



THE UNICORN SAFEGUARDING POLICY

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19/6/24

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This policy was redrafted in November 2023, amended March and May 2024, and is due to be reviewed in November 2024.



The Unicorn Theatre: Mission, Vision and Values

We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives

The Unicorn is the UK's leading theatre for young audiences. We believe that all children deserve to have access to the arts, regardless of their circumstances and our mission is to transform young lives through theatre by:

- Creating innovative and outstanding theatre for children up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.
- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

The Unicorn is led by an Executive team comprising of Rachel Bagshaw (Artistic Director), Bailey Lock (co-Executive Director) and Helen Tovey (co-Executive Director), with Professor Vanessa Ogden as Chair of the Board of Trustees. The Unicorn has a vision to transform the lives of young people through theatre.

With over 65,000 young people coming through our doors every year, it is imperative that the Unicorn leads the field in providing a safe environment for participants and audience members alike, and provides a model of good practice in safeguarding children.

Unicorn Safeguarding Policy Statement

This policy is designed to outline our position and responsibilities in relation to safeguarding, and to provide a clear definition of our aims. This policy applies to staff, volunteers, co-producers, partner organisations and visitors to our building.

The Unicorn has a particular duty of care to safeguard all children, young people and Adults at Risk in its theatre and involved in its activities, regardless of age, developmental stage, ability, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background. The Unicorn is committed to providing a safe and secure environment for all children, young people and Adults at Risk involved in its activities, by ensuring that all staff (both paid and voluntary) working on premises controlled by the Unicorn adhere to the Safeguarding guidelines and procedures and are empowered to deal with issues relating to those people as appropriate to their role and our reputation. Under this policy the Unicorn includes all people who are vulnerable through disability or disadvantage.

All staff, and most especially those interacting and working with children, young people and Adults at Risk, are required to be vigilant at all times, to take responsibility for reporting concerns about poor practice or abuse through the appropriate channels, and to make the Unicorn a safe, welcoming, well-run environment for everyone.

The Unicorn will promote, share and discuss this policy with all staff, volunteers, and visiting companies, partner organisations and artists to promote an environment of understanding and security for participants and practitioners. The Unicorn requires all staff, Board, freelance practitioners and volunteers to adopt and abide by this policy and procedures. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

This policy will be made available to staff and visiting artists and publicised to schools, visiting companies, partner organisations, parents/carers and young people as required. The policy will be reviewed annually by the Safeguarding team and Executive teams, ensuring policy and practice updates are incorporated with any major changes reported to the Board of Trustees. The policy will be reviewed annually at Board level, and staff will be informed and trained/retrained as appropriate.

The Unicorn will collaborate fully with the statutory and voluntary authorities concerned with investigating abuse although it is important to note that it is the responsibility of the Police, Social Services and NSPCC – and not the Unicorn – to investigate the truth of any allegation of abuse.

In summary, the Unicorn will:

- Promote and prioritise the safety and wellbeing of children and Adults at Risk
- Ensure that all staff and volunteers understand their roles and responsibilities and are provided with information to recognise, identify and respond to signs of abuse, neglect, and other concerns
- Ensure appropriate action is taken in the event of incidents/concerns, and support is provided to anyone who raises or discloses the concern
- Ensure that confidential, detailed, accurate records of all concerns are maintained and stored
- Prevent the employment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.



Policy approved by Unicorn Board & Executive:

Dr Vanessa Ogden

Chair of the Board

A blue ink signature of Dr Vanessa Ogden, consisting of a large, stylized 'V' followed by a cursive 'ogden'.

Date 19/6/24

Bailey Lock

Co-Executive Director

A black ink signature of Bailey Lock, featuring a stylized 'B' and 'L' followed by a cursive 'Lock'.

Date 9/7/24

Code of Conduct and Definitions

Our Commitments

The Unicorn will:

- Treat all people equally, and with respect and dignity, whatever their age, developmental stage, ability, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background.
- Prioritise the wellbeing of the child/young person/Adult at Risk.
- Make the arts enjoyable to watch and participate in.
- Empower people – discuss with them their rights, what is acceptable and unacceptable and what they can do should there be a problem or if they are frightened or unsure.
- Form appropriate relationships with children/young people/Adults at Risk based on mutual trust and respect, and encourage them to form the same.

