

## Everyman Theatre Safeguarding Policy

Policy Owner: Head of Education and Community

Date of last review: April 2026

Next review due: May 2027

### Purpose

The Everyman Theatre is committed to safeguarding and promoting the welfare of all we engage with and has measures in place to protect those who may be particularly vulnerable; including children, young people and adults who due to illness or disability may lack capacity.

The Children's Act (1989 & 2004) defines Safeguarding as: "protecting individuals from maltreatment; preventing impairment of their health or development; ensuring that circumstances are consistent with the provision of safe and effective care; and taking action to enable all Persons to have the best outcomes".

The purpose of this policy statement is:

- To protect children and young people who engage with the Everyman Theatre from harm.
- To protect adults at risk who engage with the Everyman Theatre from harm.
- To provide staff, volunteers and organisations that the Everyman Theatre works in collaboration with, as well as those engaging with our services, with clear principles and guidelines for safeguarding the welfare of children and young people.

This policy applies to anyone working on behalf of the Everyman Theatre, including senior managers, the board of trustees, paid staff, volunteers, agency staff and self-employed professionals working on, or in collaboration with, Everyman Theatre projects and output, both in the Everyman Theatre, and in the wider community.

### Definitions

**Safeguarding** – the responsibility to ensure and promote the welfare of children, young people and adults at risk.

**Safeguarding incident** – witnessing or becoming aware of the possibility of abuse or neglect.

**Children** – anyone up to the age of 18.

**Young People** – anyone up to the age of 18.

**Adults at risk** – anyone over the age of 18 who is, or may be in need of, care services by reason of disability, age or illness; who is experiencing or at risk of abuse; and who is unable to protect themselves against harm or exploitation because of their care needs.

**Abuse** – any action by another person that causes significant harm to a child, young person or adult at risk. This could be physical, sexual, emotional or the result of neglect.

**Neglect** – the ongoing failure to meet the basic needs of a child, young person, or adult at risk.

## Scope

We all have a responsibility to promote the safety and welfare of children, young people and adults at risk taking part in our activities; within our venues and when working out in the community. This includes being aware of the possibility of abuse or neglect and knowing what to do if you suspect abuse or if it is disclosed or reported to you.

## Responsibility

**Everyone** – is responsible for safeguarding at the Everyman Theatre. All staff should understand how to report concerns and if their role brings them into regular contact with children and/or adults at risk, are required to complete mandatory training.

**Managers** – must consider what safeguarding means for their area of responsibility, ensure their staff are aware of their responsibilities and, where required, have a DBS certificate and complete mandatory training. They must also support members of staff making disclosures.

**Safeguarding Group** – responsible for reviewing safeguarding incidents, policies, procedures and training, as well as identifying risks and promoting good practice.

**Designated Safeguarding Lead(s) (DSL)** – are responsible for receiving and responding to any reports of safeguarding incidents, and report on safeguarding to the CEO and Board. They take the lead on ensuring appropriate arrangements are in place across the work of the Everyman Theatre for keeping children, young people and adults at risk safe.

## Protecting Children, Young People and Adults at Risk

The Everyman Theatre believes that art has the power to transform lives. That vision includes children, young people and adults from a wide range of backgrounds with different needs, who may be involved in our work:

- As performers
- As audience and visitors
- As participants and members
- In the workplace

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Have a concern? Share it - [safeguarding@everymantheatre.org.uk](mailto:safeguarding@everymantheatre.org.uk)

- Online

All children, young people and adults at risk, regardless of gender, age, ethnicity, disability, sexuality or beliefs have the right to protection from all types of harm or abuse.

