Half Moon Young People's Theatre
Safeguarding Statement

It is the general policy of Half Moon that every reasonable precaution will be taken to ensure the safeguarding of all children, young people and adults of all ages including those with SEND (Special Educational Needs and Disability) within our care, whether as participants within any of our programmes of work, or whilst visiting Half Moon's premises.
As a provider of activities specifically designed for children and young people, Half Moon recognises its responsibility to promote safeguarding and welfare across all areas of the organisation's work. This includes activities delivered by both core and freelance staff, whether in person or at external venues. The welfare and wellbeing[1] of children and adults is paramount.

- A child is defined as anyone under the age of 18.
- An adult at risk is someone aged 18 or over who needs care and support and may be unable to protect themselves from abuse or neglect due to those needs.

Safeguarding at Half Moon goes beyond just protecting children and adults at risk. It extends to all beneficiaries, staff, volunteers, and anyone involved in or coming into contact with the charity's activities. Adult safeguarding involves protecting their right to live safely, free from harm.
This policy also recognises the transition from childhood to adulthood, ensuring continuous safeguarding support during this period, particularly for those with SEND or other vulnerabilities.

Half Moon defines safeguarding and promoting the welfare of children and adults at risk of abuse or neglect as:

- protection from maltreatment;
- prevention of any impairment of health or development;
- ensuring that they live in circumstances consistent with the provision of safe and effective care;
- action to enable everyone to have the best outcomes.

This policy refers to the safeguarding of all children, young people and adults. This includes children and young people between the ages of 0 and 18 and extends to include adults at risk of abuse or neglect, up to the age of 25, who may be in need of community care services and/or may be unable to take care of themselves, or unable to protect themselves from significant harm or exploitation due to their needs.

- Half Moon believes that the promotion of safeguarding within all areas of the company's work is integral to the core of our company ethos.
- Half Moon clearly communicates to all staff that it is the responsibility of every adult who is working for the company to prevent the physical, sexual or emotional abuse (including online grooming), neglect, or radicalisation of children, young people and at risk adults up to the age of 25 with SEND and to report any suspected or actual abuse or radicalisation that comes to their attention.
- Half Moon regards any breach of its Safeguarding Policy as misconduct and appropriate disciplinary action will be taken against any employee who is deemed to have breached this policy.

- This policy is informed by the following documents:

[1] Wellbeing (Care Act 2014): Wellbeing refers to a person's overall quality of life, including dignity, health, safety, independence, relationships, and participation in society.

- 'Working Together to Safeguard Children' guidance, DfE (2018) [updated 2023];
- 'Keeping Children Safe in Education' guidance, DfE (2024);
- What to do if You're Worried a Child is Being Abused, DfE (2015);
- 'Work-Related Learning and the Law' guidance, DfES (2006);
- 'Threshold Document: Continuum of Help and Support', London Safeguarding Children Partnership (2023);
- Children Acts 1989 and 2004;
- Children and Families Act 2014;
- Children and Social Work Act 2017;
- Sexual Offences Act 2003 [updated 2023];
- Female Genital Mutilation Act 2003 amended by the Serious Crime Act 2015;
- Data Protection Act 2018 and General Data Protection Regulation (GDPR);
- Protection of Freedoms Act 2012 [incorporating Surveillance Camera Code of Practice 2022];
- Human Rights Act 1998;
- United Nation's Convention on the Rights of the Child;
- Criminal Justice and Court Services Act 2000;
- Protection of Children Act 1999 [amended 2010];
- Rehabilitation of Offenders Act 1974 [amended 2023];
- Disqualification under the Childcare Act 2006 [updated 2013];
- Safeguarding At risk Groups Act 2006;
- Guidance provided by Tower Hamlets Safeguarding Children Partnership;
- Care Act 2014

- This policy is informed as appropriate by training undertaken by the Designated Safeguarding Lead (DSL), the Deputy Designated Safeguarding Lead (DDSL), the Director of the company and the Named Safeguarding Trustee.

Where we receive information about other organisations that suggests practice which puts at risk children or adult participants at risk, we will assess the information to the same standard we would apply to our own activity and where necessary inform the police or the Duty Social Worker of the appropriate Local Authority. In the interest of best safeguarding practice, if appropriate and safe to do so, we will inform the safeguarding team of the other organisation, this may be a sensitive matter and will need the approval of the person who shared that information.

It is the responsibility of all Half Moon staff to remain vigilant and alert with regards to safeguarding issues. It is the responsibility of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL), in conjunction with the Director of safeguarding , to assess, update and implement any changes in the policy and communicate these changes to all employees of Half Moon. Such changes will need to be ratified by the Council of Management. The Council of Management includes members with specific safeguarding expertise who are able to offer advice and support regarding safeguarding. One will take on the role of the Named Safeguarding Trustee.

