

**CREAT:VE
YOUTH**

SAFEGUARDING POLICY & PROCEDURES

Last Reviewed: 20/3/2026

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CREATIVE YOUTH SAFEGUARDING POLICY & PROCEDURES

Reviewed: 20th March 2026

We are committed to reviewing our policy and good practice every year. This policy was last reviewed on 20th March 2026.

The key guidance for child protection is “Working Together to Safeguard Children” (Department for Education, 2026).

This states:

- everyone who works with children has a responsibility for keeping them safe.
- everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

As a charity dedicated to young people, the safety and protection of children and adults at risk is paramount. Our Board of Trustees and everyone working at Creative Youth have a duty of care to children, young people and adults at risk who attend our activities. We recognise our commitment to safeguard and promote welfare and follow a policy of best practice that protects them.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, freelancers, volunteers, students and anyone else working on behalf of Creative Youth.

The purpose of this policy is:

- to provide protection for the children, young people and adults at risk who visit our venue and take part in our activities.
- to ensure that all staff and third parties who support our work are equipped with a clear framework of safeguarding principles and are provided with defined procedures to follow where there are concerns that a child or young person may be experiencing, or is at risk of, harm.

Creative Youth recognises:

- the welfare of the child/young person/adult at risk is paramount, as enshrined in the Children Act 1989.
- all children, young people and adults at risk, regardless of age, disability, gender reassignment, race, religious belief, sex, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- some people are additionally vulnerable because of the impact of previous experiences, their levels of dependency, communication needs or other issues.
- the additional risks and vulnerability factors for LGBTQ+ children, young people and adults at risk.
- working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting young people’s welfare.

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

- valuing them, listening to and respecting them.
- appointing a Designated Safeguarding Lead (DSL) for children, young people and adults at risk, a Deputy (DDSL) and Trustee Lead Board Member for safeguarding.
- adopting child protection and safeguarding practices through procedures and a code of conduct for all staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.

- providing effective management for staff and volunteers through a culture of safeguarding, direct support, training and additional measures.
- safe recruitment of staff and volunteers, ensuring necessary checks are made.
- recording and storing information professionally and securely. Sharing information about safeguarding and good practice with children, their families, staff and volunteers via posters and discussions.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, adults at risk, parents, families and carers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

KEY CONTACTS

Designated Safeguarding Lead (DSL): Co-Director Archie O'Neill is the Designated Safeguarding Lead. Archie O'Neill, archie@creativeyouthcharity.org / 020 8549 2120.

Trustee Lead for Safeguarding (Trustee Lead): Ann Hutchinson is our Trustee Responsible for Safeguarding. Ann Hutchinson has overall responsibility for Safeguarding at Creative Youth. annwhiteshirt@gmail.com / 07779176218.

Deputy Designated Safeguarding Lead (DDSL): Co-Director Daniel Cartlidge is the Deputy Designated Safeguarding Lead. Daniel Cartlidge, daniel@creativeyouthcharity.org / 020 8549 2120.

Further Support Services:

Kingston Local authority designated officer (LADO):

Every local authority has a statutory responsibility to have a local authority designated officer (LADO) who is responsible for co-ordinating the response to concerns that an adult who works with children, may have caused or could cause them harm. In Achieving for Children there is a LADO service which provides this role and support across Richmond and Kingston boroughs.

The designated manager for allegations (Kingston and Richmond boroughs) can immediately [submit a LADO referral form](#) or call the LADO service on 07774 332675 for a consultation before submitting a referral form.

The direct contact for the LADO in Kingston is 07774 332675.

Kingston Single Point of Access (SPA) Team:

Contact the Single Point of Access on 020 8547 5008 (8am to 5.15pm, Monday to Thursday, and 8am to 5pm on Friday. Out of hours, phone 020 8770 5000.)

NSPCC Helpline:

The NSPCC Helpline can help with safeguarding situations you face at work. Whether you need advice and support, or reassurance on a current safeguarding incident our child protection specialists can help.

The Helpline is currently available 10am – 4pm Monday to Friday or you can email help@nspcc.org.uk 24/7 – you don't have to say who you are. Call on 0808 800 5000 or email via help@nspcc.org.uk.

Mental Health Champion:

At Creative Youth, we have a Trustee (Michaela Hunte) who is our designated Mental Health Champion. They can be contacted anonymously by anyone working for, or with, Creative Youth to discuss any concerns related to mental health and wellbeing.

Michaela Hunte is a psychotherapist and counsellor with a background in acting, dance, singing and physical theatre. You can contact Michaela via email michaelahunte06@gmail.com.

If you think a child is in immediate danger, keep them with you and call 999.

DESIGNATED SAFEGUARDING LEAD - ROLE DESCRIPTION**Purpose of the Role:**

- To raise the profile and promote the safety and welfare of children, young people and adults at risk involved in Creative Youth's activities across the organisation.
- To take the lead in ensuring that appropriate arrangements for keeping children, young people and adults at risk safe are in place at Creative Youth.
- To develop a culture of safeguarding at all levels in the organisation.

Duties and Responsibilities:

- Make sure that all safeguarding issues concerning children, young people and adults at risk who take part in Creative Youth's activities are responded to appropriately through policies, procedures and administrative systems.
 - Make sure that everyone working or volunteering with or for children, young people, and adults at risk at Creative Youth, understands the procedures and know what to do if they have concerns about a child's welfare.
 - Make sure children, young people and adults at risk who are involved in activities at Creative Youth and their guardians know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
 - Receive and record information from anyone who has concerns about a child who takes part in Creative Youth activities.
 - Take the lead on responding to information that may constitute a child protection concern, consulting with the Trustee Lead where appropriate. This includes assessing and clarifying the information and making referrals to statutory organisations as appropriate, consulting with and informing the relevant members of the organisation - in line with the organisation's safeguarding policy and procedures.
 - Retain child protection records in line with legal requirements and the organisation's safeguarding policy and procedures.
 - Liaise with, pass on information to and receive information from statutory child protection agencies, such as the Local Authority SPA, LADO and the police. This includes making formal referrals to these agencies when necessary.
 - Consult the NSPCC Helpline when support is needed.
 - Ensure that safeguarding is understood to be the responsibility of the entire Senior Leadership Team (SLT).
 - Be familiar with and work within inter-agency child protection procedures developed by the local safeguarding children board.
 - Be familiar with issues relating to child protection and abuse and keep up to-date with new developments in this area.
 - To act as the designated manager for allegations (DMA) with responsibility for managing safeguarding allegations or concerns around adults working within their organisation.
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SAFEGUARDING PROCEDURES

The following procedures apply to all Creative Youth staff, volunteers and associated partners and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a person is being harmed or abused or at risk of harm or abuse.