**Everyone at the Everyman Theatre is expected to:**

- Help provide a warm and inclusive welcome to the children, young people and adults at risk who work, visit, learn or play here.
- Read this policy and complete any training required.
- Understand their individual responsibilities and not assume that safeguarding is someone else's job.
- Think about the risks that must be planned for in their work.
- Be aware of the possibility of abuse or neglect and know what to do if they suspect abuse or if it is disclosed or reported to them.
- Speak up immediately if they see or hear of a safeguarding issue, however trivial, and know who to speak to.
- Protect themselves and the Everyman Theatre. **This includes not trying to resolve problems beyond their level of knowledge or experience** – the organisation has trained people to resolve issues in these areas.
- Be responsible for any children, young people or adults at risk they invite into the Everyman Theatre and activities they're running on behalf of the organisation.
  - Ensuring they are safe, supervised, and do not access unsafe areas, materials or information unsuitable for their age or understanding.
  - Take proactive steps to ensure you/staff you're responsible for are never lone working / alone with a child or young person. If working 1-1 then you should be somewhere other people can see you and have made your manager or designated safeguarding lead aware of this.
  - Seek advice from designated safeguarding leads, and before setting up any new activities for these groups get permission from the Head of Education and Community.

## Managing Safeguarding at the Everyman Theatre

Everyman Theatre has a Safeguarding Group which includes employed staff members and a representative from the Everyman Board of Trustees. The purpose of the Safeguarding Group is to ensure we have robust procedures and practices in place at every level of the organisation. The current Safeguarding Group includes:

<b>Jessica Price</b> Head of Education and Community <b>Designated Safeguarding Lead (DSL)</b>
<b>Stella Buckland</b> Education and Youth Theatre Manager <b>Designated Safeguarding Lead (DSL)</b>
<b>Di Gallagher</b> Deputy Theatre Manager & Lead Chaperone
<b>Keith Tunstill</b> Technical Manager
<b>Zareen Ahmed</b> Board Member

All queries and concerns in relation to any aspect of safeguarding should be directed to a DSL directly via:

**Email:** [safeguarding@everymantheatre.org.uk](mailto:safeguarding@everymantheatre.org.uk)

**Phone:** 01242 512515 (ask to speak to Jessica Price or Stella Buckland)

### Working with children, young people and adults at risk

If you are planning a project or event, you need to consider:

- Are children, young people and/or adults at risk likely to be involved? If so how?
- What are the potential risks? Who may pose a risk? What situations may increase risk?
- Do you have a plan to manage safeguarding? Who is the safeguarding lead for the project?
- Who is working on the project? How are they recruited and trained? Is a DBS check required?
- Have you got authorisation from Head of Education and Community to run and/or host this activity involving vulnerable groups?

You will need to plan for safeguarding and complete a risk assessment (if an applicable one doesn't already exist). Contact a member of the Safeguarding Group for advice and see resources and guidelines with this policy.

### Reporting a safeguarding concern:

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If a child, young person or adult at risk discloses information that worries you or you become aware of something via third party, no matter how 'big or small' it may feel, it's your responsibility to share these concerns.

- In the first instance you should try to discuss it discreetly with the person responsible for the participant/group unless the information refers to that person. For an Everyman led group this may be the Lead Practitioner or project lead, or if you're running a workshop externally it could be a Teacher or Care Worker.
- Always report what you have seen or heard to the internal DSL(s). Contact a DSL in the first instance by emailing and someone will be in touch asap. You may be asked to complete a safeguarding incident report form (see Annex A).
- If for any reason you feel uncomfortable sharing your concerns with a DSL, including if they are in relation to them, you should contact:
  - Everyman Theatre CEO Mark Goucher:  
[mark.goucher@everymantheatre.org.uk](mailto:mark.goucher@everymantheatre.org.uk)
  - Everyman Theatre HR Manager Kerry Gibbard:  
[kerry.gibbard@everymantheatre.org.uk](mailto:kerry.gibbard@everymantheatre.org.uk)
  - Or Gloucestershire's Local Authority Designated Officer (whose responsibility it is to investigate allegations against professionals/organisations): [amadmin@gloucestershire.gov.uk](mailto:amadmin@gloucestershire.gov.uk) / 01452 426994

**If someone is at immediate risk, call 999.**

It is the responsibility of the DSL to then respond and escalate the concern in line with their training and seek specialist guidance as required. The response may include informing the individual's parent, guardian or carer, referring to Social Services and/or the Police. The DSL will inform CEO and appointed Board Member of all referrals to the local authority (childrens or adults social services).