The Safeguarding Statement and Safeguarding Policy and Procedures are living documents and are subject to revision where necessary at any time outside of the agreed review timeframe. A formal review and update will take place on an annual basis.

Half Moon Young People's Theatre
Safeguarding Policy and Procedures

Half Moon provides participatory performing arts activities for young people aged 0-18 and adults up to the age of 25 with SEND. These activities take place at Half Moon and in school and community settings. Some activities also take place online.
(See Appendix One for Half Moon's 'Statement on Virtual Engagement').

Half Moon's safeguarding policy is the same for children and young people up to the age of 18 and adults up to the age of 25 with SEND. Safeguarding procedures will vary for an adult up to the age of 25 with SEND when a safeguarding issue relates to their position as an adult in relation to others under the age of 18 in their group.

Key Safeguarding Contacts

The Joint CEOs and the Council of Management have ultimate responsibility for Safeguarding and delegate on a day-to-day basis to the following personnel

Named Safeguarding Trustee
TBC

Designated Safeguarding Lead (DSL)
Androulla Constantinou – Head of Creative Learning
020 7709 8908
androulla@halfmoon.org.uk

Deputy Designated Safeguarding Lead (DDSL)
Lydia Hallam – Creative Learning Administrator
020 7709 8906
lydia@halfmoon.org.uk

(Acts as DSL when the DSL is unavailable)

Additional Safeguarding Contact
Louise Allen – CEO/Executive Director (Referred to as Director)
020 7709 8903
louise@halfmoon.org.uk

Responding to abuse

1. What is Abuse?

(See Appendix Two for a detailed summary)

1.1 Physical abuse - Physical injury, such as to cause bruising or burn marks through physical contact, scarring or biting a child.

1.2 Emotional abuse - Persistent or severe emotional ill-treatment, such as threats, taunts, rejection, 'scapegoating' or verbal attacks, which can severely damage behaviour and emotional development.

1.3 Sexual abuse - Involving a child in sexual activities, either directly or indirectly.

1.4 Neglect - Severe and persistent neglect, such as deprivation of food, clothing, warmth and medical care or ignoring medical, physical or emotional care needs.

1.5 Female Genital Mutilation (FGM) - Partial or total removal of external female genitalia for non-medical reasons. (See Appendix Four for further details)

1.6 Child Sexual Exploitation (CSE) - Coercing, manipulating or deceiving a child into sexual activity in exchange for something the victim needs or wants.

1.7 Harmful Sexual Behaviour - Using sexually explicit language, engaging in inappropriate touching; using sexual violence or threats.

1.8 Technology Assisted Harmful Sexual Behaviour – Using pornography (and exposing other children and young people to this), sharing sexual, naked or semi-naked images ('nudes' or 'semi-nudes') or videos of themselves or others ('youth-produced sexual imagery'), sending sexually explicit messages ('sexting').

1.9 Bullying and Cyberbullying - Persistent behaviour that hurts someone else, such as verbal and non-verbal abuse, emotional and physical abuse, exclusion, control and manipulation. When bullying takes place online it can involve social networks, games and mobile devices.

1.10 Child Trafficking (and modern slavery) - Recruiting and moving children/at risk adults for exploitation, either into the UK from overseas, or from one part of the UK to another.

1.11 Child Criminal Exploitation – Recruiting and/or coercing children/at risk adults to undertake criminal acts or instructing children/at risk adults to force others to work on behalf of others for their illegal gain.

1.12 Other – Staff should be aware of the following safeguarding issues.

- Child abduction and community safety incidents
- Domestic abuse
- So called honour based abuse
- Serious Youth Violence
- Forced Marriage

1.13 The Definition of 'harm' - Those who do not fit the above categories may also be at risk of significant harm. This could, for example, be in a situation where another child in the household has been harmed, or the household contains a known abuser.

The *Protection of Children Act 1999* explains that 'harm' has the same meaning as in section 31 of the Children's Act (1989) [amended 2010]:

'*ill treatment or the impairment of health or development*';

'*development*' means physical, intellectual, emotional, social or behavioural development;

'*health*' means physical or mental health; and

'*ill treatment*' includes sexual abuse and forms of ill-treatment which are not physical.

In addition, Section 120 of the Adoption and Children Act 2002 amends the Children Act 1989 by expanding the definition of 'harm' to include witnessing domestic violence.

Abuse can take place in a number of different settings. The following are some examples:

- Most commonly where the child/young person knows the individual(s) and trusts them. This can be a parent, carer, babysitter, sibling, relative, or friend of the child/young person or the family.
- The abuser is sometimes someone in authority such as a teacher, youth leader or children's worker.
- The abuser is sometimes a paedophile, or other person who sets out to join organisations to obtain access to children/young people.
- Abuse can also take place between children and young people, referenced as 'child-on-child' or peer-on-peer.
- All abuse can take place in person or online.

