

KNAVES THEATRE COMPANY LTD

Child & Adult Safeguarding and Protection Policy



Updated: 5 January 2026

Review Date: 4 January 2027

1. Policy Statement

Knaves Theatre Company Ltd is committed to safeguarding and promoting the welfare of all children, young people and adults at risk who participate in our activities. We recognise our responsibility to take all reasonable steps to protect individuals from harm, abuse or neglect and to respond appropriately to safeguarding concerns.

Safeguarding is everyone's responsibility. All staff, freelancers, volunteers, students and contractors are expected to share this commitment.

2. Scope of the Policy

This policy applies to:

- All children and young people under the age of 18
 - Adults at risk (aged 18+ with care and support needs)
 - All staff, freelancers, volunteers and contractors
 - All Knaves Theatre Company Ltd activities, including:
 - Classes, rehearsals, productions and performances
 - One-to-one tuition
 - Workshops, camps and holiday courses
 - Online or digital communication linked to Knaves activities
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3. Legal Framework and Guidance

This policy is informed by current UK legislation and statutory guidance, including:

- Children Act 1989
 - Children Act 2004
 - Working Together to Safeguard Children (2023)
 - Keeping Children Safe in Education (2025) (*used as best practice guidance*)
 - Care Act 2014 (Safeguarding Adults)
 - Safeguarding Vulnerable Groups Act 2006
 - Data Protection Act 2018 (UK GDPR)
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4. Definitions

Safeguarding

Safeguarding means protecting children and adults at risk from abuse, neglect, exploitation and harm, and ensuring they grow up and participate in safe, supportive and inclusive environments.

Child / Children at Risk

A child is defined as **any person under the age of 18**.

A child may be considered *at risk* if they:

- Are experiencing, or are at risk of, abuse, neglect or exploitation
- Have additional vulnerabilities, including but not limited to disability, special educational needs, mental health difficulties, or communication barriers
- Are exposed to domestic abuse, substance misuse, or parental mental ill-health
- Are subject to bullying, peer-on-peer abuse, grooming or online harm
- Are isolated, withdrawn, or show significant changes in behaviour

All children, regardless of background, gender, ethnicity, religion or ability, have the right to be safeguarded from harm and to have their welfare promoted.

Adult at Risk

An adult aged 18 or over who:

- Has care and support needs; and
- Is experiencing, or is at risk of, abuse or neglect; and
- Is unable to protect themselves because of those needs.

5. Types of Abuse and Harm

Safeguarding concerns may include, but are not limited to:

- Physical abuse
 - Emotional or psychological abuse
 - Sexual abuse or exploitation
 - Neglect
 - Bullying and peer-on-peer abuse
 - Grooming (including online grooming)
 - Child sexual exploitation
 - Radicalisation or extremist influence
 - Domestic abuse
 - Discriminatory abuse
 - Online harm or inappropriate digital contact
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6. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Knaves Theatre Company Ltd appoints a Designated Safeguarding Lead responsible for:

- Receiving and managing safeguarding concerns
- Liaising with statutory agencies
- Maintaining secure safeguarding records
- Ensuring staff and volunteers receive appropriate safeguarding training

Designated Safeguarding Lead:

Jason Thomas

Email: jason@knaves.co.uk

Telephone: 07961 339875

All Staff and Volunteers

All staff and volunteers must:

- Be alert to safeguarding concerns
- Follow this policy at all times
- Report concerns immediately
- Maintain appropriate professional boundaries

7. Reporting Safeguarding Concerns

If you are concerned about a child or adult at risk:

1. **Report immediately** to the Designated Safeguarding Lead
2. **Record the concern in writing** as soon as possible and within 24 hours
3. **Do not investigate** or promise confidentiality
4. If there is **immediate danger**, contact the police on **999**

The DSL will decide whether the concern should be referred to Children's Services, Adult Social Care or the police.

8. Local Authority Safeguarding (London Borough of Barnet)

Where safeguarding concerns require escalation, Knaves Theatre Company Ltd will contact:

Barnet Multi-Agency Safeguarding Hub (MASH)

Telephone: 020 8359 4066

Email: mash@barnet.gov.uk

9. Safer Recruitment

Knives Theatre Company Ltd operates safer recruitment practices, including:

- Enhanced DBS checks where required
 - Identity and reference checks
 - Interview and probationary periods
 - Safeguarding awareness as part of induction
 - Clear codes of conduct for staff and volunteers
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10. Code of Conduct

All staff and volunteers must:

- Treat all participants with respect and dignity
 - Avoid being alone with a child where possible
 - Maintain appropriate physical and professional boundaries
 - Never engage in inappropriate communication (online or offline)
 - Use social media responsibly and professionally
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11. Online Safety and Social Media

We recognise that safeguarding extends to online and digital environments.

- Staff must use only approved platforms for communication
 - Staff must not engage with pupils via personal social media
 - Communication with students aged 16+ may occur by email only, with parents copied in
 - Any online safeguarding concerns must be reported immediately
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12. Photography, Filming and Publicity

Written parental consent is obtained before photographing or filming children through acceptance of Knives Theatre Company Ltd Terms and Conditions.

Images are:

- Used only for agreed purposes
 - Stored securely
 - Never used inappropriately or without consent
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13. Confidentiality and Record Keeping

Safeguarding information is:

- Recorded factually and accurately
 - Stored securely
 - Shared only on a need-to-know basis
 - Managed in line with UK GDPR and safeguarding law
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14. Training

- All staff and volunteers receive safeguarding awareness training
 - Training is refreshed regularly
 - The DSL undertakes enhanced safeguarding training at least every two years
 - First Aid provision is maintained at all activities
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15. Whistleblowing

Anyone concerned about unsafe or inappropriate conduct by staff or volunteers must report this immediately to the DSL or senior leadership.

All concerns raised in good faith will be taken seriously and handled appropriately.

16. Policy Review

This policy is reviewed **annually** and updated in line with changes to legislation or guidance.

Signed:

Jason Thomas
Designated Safeguarding Lead

Date: 5 January 2026