If a member of staff suspects abuse, spots signs or indicators of abuse or they have a disclosure of abuse made to them they must report it by filling out an Incident Report Form and give it to the DSL immediately. If the DSL is unavailable please contact the DDSL and Trustee Lead. The DSL is aware that it is vitally important that any disclosure made in confidence is recorded factually as soon as possible using the attached form.

Responsibilities:

The DSL and Trustee Lead will use appropriate reporting systems for the situation. This may be reporting the matter to the Kingston LADO (Local Authority Designated Officer). Report forms can be found attached to this policy. If it is thought that returning the child home would put the child in immediate danger, advice will be sought from Local Authority SPA (Single Point of Access Team) or in their absence other appropriate agencies, including the Police.

Procedure:

Creative Youth's procedure for reporting a child protection disclosure or concern is simple. Please follow the steps below:

1. Complete an Incident Report Form and give it to the DSL within 24 hours. If you feel the child is in immediate danger or at risk of significant harm, keep the child with you and report to the DSL, DDSL or Trustee Lead immediately.
2. If the DSL is absent, inform the DDSL immediately and hand the completed Incident Report Form to them. Once you have given the Incident Report Form to the DSL or DDSL, it is unlikely you will need to take any further action.
3. The DSL will inform you should they need any further information from you.
4. Do not discuss the matter with anyone other than the DSL, DDSL and Trustee Lead team and remember they are there to support you.

If working off site (i.e. in a community setting or school), please follow the steps below:

1. You must speak to the Designated Safeguarding Lead of the site ideally immediately, and certainly before you leave the premises. The setting will have their own procedures which you will need to follow; this may include completing an Incident Report Form for them. If you believe the child is in immediate danger or at risk of significant harm, keep the child with you.
2. Do not leave the premises until you are satisfied that the DSL is responding to the matter.
3. You must Complete an Incident Report Form. This must be completed and returned to the DSL at Creative Youth within 24 hours. If you send the completed Incident Report Form to the DSL via email, you must write the following in the subject "Confidential: Safeguarding Concern".
4. Do not use names in the body of the email as this is not secure.

Storage of personal information both off and on site

It is often necessary during safeguarding procedures to record and store personal information. Please ensure you follow the following:

- Personal information that is acquired or held in the course of working with children should be treated as confidential. Particular care should be taken with sensitive information.
- Consideration should also be given to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 which requires that information is obtained and processed fairly and lawfully; that it is accurate, relevant and not held for longer than is necessary; and kept securely.

- Creative Youth uses the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust. Copies of these are retained by the organisation via our secure Sharepoint service that can only be accessed by the SLT.

What to do if a child makes a disclosure:

If a child, young person, or adult at risk makes a disclosure of sexual or physical harm, or presents with an injury and has made a full disclosure, no further questioning is required. Staff must take immediate safeguarding action.

TED Principles:

In situations where a child, young person or adult at risk may be making a partial disclosure or has a suspicious injury, staff may ask open, non-leading questions to clarify the child's story. Staff should use the TED acronym as a guide:

- **T – Tell:** Ask the child to tell what happened.
- **E – Explain:** Ask the child to explain what the person did.
- **D – Describe:** Ask the child to describe the environment, context or people involved.

Guidance for Questioning:

- Ask only open questions (e.g., what, where, who, how).
- Avoid closed questions that elicit yes/no answers.
- Avoid why questions or multiple questions in one sentence.
- Avoid leading or probing questions, as these can compromise investigations.
- With young children, keep questions simple and singular.

Examples of Open Questions:

- "That's a bruise, how did it happen?"
- "You seem upset; can you tell me what's worrying you?"
- "Can you tell me more about that?"
- "Who was there?"
- "What happened next?"

Questions are only for clarification to determine if the child is at risk. Once the situation is clear, no further questioning should occur and a report should be made.

Reporting:

If a child, young person or adult at risk is in immediate danger, staff must report to the DSL, DDSL or Trustee Lead immediately. Otherwise, disclosures should be documented factually using the Incident Report Form and submitted within 24 hours. TED questioning should only be used to clarify whether there is a risk of harm, and no further questioning should occur once sufficient information is obtained.

If you believe a child is in immediate danger, or would be once they leave your care, keep the child with you or another member of staff and call 999. All disclosures must then be reported to the Designated Safeguarding Lead (DSL) without delay.

What to do if you suspect a member of Creative Youth staff:

In the event of an allegation being made against a member of staff/volunteer, or you have a concern about a member of staff who has:

- Behaved in a way that has harmed a child, young person or adult at risk or may have harmed them.
- Possibly committed a criminal offence against or related to a child, young person or adult at risk.
- Behaved towards child/children in a way that indicates they are unsuitable to work with children, young people or adult at risk.

The concern must be reported to Creative Youth's DSL immediately. If the concern involves the DSL or DDSL, report to the Trustee Lead.

If this concern involves the Trustee Lead, or you feel it is appropriate to do so, you must report to the Local Authority Designated Officer (LADO) immediately.

Where allegations are made, the staff member will contact the LADO within 24 hours. Their advice will be sought and followed immediately, and without question.

Creative Youth is committed to the highest standards of openness, integrity and accountability. Staff and volunteers are encouraged to report concerns about wrongdoing or malpractice in the workplace, including safeguarding issues, without fear of reprisal. This policy applies to all employees, volunteers, trustees, agency staff, contractors and anyone working on behalf of Creative Youth.

Whistleblowing Policy for Safeguarding

Confidentiality

Creative Youth will treat all disclosures in confidence. Your identity will be protected where possible, but you may need to provide evidence or participate in investigations.