1.14 The definition of 'radicalisation' and 'extremism' - Exposing a child/young person to extremist and radical ideology which may lead the child/young person to support or partake in an act of discrimination or violence. Radicalisation can be compared to grooming for sexual exploitation. (See Appendix Five for further details).

Adult Safeguarding: Categories of Abuse and Neglect

As defined by the **Care Act 2014**, the following are the ten categories of abuse and neglect relevant to adults with care and support needs:

- **Physical Abuse**
- **Domestic Violence or Abuse**
- **Sexual Abuse**
- **Psychological or Emotional Abuse**
- **Financial or Material Abuse**
- **Modern Slavery**
- **Discriminatory Abuse**
- **Organisational or Institutional Abuse**
- **Neglect and Acts of Omission**
- **Self-Neglect**

What to do and who to inform if abuse is alleged or a safeguarding concern is raised?

2. What to do if you suspect that abuse has occurred?

Half Moon adheres to the guidelines set out in the *'Working Together to Safeguard Children' guidance, DfE (2018) [updated 2013]*
(See Appendix Three for further details on the signs of abuse).

2.1 It is the responsibility of anyone working for Half Moon to act on any concerns of suspected abuse. Concerns should be reported as soon as possible to the Designated Safeguarding Lead (DSL) in conjunction with the Director, who is required by the Council of Management to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. If concerns are noted during work in schools or community settings, following consultation with the Head of Creative Learning as Half Moon DSL, a report should be made to the DSL in the school or community setting and recorded as appropriate.

If concerns are raised at Half Moon, the Designated Safeguarding Lead (DSL) has a duty of care to ensure all young people and adults are supported and safe. This may include contacting external services, such as schools or social services. In such cases, we will act in accordance with our privacy policy and always in the best interests of the person. All actions and decisions will be documented in line with the definition of safeguarding, and the sharing of information will depend on whether doing so would compromise the safeguarding process.

2.2 If the allegations or suspicions involve any member of Half Moon's staff team, trustees, freelance pool or volunteers, then the report should be made to the Local Authority Designated Officer (LADO) and the safeguarding trustee who is mandated to undertake this role on behalf of the Trustees. The LADO should be contacted when there are allegations made by children, peers or caregivers. against people who work or volunteer with children.

Where concerns relate to the contact of an adult in a position of trust towards another adult, the matter will be referred through the appropriate PiPoT (Person in Positions of Trust) procedures in line with local authority guidance. Details of how to contact the safeguarding trustee can be obtained from any other member of Half Moon core staff and is included in staff policies

2.3 If the suspicions in any way implicate both the Vice-Chair and a member of Half Moon's senior staff team, then the report should be made to another member of the Council of Management.

2.4 Where any form of abuse is suspected the DSL and in consultation with the Director and following agreed policy and procedures, they and any other staff member including the person who received the concern will not speak to the parents/carers, as this may make the task of investigation by Police or Social Services more difficult, especially in the case of suspected sexual abuse.

3. Allegations of neglect, physical or emotional abuse

If the child or adult shares information about alleged abuse, the DSL, in conjunction with the Director, and in consultation with the staff member who received the concern, will contact the appropriate agency, e.g. social services, or the school if it is on school premises. Social services will advise the DSL if the parents/carers should be informed.

3.1 Where emergency medical attention is necessary, this must be sought immediately. The DSL in conjunction with the Director, will inform the doctor of any suspicions of abuse.

3.2 Where there are suspicions of neglect or abuse, consideration should be given to referring the matter to the Early Help Hub (for families who would benefit from some additional support to manage a difficult situation), the Tower Hamlets MAST (Multi Agency Safeguarding Team) and the Tower Hamlets Assessment and Intervention Team (for adults up to the age of 25 with SEND). If the DSL, in conjunction with the Director, is unsure whether or not to refer a case to MAST, then they can always contact the MAST for advice, or to discuss the case in confidence.

4. Allegation of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL in conjunction with the Director, will contact the MAST (for children or adults) or the Police Child Abuse Investigation Teams directly. The DSL, and in consultation with the Director and following agreed policy and procedures, they and any other staff member including the person who made the allegations will not speak to the parent/carer or anyone else directly, as there is always a possibility that the parent/carer could be involved. If named people are innocent, talking to them before contacting the authorities may make it more difficult for them to be cleared.

4.1 If sexual abuse has occurred in the immediate past, or very recently, then contact the police immediately and make this clear to them. If the allegations concern events which have taken place previously, then the Police or MAST must be informed at the earliest opportunity.