We will ensure that:

- Allegations or suspicions about abuse are taken seriously.
- Children, young people and Adults at Risk are provided with appropriate safety and protection whilst in the care of the Unicorn.
- Staff are enabled to make informed and confident responses to specific Safeguarding issues and are adequately and appropriately trained in line with their level of responsibility within the organisation.

Definitions of Abuse

There are four recognised types of abuse identified by 'Working together to Safeguard Children' Statutory Guidance 2018:

- Physical abuse: including hurting or injuring a child, inflicting pain, poisoning, drowning, or suffocating
- Sexual abuse: including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
- Emotional abuse: repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
- Neglect: the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.

In addition to this the Care Act 2014 identified six additional types of abuse:

- | | |
|-------------------------------|---|
| – Financial or material abuse | – Organisational or institutional abuse |
| – Modern Slavery | – Self-neglect |
| – Discriminatory Abuse | – Domestic Violence or abuse |

According to the World Health Organisation, 'Child abuse' or 'maltreatment' constitutes 'all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.' It also includes when someone knowingly fails to prevent serious harm to a child. We apply these definitions when addressing safeguarding Adults at Risk also.

Other Useful Definitions

The following terminology is used throughout this policy:

Children and Young People: Under the Children Act 1989 and 2004, a child is defined as any person under the age of 18. In this document, and in our professional work at the Unicorn, we may refer also to 'young people', tending to mean children between 11 and 18; nevertheless, we understand that anyone under the age of 18 is legally a child.

Adults at Risk are 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014 [England]).

Regulated Activity is a legal phrase used to define different ways of working. Regulated activity is work that a barred person must not do. Definitions vary in relation to the place of work. For The Unicorn the following applies:

Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children and Activity carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight.

Activities refers to Unicorn's programme of activities available for children and young people. This typically (but not exclusively) includes productions, workshops, talks and participatory projects. The Unicorn does not currently deliver activities for Adults at Risk, but may come into contact with this group through the workforce or in connection with a child who is participating in activities.

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. It may be repeated over time, and includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

Unicorn-hosted refers to activities that are being led by Unicorn, during which we are solely responsible for ensuring participants' safety.

Host is used to describe an organisation or educational institution that has invited Unicorn to deliver learning or workshop activities for their members, students or exclusive audience. When work is undertaken with people offsite, for instance visits to other venues or projects outside the building we will work in line the host organisation's safeguarding policy but any concerns will also be reported to the Unicorn's Safeguarding team to ensure a sufficient response.

Visitor refers to external companies, artists or staff coming to the Unicorn, who are required to adhere to our Safeguarding Policy and other policies.

Safeguarding Children and Adults at Risk at the Unicorn

Staff Structure

Lead Safeguarding Officer (LSO)
Designated Safeguarding Officers (DSOs)

Creative Hub Director (**Georgia Dale**)
Senior Producer (**Katie Shahatit**)
Creative Hub Producer (**Shanti Sarkar**)
General Manager (**Rachael Smith**)
Front of House Manager (**Laura Harris**)

Senior Team responsible for Safeguarding

Co-Executive Director (**Bailey Lock**)
Chair of the Board (**Dr Vanessa Ogden**)

E-safety Officer

*Marketing Director (**Paola Pozzi**) – this role collaborates with the Safeguarding Team*

Contact details for the Safeguarding Officers (LSO & DSO's) are kept at Stage Door and are available to all staff. They are also available in the Safeguarding Folder for all staff on the G Drive.

Safeguarding Practice

- The Safeguarding Officers meet in person to discuss practice and operations on a quarterly basis, including reviewing the Safeguarding Log and identifying any future areas of risk. Outside this, they respond to situations whenever they arise following the incident flow chart (Appendix 3) and draw them to the attention of the Executive Director or other internal/external reporting channels as appropriate. The Lead Safeguarding Officer is responsible for ensuring incidents are managed appropriately and records are maintained. External support comes as required from Southwark Council.
- The Executive Director will report to the Board whenever safeguarding situations arise which require contact with external services. They will work with the Safeguarding Officers to revise this policy with Board approval annually, and as statutory and legal changes occur or incidents dictate.
- The Safeguarding Officers will undertake relevant development and training every two years in order to stay informed of legislation and policies for protection of children, young people and Adults at Risk and to keep up to date with health and safety. They will stay abreast of developments in practice and ensure staff are regularly updated and trained as appropriate.
- The Safeguarding Officers will deliver an annual training session for all employees, scheduled to take place January –March. To prepare for this they will hold an annual safeguarding meeting with the Senior Leadership Team to discuss issues relevant to each department and identify current training needs. Following training with all staff, Heads of Department will be asked to follow up with their team and report back to the DSOs if they need to update working practice.
- All Unicorn staff have a responsibility to report concerns to the SOs and to use the emergency procedures immediately if they arise. It is not the responsibility of Unicorn staff (paid or

voluntary) to decide whether or not abuse has taken place. However, it is the responsibility of all staff to act on any suspicion or disclosure of abuse by reporting it. All reported concerns will be logged by a DSO irrespective of whether it requires action.

