination of nursing, residential and dementia care from nine sites and support services to people through day centres or in their own homes. It makes grants nationally from funds it manages and helps people access other funds they are entitled to.

Tel: 020 7730 8263

Fax: 020 7259 0154

Email: enquiries@fote.org.uk

Website: www.fote.org.uk

Dementia UK

Specialist one-to-one support and expert advice are the two key ways Dementia UK help people living with dementia.

Tel: 0800 888 6678

Website: www.dementiauk.org

Stroke Association

Stroke Association is the UK's leading stroke charity changing the world for people affected by stroke.

Tel: 020 7566 0300

Helpline: 0845 30 33 100

Email: info@stroke.org.uk

Website: www.stroke.org.uk

Appendix 3 - Code of Conduct and Safeguarding Procedures – for Staff and Visiting Practitioners

The following code of conduct applies to all BOVTS staff and students working with children, young people or adults in a vulnerable situation, whether acting in a paid or unpaid capacity:

This document should be read in conjunction with the Bristol Old Vic Theatre School's Safeguarding Adults and Safeguarding Children Policies and Procedures.

Alongside its full-time higher education courses, Bristol Old Vic Theatre School (BOVTS) works with children, young people and adults at risk delivering programmes of education, classes and workshops. Staff and other adults working with children and young people have a duty of care to safeguard them from harm and promote their welfare. BOVTS recognises that all children, young people and adults at risk involved in the work of the School have a right to protection and to feel safe at all times. For the purpose of this policy a child is defined as a person under 18.

We ask all staff, students and visiting practitioners to familiarise themselves with the School's Safeguarding Policies and Procedures and to comply with the clear guidelines detailed below. Please note that failure to follow the School's Safeguarding Policies and Procedures may result in formal disciplinary action, termination of employment or suspension from the school.

Personal and Professional Conduct

Staff, students and visiting practitioners are expected to demonstrate consistently high standards of personal and professional conduct. Everyone, irrespective of culture, disability, gender, age, language, racial origin, religious belief and sexual identity should be treated fairly and with dignity and respect. We expect all staff and students to demonstrate tolerance of other faiths and uphold the values of individual liberty. Always ensure that personal beliefs are not expressed in ways that exploit others' vulnerabilities or might lead them to break the law.

Staff and visiting practitioners should be polite and use respectful language in the presence of students. You should not swear or use sexist, sexual, racist, homophobic, transphobic or discriminatory language at, or in the presence of students nor demonstrate favouritism towards any one or group of students. You should endeavour not to not behave in a way that could be subject to misinterpretation, both physically and verbally. Physical contact between a student and a member of staff/visiting practitioner should be appropriate only to the educational context. Do not use language that might humiliate or undermine a student and avoid the use of sarcasm or irony that can be misunderstood. We expect students to be similarly respectful and polite to staff.

You must take due care if accepting gifts and hospitality from students, their family or prospective students; acceptance of such gifts can be misunderstood and misinterpreted.

All staff, students and visiting practitioners must have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance, punctuality and personal appearance.

All staff and visiting practitioners must sign in on arrival and sign out whenever they leave the building.

Where staff, visiting practitioners or student representatives of the school are working with young people under the age of 18 either on school property or in other locations personal details are not to be shared under any circumstances. This includes but is not exclusive to: phone numbers; personal email addresses; home address and social media profiles.

Photography and Filming

No member of staff or visiting practitioner should use their own mobile phone or any other personal device to take photographs of or film students or any young people they may teach as part of their School duties. Any footage taken on a School device should not be used on personal websites or personal social media sites nor copied to personal computers. No young person should be identified and named on such photographs and film footage.

Use of Mobile Phones in School

Staff and visiting practitioners must not make personal phone calls when in a class. All phones must be turned off or switched to silent. Personal phone calls should be made during breaks and out of earshot of students.

Social Media

It is not appropriate for staff or visiting practitioners to have current students or young people below the age of 18 years, as 'friends' on Facebook or any other social media site. You should not disclose personal phone numbers, email addresses and contact details to students. Staff Facebook profiles must be set to 'private'. Inflammatory comments about the School, students or individual members of staff must not be posted on any social media site. No student or staff name should be posted in any online social media without prior permission from the School's senior management.