4.2 Under no circumstances must the DSL, or the Director, attempt to carry out any investigation into allegations or suspicions of sexual abuse. The role for the DSL, in conjunction with the Director, is to collect and clarify the precise details of the allegation or suspicion and to provide this information to MAST, whose task it is to investigate the matter under Section 47 of the Children Act (1989).

4.3 Whilst allegations or suspicions of sexual abuse will normally be reported to the DSL or the Director, the absence of the DSL, Deputy Designated Safeguarding Lead (DDSL) or the Director should not delay referral to MAST.

4.4 Should there be any disagreement between the person in receipt of the allegation or suspicion and the DSL or the Director, as to the appropriateness of the referral to MAST, that person retains a responsibility as a member of the public to report serious matters to MAST and should do so without hesitation.

4.5 Should there be any concern by the person in receipt of the allegation or suspicion as to inaction by the DSL or the Director, that person retains a responsibility to escalate the matter to MAST without hesitation.

4.6 The Council of Management will support the DSL and the Director in this role, through the Vice-Chair, the Named Safeguarding Trustee and any other appropriate Trustees, and accept that any information they may from time-to-time have in their possession will be shared in a strictly limited way, on a need-to-know basis.

5. Suspicions of susceptibility to, or involvement in, extremism

These guidelines are based on the Home Office Prevent Strategy, as advised by the London Borough of Tower Hamlets.

Home Office Prevent Strategy: 'Safeguarding at risk people from radicalisation is no different to safeguarding them from other forms of harm'. All allegations or suspicions should therefore be reported to the DSL or the Director, in the same way as other forms of harm (as listed above). The DSL or the Director can expedite all suspicions of extremism or radicalisation straight to the Tower Hamlets Social Inclusion Panel.

Further details on how susceptibility to extremism are below to help staff understand this growing phenomenon:

Why might a young person be drawn towards extremist ideology?

- Answers to questions about identity, faith and belonging
- Desire for 'adventure' and excitement; self-esteem or 'street cred'
- Identification with a charismatic individual/group which offers identity, social network and support
- Fuelled by a sense of grievance, triggered by personal experiences of racism or discrimination.

Early indicators may include:

- Showing sympathy for extremist causes and extremist groups;
- Glorifying violence;
- Evidence of possessing illegal or extremist literature (online or print);
- Out of character changes in dress, behaviour and peer relationships;
- Secretive behaviour.

(See Appendix Five for further details of the indicators of vulnerability to radicalisation)

Mental Health Disclosures

If a child, young person, or adult shares information about their mental health or emotional wellbeing, staff and volunteers should respond in a calm, supportive, and non-judgemental manner, following steps in line with a safeguarding concern.

The concern should be recorded and reported to the organisation's Designated Safeguarding Lead (DSL) in line with the safeguarding reporting procedure, or the DDSL (also mental health first aider). The DSL will consider the level of risk and decide further action is required, which may include contacting parents or carers (where appropriate), signposting to appropriate support services, or making a referral to relevant services.

If a person is believed to be at immediate risk of harm to themselves or others, staff or volunteers should follow emergency procedures and seek urgent help from appropriate services.

All disclosures should be handled sensitively, respecting the individual's dignity and privacy while prioritising their safety and wellbeing.

Appointing Staff

6) Appointment of core and freelance staff and Council of Management (and other volunteers)

The following procedures are designed to promote the effectiveness of work and to protect children, young people, staff and defacto volunteers, for full guidelines please refer to the paper: Employment Code of Practice with regards to DBS Certification Procedures, and guidance given in the Employment Code of Practice with regards to DBS Checks Procedures incorporating Policy Statement on the Recruitment of Ex-offenders. It is expected that all core and freelance staff and Council of Management (and other volunteers) will have an Enhanced DBS certification (including at risk adults where necessary) issued within three years. On-going renewable or an application for such certification is expected.

6.1 Appointing core and freelance staff and Council of Management (and other volunteers) - Prospective individuals will be subject to the following procedures:

- Completion of an application process requesting basic details and experience of working with children and young people (and, where necessary, at risk adults up to the age of 25 with SEND);
- Provision of details of two referees;
- Photographic evidence of identity;
- Details of any 'spent' convictions under the Rehabilitation of Offenders Act (1974)*;

- Permission that, prior to any direct work with children and young people, an Enhanced DBS Check for Children (and at risk Adults where necessary) will be carried out or a previously issued DBS Check (less than three years old) seen. (Disclosure of a criminal record may not in itself prevent appointments as the nature of any offence is considered.)
- Half Moon reserves the right to conduct an online search of shortlisted candidates and will include fair warning of this in all application packs (see Employment Code of Practice for more information).