Adults At Risk

How we respond to Adults at Risk

In 2021 The Unicorn made a strategic change to focus all activity for children aged 0-13. For this reason, we have very limited contact with Adults at Risk, unless they are also members of staff (temporary or permanent) and any cause for concern may also involve confidential HR support. Any Safeguarding Concern for an Adult at Risk (anyone over 18) should be directed to the General Manager and Executive Director. They will respond in line with this Safeguarding Policy and will only involve other members of the Safeguarding Team as needed. If a concern about an Adult at Risk requires referral or contact with any external services the Lead Safeguarding Officer and Chair of the Board will be informed.

A separate Adults at Risk Safeguarding Log will be held within the HR Files. It will be kept updated in line with the main Safeguarding Log. In the rare circumstances a concern is raised about an Adult at Risk who is not an employee it should still be reported to the General Manager and Executive Director and recorded in the Adults at Risk Log.

Promoting Good Practice

The Unicorn acknowledges that child abuse and abuse of Adults at Risk, particularly sexual abuse, can cause strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about taking swift and appropriate action.

All staff have access to the Incident flow chart (Appendix 3) if they want to understand what happens after a concern is raised.

All staff who have direct contact with children receive a copy of the Unicorn's Best Practice Guidelines for Working with Children (Appendix 2)

Whistle-Blowing and Complaints

The Unicorn assures all staff that it will fully support and protect anyone who in good faith reports concerns regarding a colleague's behaviour towards a child, young person or Adult at Risk. The Unicorn has a whistle-blowing procedure that enables staff to share their concerns in confidence. We encourage anyone with a concern to report it even if they are unsure whether it warrants a complaint.

The Unicorn takes all complaints seriously. Any complaints made by a child, young person, Adult at Risk, staff, volunteer, parent or carer will be considered under the Unicorn's in house complaints' procedure, with reference to the Local Authority's Designated Officer (LADO) at Southwark Council.

General Working Practice

Recruitment

Following advice from the NSPCC and Disclosure and Barring Service, the Unicorn is committed to recruitment procedures that follow Safeguarding best practice, while also taking into consideration Equal Opportunities. We follow NSPCC Safer Recruitment procedures when advertising, shortlisting, interviewing, and vetting candidates for positions at the Unicorn:

For all Permanent, Fixed-Term (Contracts over 6 months) and Casual roles that have regular contact with children:

- Confidential Additional Information form asks applicants to disclose any criminal convictions, excluding any considered 'spent' under The Rehabilitation of Offenders Act 1974, or minor motoring offences (form not seen by hiring managers until General Manager conducts vetting)
- Job offers are conditional on the receipt of two references
- Job advertisement outlines that the role is subject to a DBS check ("Basic" or "Enhanced with barring list" specified depending on role), and that we DBS check all staff
- Once a job is offered, DBS check is conducted with consent of the candidate. Details of the candidate's valid DBS certificate are recorded by the Unicorn

In addition, for roles involving the delivery of regulated activity and/or Safeguarding responsibilities:

- Job advertisement outlines that the role involves Safeguarding responsibilities
- During shortlisting and interviewing, applicants are assessed for their motivation to undertake the role and ability to maintain professional boundaries, develop appropriate relationships with children and take action to protect a child
- Before a position is confirmed, referees are asked about the candidate's suitability to work with children and their knowledge of Safeguarding and child protection

If concerns emerge through the vetting process:

We will conduct a risk assessment to determine if a concern is relevant to the position and/or makes them unsuitable to work with children. All risk assessments and decision-making will be carried out following NSPCC Safer recruitment guidance. We will conduct a risk assessment:

- If a reference express concerns about a candidate, or is vague or incomplete. We will first contact the referee for more detail, follow-up to gather more information as needed, and ensure all details are recorded in writing.
- If a candidate discloses a caution or conviction on their Additional Information form.
- If a DBS check is conducted and the candidate has not been barred from working with children, but the check raises other concerns.