In addition to the above, the School expects all staff and visiting professionals to adhere to the following:

- To avoid any unnecessary physical contact.
- To avoid taking members of vulnerable groups alone in a vehicle on journeys, however short.
- Unless circumstances make it impossible to comply, do not accompany members of vulnerable groups to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
- If you find you are in a situation where you are alone with a member of a vulnerable group wherever practicable make sure that others can clearly observe you or that there is at least CCTV provision.
- Avoid close personal relationships with members of vulnerable groups in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about members of vulnerable groups, even in jest, as this could be misinterpreted.
- At no point should children/young people who attend our events be added or linked with on social media (neither should requests from them be accepted). Photos or videos of students (who have given photo permission) should not be shared on personal social media, stored on personal devices, or shared with anyone outside of the organisation. Staff and student workers/ambassadors are not to share personal information (email address, phone number, etc.) with students in any situation.
- If a member of a vulnerable group accuses a student or member of staff of abuse or inappropriate behaviour, this should be reported immediately to the relevant Designated Safeguarding Lead (Julia Heeley, DSL (over 18s) and Faye Elvin, DSL (under 18s)).

- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If you are the recipient of any complaint or accusation from a member of a vulnerable group, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a member of a vulnerable group makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the designated individual appointed in the Safeguarding Policy.
- You should participate in the Safeguarding training available to you to support you in your work with vulnerable groups.
- Remember that those who abuse members of vulnerable groups can be of any age (even other members of vulnerable groups), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting members of vulnerable groups as individuals, and
- the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the Safeguarding policies and Procedures. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
- Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the School, they are encouraged to seek it.
- Ensure that you comply with appropriate licensing laws.

With regard to **Online/virtual events/activities, the following additional code of conduct apply:**

- All expectations are in-line with the above for any event that takes place online/in a virtual environment.
- All software that will be used has suitable security settings and has been authorised for use.
- Staff without a DBS check are asked not to engage 1:1 with students unless with the presence of a DBS-checked member of staff or within an approved platform.
- The platforms that will be used ensure that students and ambassadors are not able to contact each other after the event has ended. As with face-to-face interaction, no personal data will be shared between students and ambassadors.

Where Zoom/Google Meet is used:

- Prior to the session, remind students of dedicated email address and key contacts to raise any concerns and report any inappropriate content.
- Host should have a signed Code of Conduct from all participants and which includes the consequences in the case of inappropriate behaviour.
- Passwords will be used to prevent students from accessing the room when they are not ‘invited’.
- Waiting rooms will be equipped by users to ensure that only the invited student(s) are in the room at the allocated time.
- Hosts will lock the session once it has started.
- Chat boxes can be disabled.
- Student screen-sharing will be disabled.

- Direct messaging should be turned off (other than from students to host) to prevent students from messaging each other within the app. File transfer in the chat functionality will also be disabled.
- Meetings can be recorded with permission of all concerned, and transcripts of chats saved.
- Hosts are able to remove participants from the session if necessary.
- Ensure that the session is taking place in a neutral area where nothing personal can be seen and there is nothing inappropriate in the background.
- Hosts should not be in a private chat/video call 1-2-1 with a participant. If this happens by accident (someone else loses signal etc.) they should immediately come out of the breakout room/chat/end the session.
- Hosts will be guided on the use of an appropriate background.

Please Note

Staff and visiting practitioners must not enter toilets or changing rooms designated for full-time student use. This also applies to young people on short courses or workshops: the individual toilets within the School building are to be used only.

Smoking is only permitted outside within the designated smoking area.

Please familiarise yourself with the School’s Emergency Evacuation Routes and Procedures. If a student is injured, please consult a first aid trained member of staff for guidance. All accidents must be recorded in the accident book at Downside Reception or email: facilitiesupport@oldvic.ac.uk.

If working with young people and children, you should avoid speaking to, or working with them alone in a room with the door closed. If you need to speak with or work with a young person in confidence, then it is advisable that this takes place in an environment visible to others and preferably with the door open. If this is not possible then you should ensure an appropriate distance is maintained between you and the young person and ideally, notify another member of staff before the meeting takes place. Please be aware that you should never promise for a disclosure by a student to remain a secret but that all disclosures are immediately reported to the School’s Designated Safeguarding Lead.

Staff and visiting practitioners should not meet socially with young people outside of School. In the case of an emergency where a young person may need to be chaperoned home, public transport or with prior permission a taxi should be used. In the event of an emergency, the Principal/CEO may need to be consulted.