**Any worker, staff or volunteer, can bypass the procedures and share concerns with an outside agency – Social Services, NSPCC – if they feel that the DSL, Safeguarding Team or Senior Management are not dealing with their concerns or are implicated.**

## Visiting Companies

Visiting companies are responsible for the young people in their company who are subject to their Safeguarding policy but should notify our DSLs if an incident occurred on our premises so that we can escalate any issues as necessary. The Everyman

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Theatre ensures visiting companies are aware of their responsibilities and our expectations for keeping young performers in our building, and include this as a producer's responsibility clause in our standard contract:

*Ensure that if any of the participants in the Event is under 18 years of age, it shall comply with all statutory requirements in respect of the participation of children in the Event and have a Safeguarding Policy that's reviewed annually. In the event of a safeguarding issue during the Event it will follow its own procedures (aligned with current legislation) and notify the Theatre's Designated Safeguarding Lead.*

## Managing sensitive data

### Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will not be shared without consent, except where required to do so by law or by court order, or where it is in the public interest to do so, for example in cases of suspected child abuse.

Advice from Gloucestershire Safeguarding Children's Board and Gloucestershire Adult Social Care will be followed carefully to ensure information is not shared unless completely necessary. Information will be stored in a secure place, will be password protected and with limited access for designated people (DSL and Safeguarding Team) in line with data protection law.

### Record keeping

The Education and Community department will hold event registers and consent forms for those accessing their activities/projects which as standard practice will not be held for more than 3 years after the activity/project. Consent forms are refreshed annually, and previous years will be deleted after 3 years.

Exceptions to this will occur when records:

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a local authority). Where there are legal proceedings, it is best to seek legal advice about the retention period of your records.

## Safer recruitment

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All employed staff are subject to our safer recruitment procedures. The following members of employed staff are those who have been deemed as requiring safeguarding training and a DBS as standard due to the nature of their work:

Area of work	Safeguarding training (valid for 3 years)	DBS (valid for 3 years)
Designated Safeguarding Lead(s)	Yes – Level 3	Yes
Safeguarding team	Yes – Level 2	Yes
Education and Community department (all employed staff)	Yes – Level 2	Yes
Wardrobe staff (working with Youth Theatre / young performers)	Yes – Level 2	Yes
Chaperones	Yes – Level 1	Yes
Tour Guides	Yes – Level 1	Yes

Wherever possible, freelance practitioners working within the Education and Community department will undergo the same processes. There may be circumstances in which it is not feasible or appropriate to do so, for example one-off workshops, and these practitioners will be under the supervision of a permanent employed member of the Education and Community department or the setting they are working at (eg. Teacher in a school).

## Digital safeguarding

### Photography and filming

#### Use of Images and Recordings

Everyman Theatre is committed to safeguarding children, young people and adults at risk in all media use. The following principles apply:

- **Consent:** Images or recordings of children under 18 and adults at risk may only be taken with prior consent from a parent/carer and used solely for educational or promotional purposes.
  - If a young person aged 16-18 is engaging independently with the Everyman and are deemed to have capacity, they can provide their own consent.
  - If we are working directly with a school, charity or community group we will be guided by them on which participants can be included in photos/media.
- **Publishing Guidelines:**