Protection from Retaliation

Staff raising concerns in good faith are legally protected from dismissal, victimisation or any other form of retaliation. Malicious or knowingly false reports may result in disciplinary action.

Investigation

- Any allegations of abuse will be fully recorded and reported appropriately and every effort will be made to maintain confidentiality for all concerned. Appropriate support will be offered to the child, parents and members of staff.
- Investigations may involve the Board of Trustees, Co-Directors, DSL, DDSL or Trustee Lead, External HR or the Local Authority depending on the nature of the concern.
- Suspension of the member of Staff against whom an allegation has been made needs careful consideration. Creative Youth will seek the advice from the Trustee Lead and Local Authority where necessary before deciding on the course of action to be taken.
- Suspension of a staff member does not indicate guilt on their part. It is a step taken to protect children while any investigation is taking place and Creative Youth are seeking to establish the facts of the situation.

GENERAL PRACTICES & CODE OF CONDUCT

Recruitment & DBS Checks

- All staff, trustees and volunteers working with children or adults at risk undergo enhanced Disclosure and Barring Service (DBS) checks, renewed every three years.
- Safer recruitment practices are followed, including: interview, verification of employment history and two references.
- Placement students, freelance staff or other volunteers may require DBS checks; the Designated Safeguarding Lead (DSL) will determine this on a case-by-case basis.
- Staff appointments are only confirmed after appropriate checks are completed.

Training & Awareness

- All new staff receive safeguarding and child protection training during induction, including a copy of this policy.
- DSL and Deputies complete Level 3 equivalent safeguarding training, renewed every 2 years.
- Senior Leadership Team members complete Level 1 equivalent training, renewed every 3 years.
- All staff receive annual in-house safeguarding training prior to FUSE International and are made aware of their individual responsibility to safeguard children, young people and adults at risk.

Policy Availability

- The Safeguarding Policy must be readily available to staff, visiting companies, hirers and partners.
- Updated versions are uploaded to the Creative Youth website and relevant platforms (e.g., Eventotron).

Event Safety & Professional Standards

- Staff will never change participants' clothing or be left alone with children, young people or adults at risk.
- Staff consider the safety of events, equipment and activities with age-appropriate risk assessments reviewed by the DSL.
- Language and tone must support safety and reassurance; avoid language that could intimidate or unsettle participants.

Record Keeping & Monitoring

- Safeguarding concerns must be recorded within 24 hours. This must be a factual report using the Incident Report Form below.
- Reports are signed by the reporter and DSL (or Deputy) and stored securely.
- Records are confidential, monitored by the Trustee Lead and used to inform future practice.
- Breaches of this policy must be reported to the DSL and Trustee Lead or, where appropriate, statutory authorities.

Upholding this Policy

- Always follow this policy; reputational standing does not replace compliance.
- Inappropriate behaviour may lead to disciplinary action, removal from Creative Youth and referral to statutory agencies (e.g., police, local authority social care).

Code of Conduct

When working with Creative Youth, you are in a position of trust. You are expected to act as a role model, prioritising welfare and safety at all times.

Responsibilities:Staff and volunteers must:

- Prioritise the welfare of children, young people and adults at risk.
- Ensure at least two staff are present when children, young people or adults at risk are on site.
- Provide a safe environment, including proper use of equipment and awareness of safeguarding issues.
- Follow all policies and procedures, including child protection, whistleblowing and e-safety.
- Remain within the law and model appropriate behaviour.
- Challenge unacceptable behaviour and report breaches to the DSL.

Report all suspicions or allegations of abuse, including peer-on-peer abuse.

Physical Contact:

- Avoid physical contact unless necessary for safety or a medical emergency.
- Minimal physical contact may be necessary for first aid, safety or to provide comfort to a child or adult at risk. Any such contact must be appropriate, proportionate and in line with safeguarding principles.
- Staff should always explain actions to the person and ensure there is another staff member present at all times.
- Discourage clingy behaviour and remove yourself if a child persists; report repeated behaviour to the DSL.

Rights:

- Treat all children, young people and adults at risk fairly, without prejudice or discrimination.
- Recognise and respect individual differences (gender, sexual orientation, culture, race, ethnicity, disability, religion).

- Challenge discrimination and prejudice.
- Be aware of increased risks for LGBTQ+ children, young people and adults at risk and encourage them to speak out about unsafe or uncomfortable situations.
- Work respectfully, by listening to and valuing participants' contributions.
- Respect privacy, explaining any necessary breaches for safeguarding reasons.

Relationships:

- Promote trust, honesty and respect.
- Avoid favouritism and be patient.
- Exercise caution when discussing sensitive issues.
- Ensure appropriate contact; maintain visibility of more than one adult when working with children or adults at risk.
- Personal care should only occur in emergencies and, where possible, with another adult present.

Unacceptable Behaviour:

Staff and volunteers must never:

- Ignore concerns or allegations.
- Take unnecessary risks.
- Develop inappropriate relationships with children, young people and adults at risk or make inappropriate promises.
- Engage in any form of abuse, including sexual contact.
- Share personal contact details with any child, young person or adult at risk (unless engaging as a volunteer) or communicate through private social media.
- Act in threatening, patronising or derogatory ways.
- Make insensitive, sarcastic or sexually suggestive comments in the presence of children, young people or adults at risk.

ONLINE SAFETY

The purpose of this policy is to protect people who engage with Creative Youth and participate in our activities, and who make use of information technology such as mobile phones, digital devices and the internet, as part of their involvement with us.

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

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

- encouraging people attending Creative Youth activities to use the opportunities offered by the internet and social media in a way that keeps themselves safe and shows respect for others.
- incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct for both staff and volunteers and for children, young people and adults at risk.
- use our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use or behaviour, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, accessing inappropriate content, downloading or creating indecent images of children, cyberbullying or use of ICT to groom a child or to perpetrate abuse).
- informing parents and carers of incidents of concern as appropriate.
- reviewing and updating the security of our information systems regularly, especially with relation to SharePoint, social media and the Creative Youth website.
- providing adequate physical security for ICT equipment.
- ensuring that user names, logins and passwords are used effectively.
- using only official email accounts provided via Creative Youth for correspondence and monitoring these as necessary.

- ensuring that the personal information of staff, volunteers and participant's (including participant names) are not published on our website.
- ensuring that images of children, young people and families are used only after their appropriate permission has been obtained and only for the purpose for which consent has been given.
- ensuring that any instance of cyberbullying is recorded and reported in line with Anti-bullying policies.

Social Media

Creative Youth social media channels are managed by our Marketing Department and Co-Directors who will operate in-line with our separate social media policy.

Creative Youth Staff must not interact with children, young people or vulnerable adults outside of Creative Youth activities, including via social media. This includes being "followed by" or "friends with" children, young people and adults at risk on private and personal social media platforms.

Creative Youth Staff must not exchange personal phone numbers or email addresses with children, young people and adults at risk except when engaged as volunteers.

All communication should be between parent/carer and the relevant staff member at Creative Youth as standard, with copying parents and guardians into all emails as a minimum.

PHOTOGRAPHY AND FILMING

Creative Youth does not permit photographs, video or other images of people to be taken without consent. If the child is under 18, consent must be obtained from a parent/carer.

Creative Youth uses photographs and video in our marketing and fundraising activities; we also share images with our partners and funders.

Photography Consent can be withdrawn at any time; Creative Youth is obliged to remove these photos and videos from use and delete from files, except for printed materials in current circulation.

If the public areas of Creative Youth are being photographed or video recorded, staff should make sure that everyone involved is aware. i.e. signage, verbal consent, announcements and pre-show emails. A note will be included in the photo and film folder to confirm that signage was on display, rather than individual consent forms.

It is a shared responsibility to ensure that clear signage and verbal communication is provided within FUSEBOX and other venues we are using for activity, which details that photography and filming is taking place on site. Should they not wish to give consent, everyone should be given the option to wear a sticker so they can be edited out of any shots.

Creative Youth recognises that staff, volunteers, freelancers and parents/guardians may have personal devices such as mobile phones, tablets or cameras.

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

- Personal devices must not be used to take photographs or videos of children or young people without prior written consent from the child's parent or guardian.
- Where personal devices are authorised for use (e.g., emergency situations or special events), all media must be transferred to Creative Youth's digital platforms and deleted.
- Staff and volunteers must never share images, videos or personal information of children with those outside of the organisation.
- Any accidental or unauthorised capture of images on personal devices must be reported immediately to the Designated Safeguarding Lead (DSL) and the content must be deleted.
- Staff and volunteers should model safe digital behaviour and remind children that taking photos or recording videos of others without consent is not permitted.

Creative Youth takes all necessary steps to ensure images and film footage are used solely for the purposes for which they are intended. If you become aware that any images are being used inappropriately, please inform the DSL immediately.

MENTAL HEALTH

Creative Youth has an important role to play in supporting the mental health and wellbeing of children, young people and adults at risk. We are committed to ensuring the safety and wellbeing of all children and will continue to provide a safe space for all children to attend. Mental health problems can, in some cases, be an indicator that a person has suffered or is at risk of suffering abuse, neglect or exploitation.

At least one member of the team is trained in Mental Health First Aid, with a verified certificate that has been issued within the last three years.

Our Mental Health Policy and Mental Health Champion provides further information regarding how Creative Youth handles concerns surrounding mental health and what our duty of care is to everyone involved with Creative Youth.

Although it is only appropriately trained professionals who can diagnose mental health conditions, if any concerns regarding mental health are raised, this should be shared with both the DSL and Mental Health Champion within 24 hours.

SAFEGUARDING IN FUSEBOX

FUSEBOX is a public space. All Creative Youth staff are aware of the need to protect children who visit FUSEBOX. Relevant Creative Youth staff are trained to deal with children in emergencies and will be present when children are on the premises. The presence of Creative Youth staff does not replace the need for parents, carers or external organisations to supervise the children in their care while on Creative Youth premises.

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

- For general visits, parents and guardians must stay with their children at all times, including in the BOX Bar & Cafe and toilet facilities.
- With the exception of participatory activities, unaccompanied children under 16 will not be admitted to the venue.
- If a child is thought to be lost, Creative Youth staff will approach the child and look for the nearby parent/guardian. Lost children will be accompanied to the Technical Desk where an announcement will be made.
- If a person is thought to be behaving suspiciously our incident reporting policy will be implemented.
- Creative Youth staff are instructed to use only the Staff Toilet facilities at all times when the venue is publicly open. Staff should not enter the public toilet facilities.
- Access to the BOX Bar & Cafe is prohibited at all times. Only adults are permitted into the Kitchen, and all alcohol is stored behind a locked door at all times. Keys to access Bar stock are to be kept only in designated key pounds in the Duty Office and Kitchen or on the person of Creative Youth staff.
- Risk assessment of our premises and activities is carried out on a regular basis and action plans put in place to address specifically identified hazards and the means of eliminating or minimising them.
- For all activities where people are present at FUSEBOX for workshops without a guardian, there will be a minimum number of Creative Youth staff to monitor children, young people and adults at risk at a ratio of 1:12.

Accidents and illness:

In the event of an accident during a visit to FUSEBOX:

- A member of staff trained in first aid will be on the premises during all public events. They will establish what further action needs to be taken and will put those measures in place.
- First Aid Kits are located around the building as detailed in our Health and Safety Policy.
- In most cases, injuries sustained can easily be treated by the first aider. If this is not the case the first aider will promptly contact the emergency services and the responsible parent/guardian and will ensure that the child is comforted until further help arrives. The first aider will stay with the family if possible.
- Details of all accidents are entered in an accident book, kept in the Front of House office. The accident book is reviewed regularly by our SLT.
- FUSEBOX staff cannot administer any form of medication, including paracetamol or aspirin.

External Hires/Visiting Companies:

All external companies or hirers must accept and adhere to our Safeguarding Policy and procedures. These will be made available via email and/or Eventotron. All contracts with visiting companies and hirers will include a brief summary of the Safeguarding Policy and compliance with this policy is a contractual requirement.

Some hires involving children, young people or adults at risk may take place without a Creative Youth member of staff on-site, under a 'dry-hire' arrangement.

These activities are independent of Creative Youth, but hirers are still required to:

- Review and follow our Safeguarding Policy.
- Follow our procedures for reporting safeguarding concerns to the DSL or another member of the Creative Youth team.

For activities under 'dry-hire' arrangements, Creative Youth staff may not be present on-site. In these cases, the hiring organisation must ensure that their own staff are appropriately trained, hold enhanced DBS checks where required and follow Creative Youth's Safeguarding Policy and procedures. Responsibility for immediate supervision and safeguarding rests with the hiring organisation during their activities, although the DSL and Trustee Lead retain strategic oversight and final approval authority.

SAFEGUARDING DURING FUSE INTERNATIONAL

During FUSE International, all staff are required to monitor safeguarding across a range of organisations, partners, diverse children, young people and adults at risk. Relevant Creative Youth staff are trained to deal with children in emergencies and will be present when children are on the premises. The presence of Creative Youth staff does not replace the need for parents, carers or external organisations to supervise the children in their care while on Creative Youth premises.

We will keep children, young people and adults at risk safe by:

- Ensuring either the DSL or Deputy are in Kingston every day during FUSE International.
- Creative Youth will put in place arrangements for a Body of Persons Approval during FUSE International.
- Renewing Safeguarding Training for all staff prior to the Festival.
- Ensuring that our up to date Safeguarding Policy is circulated to all those involved in the festival, including technicians, freelancers, artists, companies etc.
- Working closely with venue partners, including Rose Theatre and Kingston College, to ensure best practice safeguarding.
- Providing Venue Chaperones at all locations where children, young people or adults at risk are participating in the festival.

- Ensuring participating companies understand the importance of Safeguarding and Chaperone arrangements.

Venue Chaperones:

In addition, Creative Youth will provide a Venue Chaperone (a Licensed Chaperone with a current Enhanced DBS check) at every venue where a company performing at the festival has children aged 16 and under on-site.

Venue Chaperones have operational authority on-site to make decisions regarding the immediate safety and supervision of children. Their decisions override those of Creative Youth staff present. However, strategic decisions, removal from the Festival or formal safeguarding escalation remain the responsibility of the DSL, DDSL and Trustee Lead. Chaperones must consult the DSL when feasible but are empowered to act immediately to protect children or adults at risk.

Venue Chaperones are required to follow this Safeguarding Policy, receive induction to FUSE International from a member of the festival team and undertake a safeguarding briefing provided by the DSL.

Chaperones and Body of Persons Approval (BOPA).

Creative Youth is committed to ensuring that all children, young people and adults at risk involved in performances, rehearsals, events or creative activities are safeguarded in accordance with relevant legislation.

As FUSE International falls within the scope of child performance regulations, Creative Youth will comply with requirements set out in the Children and Young Persons Act 1963 and the Children (Performances and Activities) (England) Regulations 2014.

Creative Youth will ensure that licensed Chaperones are present to supervise children participating in performances, rehearsals, recordings or related activities organised by Creative Youth.

Licensed Chaperones:

- Must hold a valid licence issued by a local authority which the DSL must see.
- Are responsible for safeguarding the welfare, health, comfort and supervision of the child while they are participating in the activity.
- Act in loco parentis (in place of the parent) during the period of supervision.
- Must ensure that the child is properly supervised at all times, including during breaks, changing, travel between locations and performance periods.

Creative Youth will ensure that:

- Appropriate ratios of chaperones to children are maintained in line with local authority guidance, typically 1 Licensed Chaperone: 12 children.
- Chaperones have access to relevant safeguarding information and policies.
- Chaperones are informed of emergency procedures and safeguarding contacts.

**CREAT:VE
YOUTH**

SAFEGUARDING POLICY & PROCEDURES

APPENDIX & SUPPORTING MATERIAL

APPENDIX 1: DEFINITIONS

What is Child 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.”

The NSPCC similarly defines “cruelty to children” or “child abuse” as:

“Behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging – it can be harder to recover from the emotional impact than from the physical effects.”

These definitions point to four types of cruelty:

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

A child may experience more than one type of cruelty. Discrimination, harassment and bullying are also abusive and can cause physical and emotional harm.

Indicators of Abuse

- Sudden change in behaviour
- Running away from home
- Low self-esteem or confidence
- Regressive or attention-seeking behaviour
- Hyperactivity or aggression
- Unusual attachment or clinginess to staff
- Bullying, temper tantrums, over-anxiety or fear
- Resistance to comfort

The following indicators are adapted from “Working Together to Safeguard Children (2026)” and NSPCC guidance.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing harm. It may also occur when a parent/carer fabricates or induces illness.

Physical Signs:

- Bruises in unusual places (thighs, shoulders, chest/back, face)
- Bruises around mouth (especially in babies/toddlers)
- Burns, fractures, serious injuries with inadequate explanation
- Delay or refusal in treatment

Behavioural Signs:

- Aggression, restlessness, hyperactivity
- Fear or over-anxiety to please
- Frequent school absences
- Resistance to comfort or ‘frozen watchfulness’

Emotional Abuse

Persistent emotional maltreatment causing severe and lasting adverse effects on development. May include:

- Conveying worthlessness or lack of love
- Limiting opportunities to express views or mocking communication
- Age-inappropriate expectations
- Overprotection or restricting social interaction
- Witnessing abuse of others or serious bullying, including cyberbullying
- Exploitation or corruption

Signs of Emotional Abuse:

- Developmental delay
- Withdrawal, excessive quietness, sadness
- Suicidal thoughts or compulsive stealing
- Lack of interaction from carers

Sexual Abuse

Involves forcing or enticing a child/young person into sexual activities, contact or non-contact, whether or not they are aware. Perpetrators can be adults (male, female or other genders) or other children. Examples include:

- Assault by penetration (rape, oral sex)
- Non-penetrative acts (masturbation, kissing, touching outside clothing)
- Exposure to sexual images/activities or grooming (including online)

Signs of Sexual Abuse:

- Pain in the body
- UTIs and STIs
- Underage pregnancy
- Sexualised behaviour/language
- Fear of certain people
- Self-harming
- Depression
- Dating disorders
- Arson
- Sexual offending

Neglect

Persistent failure to meet a child's basic physical/psychological needs, likely causing serious harm. Can occur during pregnancy (maternal substance abuse) or after birth. Examples include:

- Failing to provide food, clothing, shelter
- Failing to protect from harm or ensure supervision
- Failing to provide medical care
- Ignoring emotional needs

Signs of Neglect:

- Hunger, tiredness, poor hygiene, delayed development
- Poor/inappropriate clothing
- Unsupervised at home or outdoors
- Repetitive behaviours (head banging, rocking)

Peer-on-Peer (Child-on-Child) Abuse

Usually covered by the Behaviour Policy, but serious cases raise safeguarding concerns. Forms include:

- Bullying (cyber, prejudice-based, discriminatory)
- Physical abuse (hitting, kicking, shaking, biting, hair pulling)
- Abuse in intimate peer relationships
- Sexual violence or harassment
- Forcing sexual activity without consent
- Sharing nudes/semi-nudes (consensual or not)
- Upskirting
- Initiation/hazing violence and rituals

Downplaying such conduct can normalize abuse. Creative Youth adopts zero-tolerance for peer-on-peer abuse.

Adults at Risk

This policy also covers Adults at Risk. Staff must understand the concept when applying this policy.

“Adult safeguarding” protects adults with care and support needs from abuse or neglect when they cannot safeguard themselves. Under the Care Act (2014), an adult at risk is someone aged 18+ who:

- Has care and support needs
- Is experiencing or at risk of abuse/neglect
- Cannot protect themselves due to those needs

Where safeguarding procedures refer to children and young people, staff should adapt them appropriately for adults at risk. For example, TED-style questioning may not be suitable; staff should instead use open, supportive questions to clarify concerns. Supervision requirements differ: adults at risk are legally independent, so parental supervision references do not apply. All other reporting and safeguarding responsibilities apply equally to adults at risk.

Body of Persons Approval (BOPA)

Body of Persons Approval (BOPA) For some activities involving children (including FUSE International) Creative Youth may apply for a BOPA from Kingston Council. A BOPA allows a group to participate without individual performance licences if:

- Activity is organised by an approved body
- Local authority assesses safeguarding and supervision
- Activity is not for child’s personal profit
- Safeguarding measures are in place

Where operating under a BOPA:

- All conditions from Kingston Council are followed
 - Adequate safeguarding supervision is maintained
 - Licensed Chaperones or Enhanced DBS checked adults supervise children
 - Records of participants, emergency contacts and medical info are maintained
 - Creative Youth ensures legal compliance and prioritises child safety
-

APPENDIX 2: CREATIVE YOUTH – SAFEGUARDING INCIDENT REPORT FORM

If a child, young person, or adult at risk is in immediate danger, staff must first ensure their safety and immediately contact the DSL, Deputy, Trustee Lead, or 999 if necessary. Completing the Incident Report Form should not delay urgent action.

Date & Time of Report:

.....

Location of Incident:

.....

PERSON COMPLETING THE REPORT:

Name:

.....

Role/Position:

.....

Contact Details:

.....

CHILD/ADULT AT RISK DETAILS:

Name:

.....

Date of Birth/Age:

.....

Gender:

.....

Any known vulnerabilities or additional needs: :

.....

OTHER PEOPLE INVOLVED (NAMES, ROLES):

1) 4)

2) 5)

3) 6)

Type of Concern (tick all that apply):

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Peer-on-peer/child-on-child abuse
- Adult at risk safeguarding concern
- Inappropriate behaviour by a Creative Youth staff or volunteer
- Inappropriate behaviour by a person external to Creative Youth
- Other (please specify)

.....

DESCRIPTION OF INCIDENT/CONCERN:

(Include as much detail as possible – what happened, who was involved, where, when, what was said/done, any immediate actions taken. Please use additional sheets of paper as necessary and pass these all to the DSL).

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IMMEDIATE ACTIONS TAKEN

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Was the child/adult a risk in immediate danger?

- Yes No

If yes, describe immediate actions taken:

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.....
.....

Any witnesses or people spoken to?

Name(s) and Contact Details:

.....
.....
.....

Follow-up Actions Required/Recommendations:

.....
.....
.....

Reported to (DSL/DDSL)

Name:

.....

Date:

.....

Signature of Person Reporting:

.....

Signature of DSL/DDSL:

.....

Confidentiality Note: This form contains sensitive information. It must be stored securely and shared only with authorised personnel in line with Creative Youth Safeguarding Policies.

This section is to be used by the DSL/DDSL ONLY

7. Risk Assessment (DSL Use)

Immediate Risk to Child / Adult at Risk: High Medium Low

Is the person safe now? Yes No

If no, what immediate actions are required?

.....
.....
.....

Need for medical attention? Yes No

Actions Taken/Arranged:

.....
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.....

Communication/Escalation

Parent/Guardian Informed? Yes No

If no, give reason:

.....

Other Agencies Contacted: Police Social Services NSPCC Other

If other, please describe:

.....

Date/Time of Contact:

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Outcome/Advice from Agencies

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Follow Up Actions (DSL Use)

Actions to monitor the child / adult at risk:

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.....

Staff support / supervision required:

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.....
.....

Review / reassessment date:

.....
.....

Documentation & Storage

All records stored on Sharepoint in CY Admin Folder? Yes No

Copies shared with relevant staff? Yes No (list names/roles)

.....
.....
.....

DSL Sign-Off:

Name:

.....

Date/Time:

.....

Signature:

.....

Trustee Lead Sign-Off:

Name:

.....

Date/Time:

.....

Signature:

.....

Additional Notes/Reflections:

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Confidentiality Note: This form contains sensitive information. It must be stored securely and shared only with authorised personnel in line with Creative Youth Safeguarding Policies.

APPENDIX 3: CREATIVE YOUTH – SAFEGUARDING QUICK GUIDE FOR STAFF AND VOLUNTEERS

This guide summarises the immediate actions staff, volunteers and freelancers must take if they have safeguarding concerns about a child, young person or adult at risk. It does not replace the full Safeguarding Policy but should be used as a quick reference.