If a DBS check is conducted and a candidate is on the barred list, the job offer will be rescinded, and they will not be given a role at the organisation. If a candidate has applied for a role that involves working with children and appears on the barred list, we will notify the police, as is advised by the NSPCC.

For further details on our DBS policy, including a breakdown of the level of check conducted on specific roles at the Unicorn, please see Appendix 4.

Training

Once employed, the Unicorn is committed to providing Safeguarding training for all staff, so employees across the organisation have an understanding of basic Safeguarding principles. More comprehensive and targeted training is provided for specific job roles that involve oversight or decision-making around Safeguarding, delivering regulated activity, or contact with children.

Role	Training
All Permanent and Fixed-Term staff <i>Varying levels of contact with children from infrequent to regular, various levels of exposure to Safeguarding practice</i>	New Starters induction includes introduction to Safeguarding policy by General Manager (DSO) Annual All Staff Safeguarding training led by Safeguarding team
Permanent and Fixed-Term staff with Safeguarding responsibilities and/or oversight <i>See breakdown in Appendix 4</i>	3-hour NSPCC e-learning course <i>Child Protection: An Introduction</i>
Designated Safeguarding Officers <i>Receive and respond to Safeguarding concerns, involved in decision-making around Safeguarding incidents, involved in the creation and implementation of Safeguarding policy</i>	1-day externally provided DSO Safeguarding Training every two years
Casual Front of House and Box Office staff <i>Regular, supervised contact with children in Front of House spaces</i>	Safeguarding induction to relevant sections of Safeguarding policy by DSO
Marketing team <i>Occasional, supervised contact with children during the creation of marketing materials, store and use images of children for marketing materials, monitor audience interactions with the Unicorn online</i>	Safeguarding induction to relevant sections of Safeguarding policy by DSO

Practice of Departments

Front of House

The Front of House Team are DBS checked in line with the recruitment guidelines. The Front of House Manager is a DSO and attends safeguarding training once every two years. All other Front of House staff receive safeguarding training as part of their induction process to cover any issues that may arise FoH. The Front of House team have their own Missing Child & Unaccompanied Child Policies which have been written in line with this policy and reviewed by the LSO.

Front of House staff are advised that physical intervention is to be avoided at all times unless not intervening would cause greater risk to the child. Any physical intervention should be reported to the Performance Manager.

A risk assessment is conducted annually for audiences, and updated as needed during the year.

Creative Hub

The Creative Hub team are DBS checked in line with the recruitment guidelines. The Director of Creative Hub is Lead Safeguarding Officer (LSO) and one of the Creative Hub Producers is a DSO. Both roles attend safeguarding training every two years. Any other Creative Hub team staff, including the facilitation team, receive safeguarding training as part of their induction process, internal training annually and external training every three years.

Safeguarding children is a priority for all Creative Hub activity and the team of core and freelance staff work in line with the Unicorn's Best Practice Guidelines for Working with Children (see Appendix 2). The Creative Hub Team also follow the guidelines for Unsupervised Children on p12-13

The Creative Hub team conduct Risk Assessments for all activity with safeguarding risks. These are approved by the Health and Safety Lead (Technical and Production Director) and are saved in the Risk Assessments folder along with specific project folders when relevant.

The Creative Hub Team work closely with the Marketing team to ensure they are both following best practice guidance regarding recording and storing images of children (see Appendix 5).

Marketing

The Director of Marketing is not required to be a DSO but as their role includes overall responsibility for social media and storing photographs, and they are the appointed e-safety coordinator, they should attend relevant external Safeguarding Training on appointment and ensure they keep up to date with policy change. The Marketing team attend internal training annually.

The Director of Marketing will conduct a safeguarding review with their team every six months to ensure they are following best practice guidance regarding recording and storing images of children and use of social media. (Appendix 5)

Producing

The Senior Producer is a DSO and attends safeguarding training bi-annually. All other producing staff receive safeguarding training as part of their induction process and internal training annually.

The Producing team lead on any activity with child performers, including performances licences and chaperones. The Senior Producer will review if any show staff qualify for an Enhanced DBS. See p13-14 for our guidelines for children onstage or in digital productions

Any artists working with children as part of their creative process will be supervised at all times by someone with an Enhanced DBS. They will receive safeguarding training as part of an induction process if they are expected to have more than four moments of significant contact with children, e.g., co-facilitating four workshops, or directing a production with children. If this contact is likely to fall under 'regulated activity' the Unicorn may require an Enhanced DBS.