* Note an amendment to this Act effective 28 October 2023 (see Employment Code of Practice with regards to DBS Checks Procedures incorporating Policy Statement on the Recruitment of Ex-offenders)

6.2 Criteria for not appointing staff - Responsibilities towards the children and young people with whom Half Moon works means that on occasions it will be necessary to exclude people from working for Half Moon. This will happen where it is known that the individual has a criminal record for certain offences which are considered incompatible with Half Moon's practices, for example, offences relating to children or at risk adults, or aggressive or sexual behaviour. Half Moon recognises that Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence punishable by imprisonment for anyone either convicted of a Schedule Four Offence or registered on List 99 to apply for work with children and young people under the age of 18 or adults at risk of abuse or neglect. It is also an offence for an organisation like Half Moon to knowingly offer employment that involves regular contact with children/young people or adults at risk of abuse or neglect to such individuals. Specified offences cited include murder or manslaughter, rape, grievous bodily harm and specific sexual offences involving children or adults at risk of abuse or neglect.

6.3 Applicants will not be appointed where an unsatisfactory reference is received.

6.4 Where a criminal record is disclosed, relating to other types of offences, this will be considered by the DSL and/or the Director in confidence, together with other relevant background information, for a decision to be made to appoint or not.

Note: in the case of recruitment to the Council of Management, this process will be in line with the above guidelines with reference to the paper: *Procedures for the Recruitment and Appointment of Trustees to the Council of Management*.

Establishing good working practice

7. Boundaries and good practice

All core and freelance staff are responsible for establishing and maintaining appropriate boundaries and good practice. Half Moon will encourage its entire staff to demonstrate exemplary practice, both to provide a safe and positive working environment and to avoid and protect them from false allegations. On employment, all Half Moon staff will be issued with the company's Code of Conduct (see Appendix Six), which clearly outlines the company's expectations. It is the practice of Half Moon to always ensure staff engaging directly with children, young people and adults up to the age of 25 with SEND should never work alone. This, like other safeguarding practices, mitigates against the potential of abuse by persons in positions of power who may use their position to the detriment of the health and well-being of those who are dependent for care or who they are working with.

Half Moon is committed to the ongoing training and appropriate line management/supervision of staff with regards to safeguarding and behaviour when working with children, young people and at risk adults up to the age of 25 with SEND.

The DSL and DDSL both attend specific training for their roles every two years and must each attend an additional 12 hours of top-up training within the two-year period (as stipulated by the Tower Hamlets Safeguarding Children Partnership). Company-wide training is offered to the Council of Management, core and freelance staff regularly, as appropriate. This training is delivered by the DSL or the Named Safeguarding Trustee. All staff and Trustees must read an Induction Pack before they start their role and attend a scheduled safeguarding training session following their start date or within an appropriate timeframe.

7.1 Risk assessment, management and conduct within the physical environment - Risk Assessment is an essential part of planning any Half Moon project and will always cover risks in relation to the protection and safeguarding of children, young people and adults up to the age of 25 with SEND. Any such risks will be monitored and managed throughout the project by the DSL, in conjunction with the Director.

Core and freelance staff should always work in an open environment and avoid unobserved situations, particularly outside of the professional space (e.g. toilets or changing rooms).

7.2 Physical contact - Core and freelance staff should keep any physical contact public and visible and should be aware of an appropriate context regarding physical contact, e.g. handshakes and 'high-fives' would be appropriate, however, a hug in the context of a group is very different from a hug behind closed doors. Touch should be related to a child or young person's needs, not that of the staff. Touch should be age appropriate and generally be initiated by the child or young person, rather than the staff.

Any form of physical response to misbehaviour is unlawful, unless it is by way of restraint. On those occasions when it proves necessary for staff to restrain a child/young person or adult up to the age of 25 with SEND physically to prevent them from inflicting injury to others, or damage to property, only the minimum force necessary should be used. Staff should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague, if necessary.

7.3. Restraint - Restraint occurs whenever a member of staff, using intentional force, physically restricts the movement of a child, young person or adult up to the age of 25 with SEND against their will. This may mean restraining the child/young person or moving them by physical means. If a member of staff needs to restrain a child/young person, there should always be another member of staff present.

Restraint can be:
1) Partial - restricting and preventing particular movements.
2) Total: as in the case of immobilisation.

Partial Restraint covers a wide range of techniques which can be applied in degrees to meet particular circumstances. It may involve:

- Physically moving a child/young person from a situation where there is an imminent risk of a violent incident and where the child/young person has refused to respond to a reasonable verbal request;
- Holding a child/young person to restrict their movements;
- Retaining a child/young person in a confined area in order to prevent individuals or property being damaged.

Total Restraint is where a child/young person is held in such a way which prevents them from moving. This could mean a child/young person being held on the floor. This is an extreme form of restraint and would be used only when an assault was being thought a serious risk to others.