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- Avoid naming children in images unless explicit permission is given (first name only).
  - Identifying details (e.g. contact information) will never be published.
  - Always carefully consider images of children, young people and adults at risk before sharing online or in print. Is it appropriate to be shared and does the image present them in a way that is respectful and celebratory?
  - Images will be taken down immediately if requested by a parent/guardian or the child/adult at risk.
- **Performance/Event Photography:**
    - If we are engaging professional photographers, they will be sent our safeguarding policy and be required to follow strict guidelines issued by the event lead who will highlight anyone without photo consent.
    - With regard to parents/guardians taking photographs or recording their children / family members participating in a performance or event:
      - If it is a licensed performance, photography is not permitted. Professional photography, where available, will be shared afterwards.
      - If the event is private (e.g. invitation only Youth Theatre end of term showing) the event lead will advise if photography is permitted.
      - We reserve the right to review these procedures at any time to protect any children and/or adults at risk that are performing.
- **Storage**
    - Photos including individuals without relevant photo consent should be deleted and not kept on file.
    - Where possible, photos should only be taken on Everyman Theatre owned devices or by a professional photographer.
    - Staff may occasionally take photos on mobile phones for marketing or educational purposes but must delete them immediately after use or uploading to Everyman Theatre secure file storage.

### **Online engagement**

We apply the same policies and procedures to any online engagement with children, young people and adults at risk as we would face to face delivery. We are committed to keeping vulnerable groups safe wherever they are engaging with the Everyman Theatre, and will take the following additional steps to keep people safe online:

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- All our online platforms (inc social media) are continually monitored for discriminatory or abusive posts and content.
- The Everyman has a zero-tolerance policy towards harmful behaviours, abuse or discrimination of any kind. Any online post or content which go against this policy will be removed as soon as we become aware of them.
- If a child, young person or adult at risk asks a member of staff, freelancer or volunteer to ‘be their friend’ on a social networking site other than via the professional account they must decline.
- If using email, social media and/or text to communicate with vulnerable groups this should be via a work phone number or account, not personal phones or accounts.

### Further Guidance

Working Together to Safeguard Children 2026	<a href="#">Working together to safeguard children - GOV.UK</a>
Gloucestershire Safeguarding Children Partnership	<a href="#">Gloucestershire Safeguarding Children Partnership   Gloucestershire Safeguarding Children's Partnership</a>
Gloucestershire Adult Social Care Portal	<a href="#">Welcome to Gloucestershire County Council Social Care Professional Portal</a>
Gloucestershire LADO	<a href="#">The Role of the LADO &amp; The Allegations Management Process   Gloucestershire County Council</a>
UK Gov non-statutory guidance for out of school settings 2023	<a href="#">After-school clubs, community activities, and tuition - safeguarding guidance for providers</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> Whistleblowing advice line - 0808 800 5000
National Network for Children in Employment and Entertainment (NNCEE)	<a href="https://www.nncee.org.uk/">https://www.nncee.org.uk/</a>
Disclosure and Barring Service (DBS) website	<a href="#">DBS checks: detailed guidance - GOV.UK</a>
CEOP (Child Exploitation and Online Protection)	<a href="#">CEOP Safety Centre</a>

# Annex A

## Safeguarding Concern Template

### Safeguarding incident or concern: Template report form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved. Please complete with as much detail as you have. Once completed it must be submitted directly to a DSL or via [safeguarding@everymantheatre.org.uk](mailto:safeguarding@everymantheatre.org.uk)

**REFERENCE NUMBER** (internal)

<b>Name &amp; role of person completing this form:</b>	
<b>Programme/Activity name:</b>	<b>Date form is completed:</b>

### Details of child, young person or adult at risk:

<b>Name:</b>	<b>Address:</b>
<b>Contact number:</b>	<b>Gender:</b>
<b>Date of birth:</b>	<b>Any further information that may be useful to consider:</b>

### Parents'/carers' details (if you don't have this information, leave blank):

<b>Name:</b>	<b>Address:</b>
<b>Contact number:</b>	<b>Email address:</b>
<b>Have parents/carers been notified of the incident?: Yes / No</b>	<b>If yes, please provide details:</b>

### Details of person submitting this report:

 	<b>Reporting my own concerns</b>	 
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Are you reporting your own concerns or responding to concerns raised by someone else?	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

**Incident Details:**

Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary & include reference number):	
<i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>	
Details of any previous concerns, incidents or relevant safeguarding records:	
Child, young person or adult at risk's account of the incident or concern: <i>(use their own words)</i>	
Details of any witnesses:	

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
<b>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</b>		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Signed By Author:	Name:	Date: