

SAFEGUARDING GOOD PRACTICE (THE PURPLE CARD)

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ATTLEBOROUGH PLAYERS

We're committed to creating an environment where everybody feels safe – especially young people and adults most at risk. Everyone has a duty to report safeguarding concerns, and all adults must follow the best practice laid out in this guide.

IF IN DOUBT, REPORT IT.

WHO TO CONTACT

Go straight to:

Designated Safeguarding Lead (DSL)

Jen Fishlock

safeguarding@attleboroughplayers.co.uk

07597363134

Or, if the DSL is unavailable:

Chairperson & Second Contact

Sharon Coppin

sharon@attleboroughplayers.co.uk

07766064007

If your matter involves both people above, a Local Authority Designated Officer must be contacted from Norfolk County Council on **0344 800 8020**.

The NSPCC can be contacted on **0808 800 5000**. Samaritans can be called on **116 123**.

WHO DOES THIS APPLY TO

A **young person** is anybody under the age of 18.

Adults at risk are those over the age of 18 who may have care or support needs, are experiencing or at risk of abuse or neglect, or somebody who may be unable to protect themselves from harm or exploitation.

We all have a duty to make sure everyone around us is safe at Attleborough Players, including our members, cast, crew, visitors and audience - this policy applies to **everyone** involved in the society.

HANDLING CONCERNS

Safeguarding concerns can take many forms:

- Abuse (physical, emotional, sexual, online)
- Neglect
- Bullying, discrimination or harassment
- Coercion or controlling behaviour
- Grooming

Concerns may involve young people, adults, volunteers, visitors, family members and even people outside of the organisation.

If someone tells you about a concern, you should:

1. Stay calm, listen carefully without interrupting and take what they say seriously.
2. Reassure them that they have done the right thing by telling someone.
3. Explain that you may need to pass the information on to keep them, and others safe.
4. Write careful notes of what was said using the actual words used. Don't ask leading questions or try to find out whether the concern is justified.
5. Contact the **Designated Safeguarding Lead (Jen Fishlock)** immediately.
6. Keep the information confidential and do not share with people who do not need to know.

REPORTING PROCEDURE

- Write down as much information as possible, including the names of the people involved, where and when it happened, if there were any witnesses and what happened in their own words.
- Call the Designated Safeguarding Lead immediately on **07597363134** and email safeguarding@attleboroughplayers.co.uk with all the information you have.
- Follow the Designated Safeguarding Lead's advice and take no further action unless they tell you to, ask questions if you are unsure.
- If a person is at immediate risk of harm, call **999** and tell the Designated Safeguarding Lead you have done this.

BEST PRACTICE GUIDELINES

- DO** act as a positive role model and set a good example for others to follow.
- DO** ensure young people are supervised by a licensed chaperone at all times.
- DO** use appropriate language, behaviour and humour around young people.
- DO** treat all young people fairly, consistently and with respect, without favouritism.
- DO** report all safeguarding concerns, however small, immediately to the DSL. Do not investigate by yourself.
- DO** maintain clear and appropriate boundaries with children, young people and adults at risk.
- DO** respect personal space, privacy and physical boundaries.
- DO** create an environment where people feel able to raise concerns safely and make sure others are aware of this guide.
- DO** call out behaviour that is inappropriate.
- DO** be hyper aware of your own actions and how they could be misunderstood or misinterpreted.
- DO** follow all the rules and guidance given by the DSL, our chaperones and all our written guides and policies.
All guides, including our Code of Conduct and Constitution can be found at attleboroughplayers.co.uk/policies

- DO NOT** be alone with a child or young person at any time – always be in sight of another adult.
- DO NOT** physically touch children and young people, play contact games or be over-familiar.
- DO NOT** communicate with children or young people in a secretive, inappropriate or overly personal way.
- DO NOT** consume or share alcohol, tobacco, vapes or substances in front of, or with children or young people.
- DO NOT** invite children and young people into your home, give them lifts or meet up with them outside of rehearsal.
If you feel there is a genuine reason for this, contact the DSL before arranging anything.
- DO NOT** allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.
- DO NOT** participate in any private online communications with children and young people.
If you feel there is a genuine reason for it, contact the DSL before sending any message.
- DO NOT** use inappropriate, suggestive or threatening language, whether verbal, written or online.
- DO NOT** rely on your reputation or position to protect you.