7.4 Intimate care - Intimate care is any personal care that most people usually carry out for themselves but some people may be unable to do so because of an impairment or disability. Children, young people or adults up to the age of 25 with SEND might require help with eating, drinking, washing, dressing, toileting and dealing with menstruation.

Half Moon has a procedure in place with regard to the provision of intimate care. This procedure highlights three guiding principles which underpin the provision of intimate care for children, young people and adults up to the age of 25 with disabilities:

1) The exchange between all those involved in any intimate care procedures must be one of mutual respect;
2) Every plan supporting intimate care must demonstrate how the child/young person can be enabled to develop their autonomy;
3) The number of staff engaged in the care should only reflect the minimum needed to perform the task safely and respectfully. Each situation should reflect both the safety and vulnerability of the child/young person and staff.

Half Moon is committed to ensuring that all staff responsible for the intimate care of children/young people will undertake their duties in a professional manner at all times. Half Moon recognises that there is a need to treat all children/young people with respect when intimate care is given. No child or young person should be attended to in a way that causes distress, embarrassment or pain. Reference should be made to Half Moon's published guidelines: *Advice and Guidance for Staff and Volunteers Providing Intimate Care for Children and Young People with Disabilities*

7.5 Interpersonal interaction - Staff should treat all children equally, with dignity and respect and consider attitude, language used and actions taken. Balanced and empowering relationships between staff and children should be built on a basis of mutual trust and respect. Children should be actively encouraged to share in the decision-making processes. An environment of positive and constructive criticism should be nurtured and developed.

Staff should avoid any personal (i.e. non-professional) contact with children, including the exchange of personal contact details, including online and social networking. Primary contact should be made with parents/carers, rather than children/young people.

Under no circumstances should children/young people be invited to a staff member's home. In the event of a child/young person arriving uninvited to a staff member's home, the child/young person should not be allowed to stay or be invited inside. It is recommended that staff accompany the child/young person to a safe, public place and inform their line manager of the event.

7.6 Venues and Transport - If a member of staff arranges an activity with a child or young person outside the usual group time, this must be with knowledge and consent of their line manager, in the first instance, and the Director, if appropriate, as well as that of the parent/carer. Parental consent will be obtained for all organised activities and outings, which are outside the usual group times. Arrangements for transporting children and young people must also be with the knowledge of the nominated person and with parent/carer approval. Transport or activities should not be arranged to leave from, or take place in a staff member's home.

Due to the nature of Half Moon's work, assisted transport to and from Half Moon is sometimes arranged for children, young people and adults up to the age of 25 with SEND. This transport is always arranged by the DSL with the prior permission of the parents/carers. A member of Half Moon's staff will always accompany the child/young person or group of children/young people, alongside the driver of the vehicle (Tower Hamlets Community Transport or accessible taxi, for instance). For practical reasons, staff members who accompany children/young people on transport will have the mobile phone number of parents/carers. The staff member will only use

these numbers to make contact with the parents/carers in relation to the arrival times of the transport. No staff member should use these numbers to make contact with the parents/carers outside of these times. Parents/carers are informed that if a staff member uses their number outside of these times they must inform Half Moon. If any parent/carer uses the staff member's number outside of these times the member of staff must cancel the call and inform the DSL that the parent/carer has attempted to contact them.

7.7 Photography and Filming - Permission in writing for photography and/or videoing should be sought in advance from parents/carers. For example, Half Moon ensures that all new and existing Youth Theatre members complete a registration form, which includes a section where parents sign if they consent to their son/daughter being filmed and photographed during Youth Theatre sessions. For other arts activity it is the staff member's responsibility to ensure the host organisation is made aware of the need to obtain written permission from the parents/carers. As a general rule staff should not take photos of children and young people on their mobile phones or personal devices. Occasionally, for the purposes of evaluation, monitoring, reporting or safeguarding reasons, core staff may take photos on their mobile phones or personal devices. Information captured would be removed from such devices at the earliest opportunity and stored using normal procedures.

8. Making a barring referral to the DBS

As an employer working with children and young people and adults at risk of abuse or neglect, Half Moon has a legal responsibility to make a barring referral to the Disclosure and Barring Service (DBS) if there are concerns that a member of staff may have harmed a child/young person or adult at risk of abuse or neglect or put a child/young person or put an adult at risk of abuse or neglect at risk of harm. Any such referral will be made by the DSL in conjunction with the Director within three months of an initial concern about the member of staff having been raised. Further guidance on the conduct, which would satisfy the harm test in relation to making a barring referral, can be found on the DBS website.

Guidelines for communication with a child or young person who alleges any form of abuse

- Always stop and listen straight away, reacting calmly and responding slowly and concisely.
- If you can, write brief notes of what they are telling you whilst the conversation takes place.
- Clearly explain that as a member of Half Moon's staff team you cannot promise to 'keep a secret', but that you will only communicate with the appropriate people who need to know.
- Don't ask leading questions that might give your own ideas of what might have happened. Don't interrupt the child/young person while they are explaining.
- Reassure the child/young person that they have done the right thing in telling someone.
- If you have difficulty in understanding the child/young person's communication method, reassure them that you will find someone who can help.
- Explain to the child/young person the next steps that you will be taking.
- Make a written record of your interaction using a Concern Form. The designated safeguarding lead ensures all staff have an accessible link to the form. This is audited through termly planning and evaluation meetings

(See Appendix Seven for what to do if a child makes an allegation of abuse on school premises, where a project is taking place as part of curriculum delivery or after-school programmes. See Appendix Eight for a flowchart for responding to a safeguarding concern and Appendix Nine for a flowchart for an allegation.)

Important contact numbers:

In an emergency, you should call 999. If you need to report any other type of crime, call 101.

If concerns regarding the welfare of a child/young person or adult up to the age of 25 with SEND come to light, and it is unclear if they should be referred to the MAST, the DSL or Director of Half Moon should contact the **designated Child Protection Advice Line for Tower Hamlets** as an alternative to the MAST. These numbers are relevant for people living in Tower Hamlets. If the child or adult lives outside Tower Hamlets, the relevant services/ authorities will be contacted.

Multi-Agency Safeguarding Team (MAST) Tel: 020 7364 5006, option 3
Monday to Friday, 9am to 5pm Extensions: 5606/5601/5358/7796

Children Social Care Out of Hours Team Tel: 020 7364 4079
Weekdays after 5pm and Weekends

Tower Hamlets Child Protection Advice Line Tel: 020 7364 3444
Monday to Friday from 9am to 5pm (except on public holidays)

Social Inclusion Panel (SIP) Tel: 020 7364 1965
(for concerns regarding suspicions of extremism or radicalisation)
Monday to Friday from 8.30am to 5.30pm (except on public holidays)

Early Help Hub Tel: 020 7364 5006, option 2
Monday to Friday from 9am to 5pm (except on public holidays)

Tower Hamlets Local Authority Designated Officer (LADO) Tel: 020 7364 0677 / 5290
Monday to Friday from 9am to 5pm (except on public holidays) Mob: 07903 238 827

Tower Hamlets Tel: 0300 303 60 Adult Safeguarding Board and PiPot)
Monday to Friday, 9am to 5pm
Out of hours, including weekends *Tel: 0207 364 4079*

Other useful numbers:

NSPCC (Help line) Tel: 0800 800 5000

Police Child Abuse Investigation Team Tel: 020 8217 6484

Childline Tel: 0800 1111

Action on Elder Abuse Tel: 08088 088 141

National Domestic Abuse Helpline Tel: 0808 2000 247

End.

Date of Last Review: 08/2026
Date of Next Review: 08/2027

Created: 01/2007
Revisions: 06/2009, 02/2010, 07/2011, 07/2012, 07/2013/ 07/2014, 07/2015, 07/2017, 06/2019, 05/2020, 07/2021, 07/2022, 09/2023, 07/2023

Appendix One:
Virtual Engagement

Half Moon's Statement on Virtual Engagement
Half Moon places an emphasis on engaging audiences, participants and artists who often feel excluded from arts activity, such as those from Black, Asian and Minority Ethnic communities, Deaf and disabled people, those who are neurodiverse or affected by mental health conditions, or those excluded due to socio-economic circumstance. Half Moon is aware that some audiences, participants and artists will not have the same access to the virtual world as others do. Half Moon is an inclusive organisation and endeavours to break down the barriers which prevent people's engagement with the arts. Half Moon will continue to strive to ensure that all audiences, participants and artists can benefit from virtual engagement with the company and will make changes and amendments to this offer to tailor it to those with specific needs wherever possible. This policy is also informed by Half Moon's E-Safety and Cyberbullying Policy which should be read in conjunction with policy and practices that are outlined as follows. This specific policy has been put in place in response to the publication, *Keeping Children Safe in Education guidance, DfE (2024).*

1) Working from Home

When working from home, core staff members will access work emails and Half Moon documents through the Cloud and core staff members sometimes work on Half Moon documents on their personal computers. All files with personal and contact details remain password protected as standard. No young people's details or images will be downloaded or saved on staff personal computers.