The producing team will ensure all Visiting Companies or In House productions notify them in advance if there is expected to be any audience participation or interaction which may involve children, young people or Adults at Risk. In the event, the performance does include audience participation either on stage or with performers within the audience, then the activity shall be risk assessed in advance, reviewed and signed off by the Safeguarding team and any necessary measures will be put in place.

If The Unicorn is receiving a production from a Visiting Company which includes audience participation and interaction with children the Visiting Artists / Companies must provide a copy of their safeguarding policy in advance and they must follow and abide by the Unicorn's Safeguarding Policy.

Production

The Production team receive limited direct contact with children through their roles. They receive internal safeguarding training annually.

When the production team work with Creative Hub on participatory work they will be supervised at all times by someone with an Enhanced DBS.

If the production team are expected to have contact with a child performer, the requirement of DBS for those staff will be reviewed by the Senior Producer.

Development

The Development team receive limited direct contact with children through their roles. They receive internal safeguarding training annually.

When the Development team work with Creative Hub on participatory work they will be supervised at all times by someone with an Enhanced DBS. When the Development team share data or photography relating to participatory work with funders in applications or reports, they will do so having had all the necessary permissions approved by Creative Hub.

Finance and General Management

The Finance team receive limited direct contact with children through their roles. They receive internal safeguarding training annually.

The General Manager is a DSO and attends safeguarding training every two years. They are also jointly responsible with the co-Executive Director for safeguarding Adults at Risk (see page 8)

Stage Door

The Stage Door team receive limited direct contact with children through their roles. They receive internal safeguarding training annually.

They hold the contact details for the Safeguarding Team and may need to give them to colleagues if requested. They may also need to support the Front of House team with response to any urgent incidents by calling emergency services.

Executive Team

The Executive team receive limited direct contact with children through their roles. As they hold senior responsibilities for safeguarding, they are DBS checked in line with the recruitment guidelines.

They receive safeguarding training every two years with the LSO and DSO to ensure they are up to date with best practice and are able to sign off the safeguarding policy. They receive internal safeguarding training annually.

One of the co-Executive Directors has senior responsibility for the safeguarding team and is jointly responsible with the General Manager for safeguarding Adults at Risk (see page 8)

It is the responsibility of the co-Executive Director to report on safeguarding to the Chair of the Board in line with this policy.

Board

The board are DBS checked in line with the recruitment guidelines.

The Chair of the Board will be informed of any safeguarding incidents which require an external referral by the co-Executive Director. They will review the incident and ensure they are satisfied those procedures have been followed.

The Chair of the Board may ask to review the safeguarding log in full at any time. If the log needs to be reviewed by any other board members confidential details which might identify an individual should be redacted.

External hires/Visiting Companies

All external companies or hirers must accept and follow our Safeguarding Policy and procedures. All contracts for visiting companies and hirers will include a short summary of the Safeguarding policy (Appendix 1) and adherence to this is a contractual requirement.

Additional Guidelines

Audiences and Age Guidance

Age guidance around productions at the Unicorn is designed to assist bookers in deciding the most appropriate show for them or their children. It is not definitive, but should help visitors understand how the production has been made or targeted. We may additionally use a further warning such as, 'contains strong language/scenes of a sexual nature/adult content' to flag up difficult subject matter that some people may find challenging or inappropriate. It remains the case that there are no hard and fast rules for what is palatable to different audience members, and for this reason, wherever possible, we aim to be as clear as possible about the nature of content.

Group Supervision of children guidelines

The Unicorn will expect appropriate supervision for children and young people for group or school bookings. The following ratios required under The Children's Act 1989:

- 0 – 24 months 1 adult to 3 children
- 24 – 36 months 1 adult to 4 children
- 3 – 7 years 1 adult to 8 children

Thereafter, for children over 8 years it should be noted that the following is *recommended* for visiting groups:

- Up to 20 children/young people 2 adults.
- One additional adult for every 1-10 extra children/young people.

These ratios are also followed by the Creative Hub Team for all activity as a minimum requirement and may be increased if required by the Risk Assessment.

Children Unsupervised by a Parent/Guardian

The Unicorn works in line with the Government Guidelines for Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings.

Our current policy is not to admit children under 13 without a parent/guardian aged 18+. In the unlikely event of a young person aged 14-18 years attending without an adult we will permit entry but outside of loco parentis.