Disclosures

All staff, visiting practitioners and students agree to report disclosures to the School’s Designated Safeguarding Lead (DSL): Julia Heeley, Higher Education Administration & Student Support Manager, 1-3 Downside Road, Clifton, Bristol BS8 2XF

Email: julia.heeley@oldvic.ac.uk

Direct telephone: 07921 744298

I have read and understood the code of conduct and guidance as written above. Name of Staff Member / Student / Visiting Practitioner (please print and sign):

Name:

Date:

Once signed this form should be returned to the member of staff who contracted you.

Appendix 4 - Code of Conduct for BOVTS students and visiting staff working on Short Courses at BOVTS

Guidance for working with children, young people and adults at risk.

This document should be read in conjunction with the Bristol Old Vic Theatre School's Safeguarding Adults and Safeguarding Children Policies and Procedures.

Introduction

Alongside its full-time higher education courses, Bristol Old Vic Theatre School (BOVTS) works with children, young people and adults at risk, delivering programmes of education, classes and workshops. Staff and other adults working with children and young people, have a duty of care to safeguard them from harm and promote their welfare. BOVTS recognises that all children, young people, and adults at risk involved in the work of the school, have a right to protection and to feel safe at all times. For the purpose of this policy, a child is defined as a student enrolled on the youth course. Some youth courses run up to and include the age of 18. These students are still subject to the contents of this policy.

We ask all staff and visiting practitioners to familiarise themselves with our Safeguarding Policy and Teacher Training document (which can be found in the school's Staff Handbook [or on the school's website], and to comply with the clear guidelines detailed below. Please note, that failure to follow these policies may result in formal disciplinary action under the school's Disciplinary Procedure.

Personal and Professional Conduct

Staff and visiting practitioners are expected to demonstrate consistently high standards of personal and professional conduct. All students and parents/guardians, irrespective of culture, disability, gender, age, language, racial origin, religious belief and sexual identity should be treated fairly and with dignity and respect. We expect all staff to demonstrate tolerance of other faiths and uphold the values of individual liberty. Always ensure that personal beliefs are not expressed in ways that exploit students' vulnerability or might lead them to break the law.

Staff and visiting practitioners should remain professional and courteous in the presence of students, treating all students with dignity and respect at all times. You should refrain from swearing, or using inappropriate or offensive language that could be seen to be intimidating, humiliating or threatening in any way. The use of sexist, sexual, racist, homophobic, transphobic or discriminatory language in the presence of students will not be tolerated, nor will favouritism towards any individual student, or group of students. Physical contact between a student and a member of staff/visiting practitioner should be avoided wherever possible, and may only be considered appropriate if done so with consent, in the context of their education, if so required.

We expect all students to act in a similar manner, treating all staff/visiting practitioners with dignity and respect, and to remain polite and courteous at all times.

If working with young people and children, you should avoid speaking to, or working with them alone, or in private. Where possible, all discussions should be held in an open plan environment in the presence of another member of staff/visiting practitioner. If you need to speak with, or

work with a young person in confidence, or if this is unavoidable, then it is advisable that any discussion takes place in an environment visible to others, and preferably with the door open. You should ensure an appropriate distance is maintained between you and the young person and when possible, notify another member of staff before the meeting/discussion takes place. In the event a disclosure is made to you in confidence, you should never give assurances to the student that this will remain confidential. You should immediately report a disclosure to the Manager on shift, a member of Senior Management, and subsequently to the school's Designated Safeguarding Lead.

You must take due care if accepting gifts and hospitality from students, their family or prospective students; acceptance of such gifts can be misunderstood and misinterpreted. The acceptance of money, or gifts greater than the value of £50 is strictly prohibited, and should be reported to the Manager on shift, or a member of Senior Management. Failure to do so could result in disciplinary action under the school's Disciplinary Procedure.

All staff and visiting practitioners must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance, punctuality, performance, and personal appearance.

All visiting practitioners must sign in on arrival and sign out whenever they leave the building.

Photography and Filming

No member of staff or visiting practitioner should use their own mobile phone or any other personal device to take photographs of, or film, any child they may teach as part of their BOVTS duties.

Any footage taken on a BOVTS device should not be transferred to any personal device, or used on personal websites or social media sites (this is to include the use of personal computers, laptops and mobile phones). . No child should be identified or named on such photographs and film footage.

All staff and visiting practitioners should make themselves aware of any child who is not permitted by their parent/guardian to be included for the purposes of any photography or filming.

Use of Mobile Phones in School

Staff and visiting practitioners must not use their mobile phones when in a class, with the exception of playing music or showing educational material to students. All phones must be turned off or switched to silent.

Students are likewise expected to put their mobile phones away. Parents/guardians can communicate urgent messages via reception.

Social Media

It is not appropriate for staff or visiting practitioners to be 'friends' with any students or parents/guardians, on Facebook or any other social media site. You should not disclose personal phone numbers, email addresses and contact details to students or parents/guardians. Staff Facebook profiles must be set to 'private'. Inflammatory comments about the school, students

or individual members of staff must not be posted on any social media site. You are prohibited from posting the names of students, parents/guardians or other staff members/visitor practitioners on any online social media, without prior permission from the school's senior management and the individual's consent.

Additional notes

Staff and visiting practitioners must use the designated staff toilet at reception only. Smoking is only permitted outside within the designated smoking area.

You will be required to follow your training in regards to fire evacuation and first aid procedures. If there is a risk to life, act quickly and call 999.

All staff and visiting practitioners will be required to hold an enhanced DBS check verified by the school and have undertaken safeguarding, fire and first aid training.

Staff and visiting practitioners should not meet socially with young persons outside of school.

Teaching staff and visiting practitioners should report to the Manager on shift, who in turn, reports to the Non Degree course specialist.

In the case of an emergency where a young person may need to be chaperoned home, you may use public transport, or with prior permission, a taxi should be used.

In the event of an emergency, the Principal must always be consulted.

Disclosures

All staff and visiting practitioners agree to report disclosures to BOVTS's designated Safeguarding Lead: Julia Heeley, Higher Education Administrator and Student Support Manager, 1-3 Downside Road, Clifton, Bristol, BS8 2XF
Email:julia.heeley@oldvic.ac.uk
oldvic.ac.uk Direct telephone: 0117 980 9247

I have read and understood the Code of Conduct and guidance as written above.

Name of Staff Member/Visiting Practitioner (please print and sign):

.....

Date:

Once signed this form should be returned to the member of staff who contracted you

Appendix 5 - Code of Conduct for Visitors to the School who will be unaccompanied around the building

Bristol Old Vic Theatre School

BOVTS works with children, young people and adults at risk delivering programmes of education and classes. The School recognises that all children, young people and adults at risk involved in the work of the School have a right to protection and feel safe at all times. For the purpose of this policy a child is defined as a person under 18 and includes young people over 18 who are in full time education.

We ask all visitors to the School to comply with the clear guidelines as written below. Please note that failure to follow the School's safeguarding policy may result in termination of the contract between us.

Personal and Professional Conduct

All visitors are expected to demonstrate consistently high standards of personal and professional conduct. All students, irrespective of culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be treated fairly and with dignity and mutual respect. Adults should not swear or use sexist, sexual, racist, homophobic, transphobic or discriminatory language at, or in the presence of students. We expect all visitors to the School to demonstrate tolerance of other faiths and uphold the values of individual liberty. Adults should be polite and use respectful language in the presence of students. Do not use language to humiliate or undermine a student. We expect students to be similarly respectful and polite to adults.

All adults must have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance, punctuality and personal appearance. Adults should dress appropriately and respectfully at all times.

Adults should not behave in a way that could be subject to misinterpretation, both physically and verbally.

Photography and Filming

No visitor should use their own mobile phone or any other personal device to take photographs of or film BOVTS students.

Use of Mobile Phones in School

All visitors should refrain from making personal phone calls when in the building. All phones should be turned off or switched to silent. Personal phone calls should be out of earshot of students. No personal mobile number should be given to young people.

Adults should not disclose personal phone numbers, email addresses and contact details to students.

Whilst in the Building:

Adults must only use the changing rooms and toilets designated for staff or visitors. Adults must not enter toilets or changing rooms designated for student use only.

Adults should not drink alcohol or smoke in front of students. Please ask a member of Reception staff regarding the designated smoking area.

Adults should avoid speaking to, or work in a room alone with a student.

Outside of the Building:

Adults must not transport a student in their own car nor invite students to their home.