1. If Something Gives You a “Nagging Doubt”

Sometimes a concern may not involve a clear disclosure or obvious harm. It may simply be something that does not feel right—a change in behaviour, an injury with no clear explanation or something you have observed.

If you have a safeguarding concern:

- Trust your instincts. Safeguarding concerns should never be ignored.
- Observe and note what you have seen or heard, including dates, times and context if possible.
- Do not investigate or attempt to prove the concern. Your role is to report, not to determine whether abuse has occurred.
- Report the concern to the Designated Safeguarding Lead (DSL), Deputy Safeguarding Lead (DDSL) or Trustee Lead as soon as possible.
- Record the concern using the Safeguarding Incident Report Form within 24 hours.

It is always better to report a concern and allow safeguarding leads to assess it than to keep it to yourself.

2. If a Child Makes a Disclosure

A disclosure is when a child, young person or adult at risk tells you that they are being harmed or have been harmed.

If someone makes a disclosure:

Stay calm and listen.

- Allow them to speak without interruption.
- Take what they say seriously and believe them.
- Do not show shock or disbelief.
- Reassure them that they have done the right thing by telling you.

Do not investigate.

- Do not ask leading questions.
- Do not ask “why” questions.
- Do not press for details.

If clarification is needed, you must use TED questions:

- **Tell** me what happened.
- **Explain** what they did.
- **Describe** what you remember.

These questions should only be used to establish whether there is a safeguarding concern. Once this is clear, no further questioning should take place.

Never promise confidentiality.

Explain that you may need to share the information with people who can help keep them safe.

Take immediate action.

- Report the disclosure to the DSL, DDSL or Trustee Lead immediately.
 - If a child is in immediate danger, keep them with you and another safe adult and call 999.
 - Complete a Safeguarding Incident Report Form within 24 hours, recording the child's words as accurately as possible.
-

3. If You Suspect a Member of Creative Youth Staff or Volunteer

Safeguarding concerns can sometimes involve staff, volunteers or freelancers. Any behaviour that causes concern must be taken seriously.

Examples might include:

- inappropriate behaviour towards a child
- breaches of the Code of Conduct
- concerning communication or boundary violations
- behaviour that may indicate a person is unsuitable to work with children

If you have concerns about a staff member:

- Do not confront or investigate the person yourself.
- Report the concern immediately to the DSL or Trustee Lead.
- If the concern involves the DSL, report it directly to the Trustee Lead.
- Provide factual information about what you observed or were told.
- Complete a Safeguarding Incident Report Form.

Creative Youth will follow safeguarding procedures which may include consulting the Local Authority Designated Officer (LADO) and relevant statutory agencies.

4. Key Principles to Remember

- The safety and welfare of the child or adult at risk is always the priority.
- Safeguarding protects both the child, young person or adult at risk and you as a member of staff or volunteer.
- Never place yourself in a situation where you are alone with a child, young person, or adult at risk. Where possible, ensure another trusted adult is present.
- Do not investigate – report.
- Do not delay reporting concerns.
- Record concerns accurately and factually, using the Incident Report Form.
- If someone is in immediate danger, call 999.

If you are unsure whether something is a safeguarding concern, speak to the DSL. It is always better to ask.

3. Who's Who of Safeguarding at Creative Youth

Designated Safeguarding Lead (DSL):

- Co-Director **Archie O'Neill** is the Designated Safeguarding Lead.
 - archie@creativeyouthcharity.org
 - 020 8549 2120.

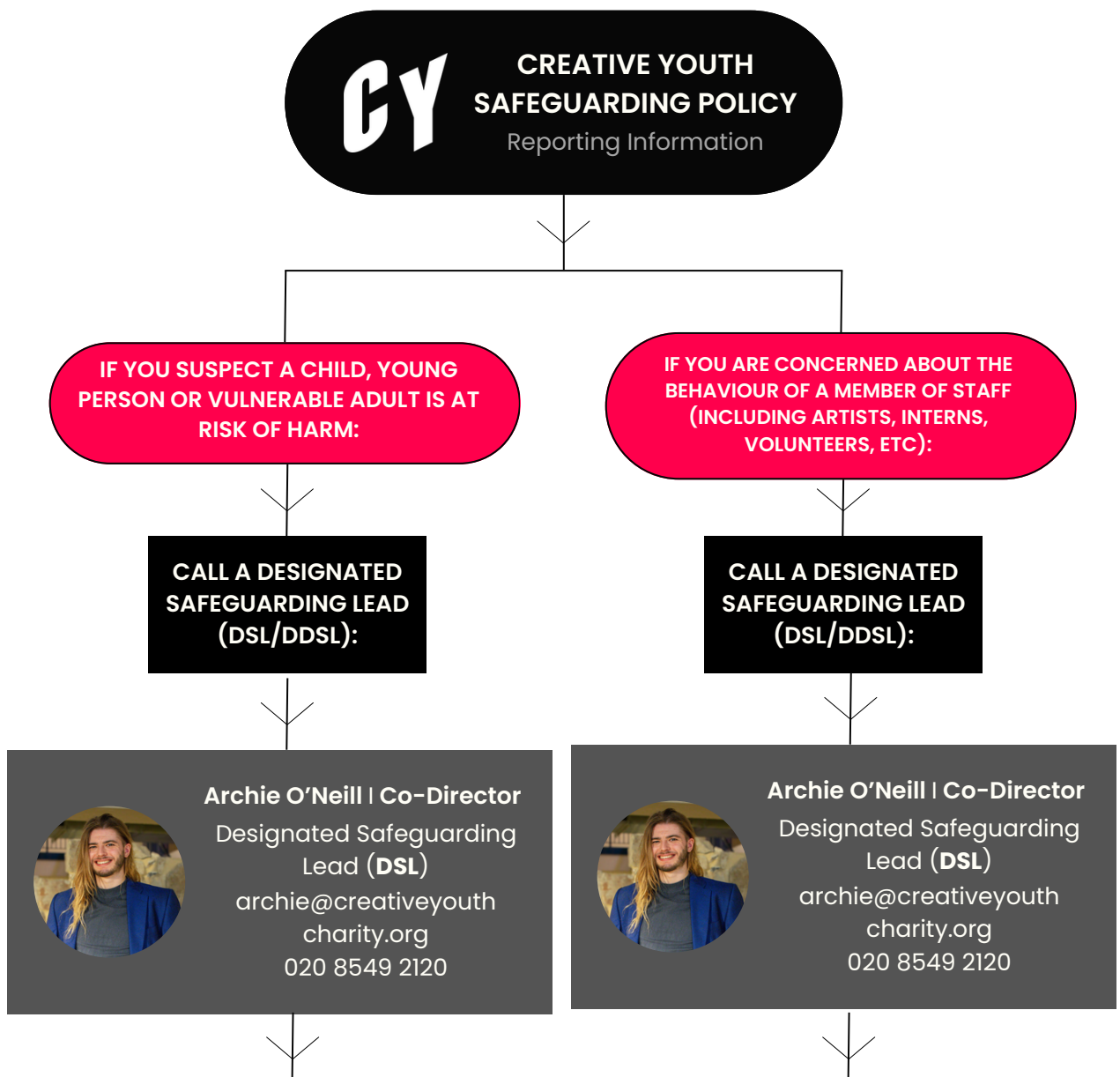
Trustee Lead for Safeguarding (Trustee Lead):