Where the Unicorn is acting in loco parentis during Creative Hub Activity, we will require parental permission forms, along with appropriate supervised checked staff in attendance. Parent/guardians may also give permission for those aged 10+ to travel to and from the Unicorn unaccompanied. The Creative Hub team will ensure the child feels confident about the journey, if they do not then travel will be reviewed with the parent/guardian.

There is no formal recommended or legislated recommended age for allowing unsupervised use of sports and leisure facilities. The NSPCC Centre for Child Protection in sport suggests most venues set this age limit at 8-11 years old but they agree that it is unclear at which age this is most developmentally appropriate.

From 2011 – 2012 The Unicorn policy stated they 'actively encourage unaccompanied children to performances'. This was reversed in 2021 when the upper target age range was reduced to 13 and all children were required to attend with a parent/guardian.

Health, Safety, Accident and Injury

The Unicorn will record accident and incident forms for children, young people and Adults at Risk, regardless of whether teachers or parents/guardians are present. These may be reported through to Trustees by means of the Finance & Risk Subcommittee where injuries are significant, or seen to occur repeatedly.

Child Performers

When an actor is cast who is under 18 in a Unicorn production, all safety issues, licences, chaperones and work limits comply with regulations set out by Equity and the Children and Young Persons Act 1963 and Children and Families Act 2014.

It is the Unicorn Senior Producer's and Producer's responsibility to report any concerns they become aware of, or are made aware of, about a child's welfare. Any concerns would need to be discussed with the Chaperone and Unicorn SOs and together they would decide next steps.

If there are concerns about the behaviour of a Chaperone, then the Unicorn Producers will need to report these concerns to the other Safeguarding Officers, and together they will determine what action is required.

Parents will be informed of with whom they can speak should they have concerns about the behaviour of a Chaperone or anyone else involved in a production towards their child. If the Chaperone identifies concerns about a child, they should discuss these with the Producers. All Chaperones will know who the licensee is for the production and will have the contact details of the SOs.

Children arriving for an audition will always be met by a Chaperone and where the Chaperone is not a staff member the Company Stage Manager or Producers. There will always be more than one adult present during auditions.

Onstage children are the responsibility of the Stage Manager. Chaperones should check that it is safe and appropriate before bringing them on stage.

Dressing rooms and toilet facilities separate from those used by adults will be provided and will be out-of-bounds to staff and other users during the duration of the rehearsals/production.

There are occasions when it is entirely appropriate and even necessary for adults to have physical contact with the child or young person with whom they are working, e.g., costume fittings, movement direction. This should be considered in planning the production involving children and be taken into account in the production risk assessment. The Chaperone should be satisfied that any risks which may affect the children in their care have been identified and that effective control measures are in place.

The key principles for physical contact should be that if contact is necessary, permission should be sought from the child, the reason should be explained, as should what form, the touch will take. Staff should be sensitive to what the child says or what they observe from his/her body language as to whether they are comfortable about being touched, particularly when they are being asked to rehearse something repeatedly or during fittings.

The SO's will review our work with child performers as part of their regular meetings and within the production debrief to ensure best practice is maintained.

Audience Participation

For all productions the Unicorn requires a dress rehearsal to take place which a SO will attend. The SO team and Producers shall be notified in advance of any audience participation and audience interaction. A risk assessment shall be completed in advance of any public performances if any audience participation / interaction takes place in the Production, to ensure that the activity maintains and abides by the Unicorn's Safeguarding Policy.

If the Unicorn receives a production from a Visiting Company which includes audience participation and interaction with children the Visiting Companies must provide a copy of their Safeguarding Policy in advance and they must follow and abide by the Unicorn's Safeguarding Policy and procedures.

It is important for all Visiting Artists / Companies coming in contact with children/young people/Adults at Risk during audience participation and interaction follow the best practices below:

- Be positive in their approach to working with participants. Give enthusiastic and constructive feedback rather than negative criticism.
- Be visible in working with children, ensuring that there are two adults present. In exceptional circumstances where this is unavoidable, for example a participant briefly going offstage, the moment should be approved by the LSO and conducted with the full knowledge and consent of someone in charge of the organisation and/or a parent or guardian.
- Use appropriate physical contact. Where contact occurs, its purpose must be clear.
- If any physical contact/support is required, it should be provided openly and with explanation.
- Plan, risk assess, and organise the audience participation so as to minimise risks.