If you need any further clarification on these matters please refer to The School's Designated Safeguarding Lead: Julia Heeley, Higher Education Administration and Student Support Manager. Office located on the first floor of School's Downside Road premises.

Email: julia.heeley@oldvic.ac.uk DD: 0117 980 9247 Mob: 07921 744298

I have read and understood the guidelines as written above.

Name of Visitor (**PLEASE PRINT**):

.....

Name of Visitor (**PLEASE SIGN**):

.....

Company:

.....

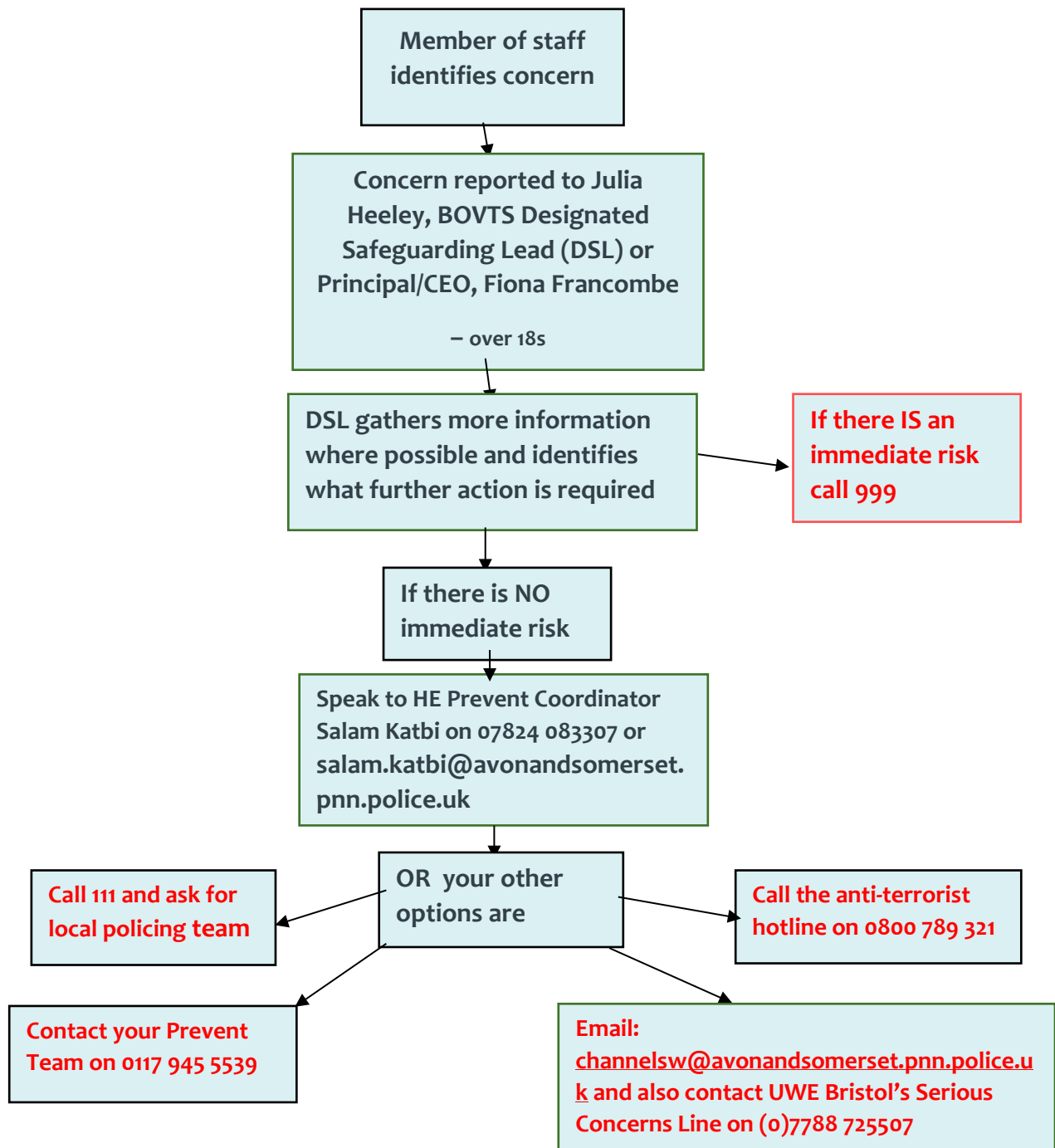
Date:

.....