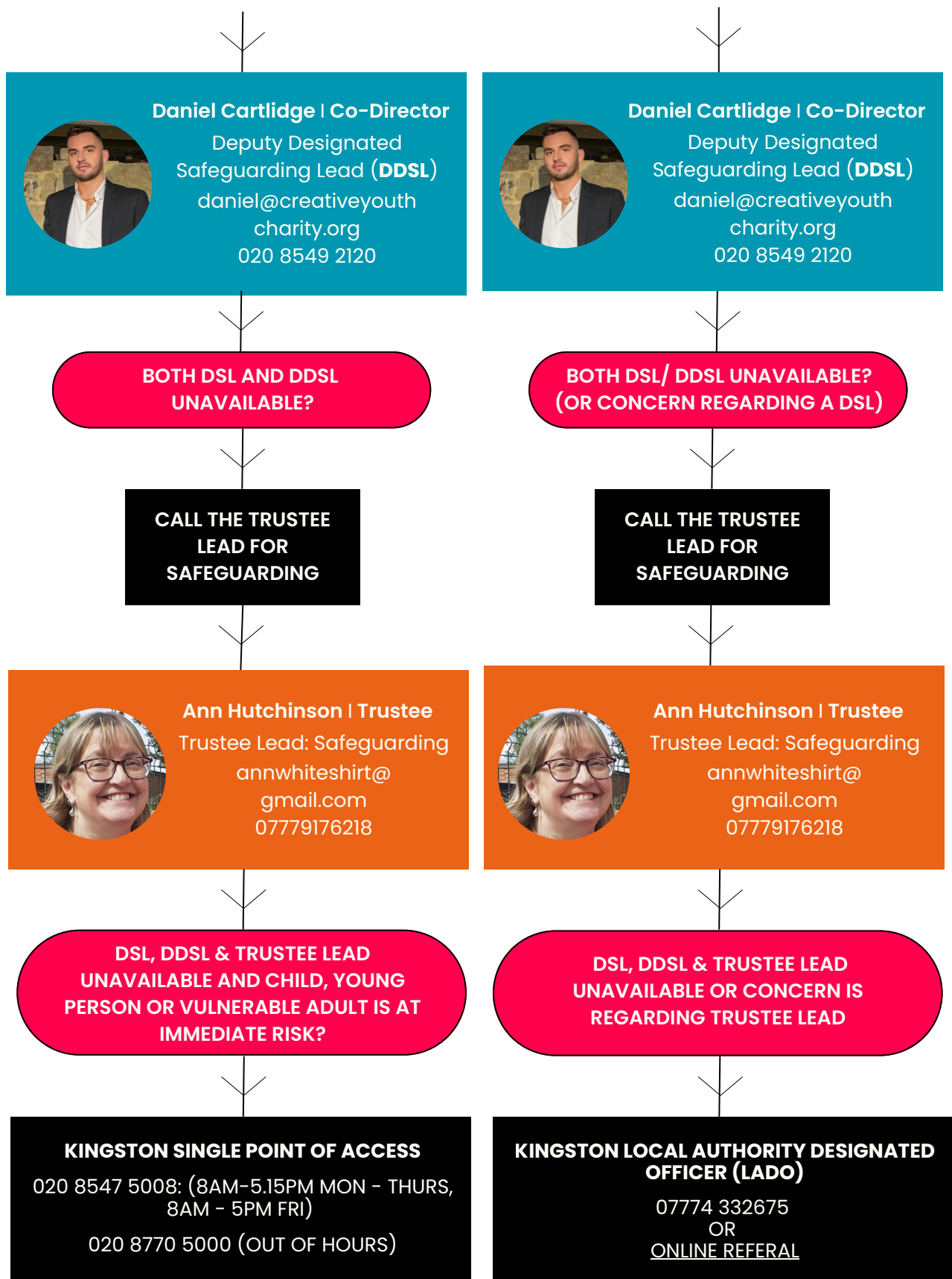
- **Ann Hutchinson** is our Trustee Responsible for Safeguarding.
 - Ann Hutchinson, Trustee Lead, has overall responsibility for Safeguarding at Creative Youth.
 - annwhiteshirt@gmail.com
 - 07779176218.

Deputy Designated Safeguarding Lead (DDSL):

- Co-Director **Daniel Cartlidge** is the Deputy Designated Safeguarding Lead.
 - daniel@creativeyouthcharity.org
 - 020 8549 2120.

Creative Youth Reporting Information:





If you have any questions or concerns about this policy or if you need it in an alternative or accessible format, please contact Archie O'Neill using one of the above methods.

We are committed to ensuring that everyone can access and understand our safeguarding procedures.



FUSE
INTERNATIONAL

**CREAT:VE
YOUTH**

**FUSE
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