Once signed this form should be returned to the member of staff who contracted you.

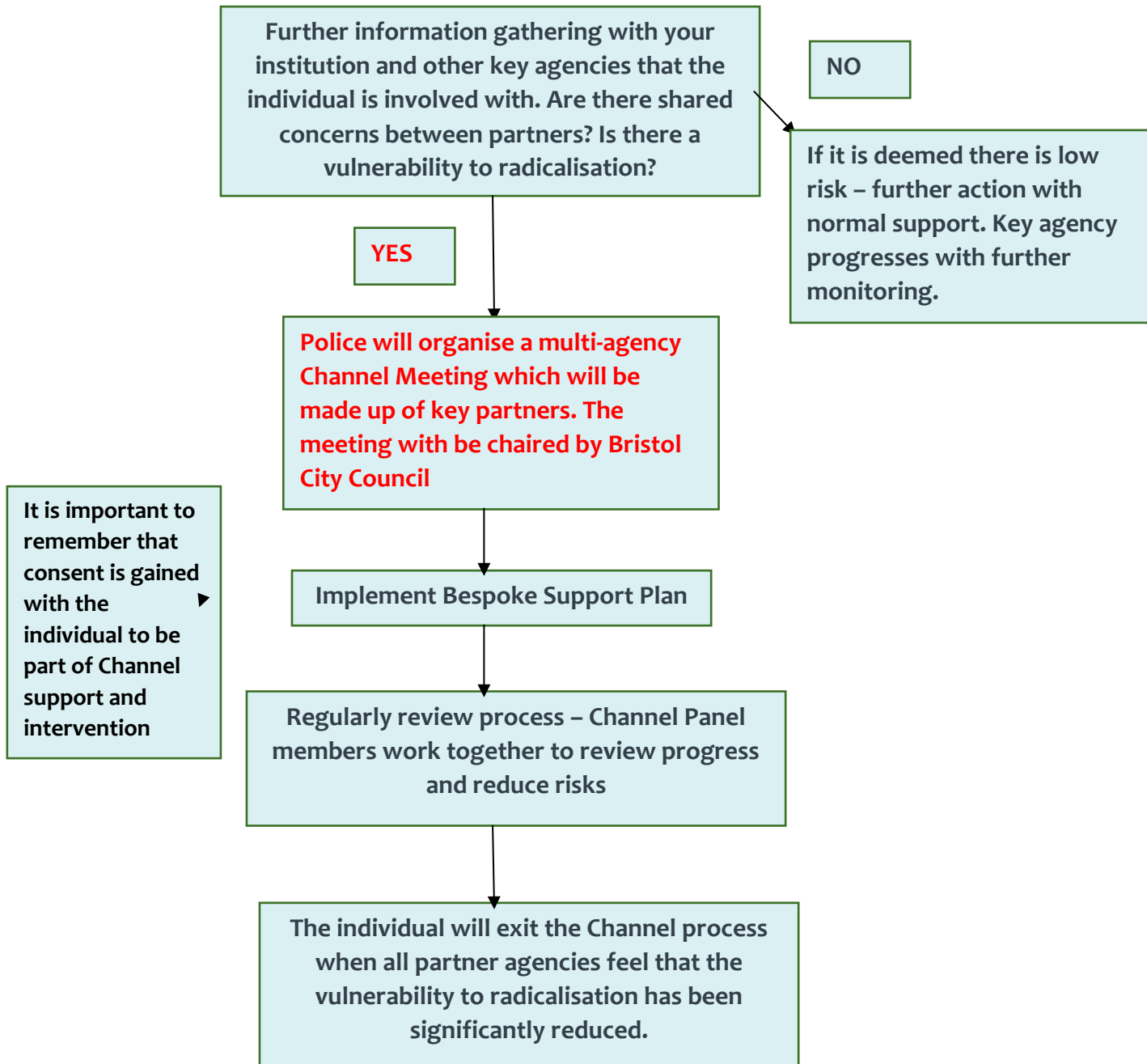
Appendix 6 – Prevent and Channel Process for reporting a concern about a vulnerable individual

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process you can follow



Once a referral has been made and enters the Channel process, the process map overleaf illustrates what happens next ...

Channel Process



Once a referral has exited the process, it will be reviewed again at 6 and 12 months. If concerns remain, the individual can be re-referred.