- Staff will not share their accounts or log-ins with other members of staff and only log into their own accounts, unless it is necessary for Half Moon to monitor/intercept staff communications in the circumstances defined in the company's Code of Practice for the use of Mail, Social Media & the Internet.
- If young people's images need to be downloaded for photo or video editing they will be deleted from the downloads folder once the edit has taken place and the edited film or photos are uploaded to Half Moon's websites, social media platforms, and image and video hosting websites. The recycling bin on their computer will also be emptied immediately.
- Half Moon freelance staff who need access to creative content including videos will be given links which enable them to watch videos online but not download.
- Core staff will always lock their computer or close documents with sensitive information when they are away from their personal computer or home working space.

2) Communication via telephone

Half Moon has two company mobile phones and these will be used by core staff members to make contact with young people, their families and audience members. The company mobile will be PIN locked to ensure data stored on the phone is not accessible by others.

Any other core staff member who needs to call a young person, a member of their family or audience members from their personal mobile will ensure that they hide their number by dialling 141 before the phone number when they dial.

3) Communication via telephone outside of working hours

The core team or freelance staff will turn off the company mobiles when they are not working. Status messages on WhatsApp, other instant messaging services and Voicemail messages will state that the phones will only be turned on during working hours.

4) Communicating via email

Core and freelance staff will sometimes be required to email young people's personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. Freelance staff must always copy in the DSL or DDSL for transparency. Staff members who have concerns regarding the content of an email that they need to send to or receive from a young person should consult the DSL or DDSL for guidance.

5) Communicating via social media

If a Half Moon core or freelance staff member receives content from a young person, which they believe is inappropriate, they will not forward or delete the content but immediately contact the DSL to report the content. The DSL will follow the safeguarding incident procedure of the company (see main safeguarding policy).

Current organisational accounts are as follows:
Facebook | @halfmoontheatre
Instagram |@halfmoontheatre
Linkedin | Half Moon Young People's Theatre

Moderator for all platforms: Half Moon Communications Manager, Stephen Beeny (stephen@halfmoon.org.uk)

6) Communicating via digital platforms

When conducting digital platform sessions from their homes, Half Moon core and freelance staff will be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

7) Receiving information or concerns online or via a mobile phone

Half Moon recognises that at times, children, young people or adults might share concerns with core or freelance staff members via texts, calls, social media or digital platforms.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the DSL or DDSL, ideally by speaking to them by phone. The DSL/DDSL will follow the procedure below. If the staff member cannot get hold of the DSL/DDSL or the Director, they should also follow this procedure:

- Check with the young person – What is happening? Where are you? The staff member should not attempt to solve the problem.
- Contact the young person's parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response: alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- Write up a Logging a Concern form on the situation within 24hrs to be sent to the DSL.

8) Sharing work online

When sharing work online Half Moon will take the following steps:

- Gain parental/guardian consent for their child to be photographed and videoed;
- Ensure that each young person's surname is not shared in photography or video content;
- Only use images of children in suitable clothing to reduce the risk of inappropriate use;
- Only share content through official accounts.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Half Moon will not share the content.

9) Use of laptops and PCs in the working environment at Half Moon

When young people are required as part of their learning and practical engagement across the programmes to use laptops and PCs ensuring that no harmful or inappropriate content is accessed:

- Usage can only be agreed when an appropriate staff member is present supervising;
- Access is only available via 3 laptops and 1 PC with a dedicated login which only accesses necessary software and virtual access tools (i.e. Word, Excel, Google)

Appendix Two:
What is abuse?

The definitions of abuse outlined below are taken from the 'London Child Protection Procedures' (5th edition) [updated September 2018]

Abuse
A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children. Child abuse can take many forms:

Physical abuse
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child; see Fabricated or Induced Illness Procedure.

Emotional abuse
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003. See Part B1, Practice Guidance.

Neglect
Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

Domestic Abuse
Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic abuse. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic abuse in their peer relationships or in the context of forced marriage.

The Home Office definition of Domestic violence and abuse was updated in May 2018 as:
"Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional."

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Appendix Three:
Signs of Abuse

Physical Signs

- Any injuries, bruises, bites, burns, fractures, etc., which are not consistent with the
- explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls,
- rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately or without
- explanation
- Self-mutilation or self-harm e.g. cutting, slashing, drug abuse

Emotional Signs

- Changes or regression in mood and behaviour particularly where a child withdraws or becomes clinging. Also depression/aggression
- Nervousness/inappropriate fear of particular adults e.g. frozen watchfulness
- Sudden changes in behaviour e.g. under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults e.g. excessive dependence
- Attention-seeking behaviour
- Persistent tiredness
- Wetting or soiling of bed or clothes by an older child

Neglect Signs

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain
- Consistently being left alone and unsupervised
- Absence from sessions for prolonged periods and/or regular repeat occasions without explanation where previously there has been a clear commitment to attend

Sexual Signs

- Any information shared by a child that indicates possible sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of
- adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- Preoccupation with sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares,
- sometimes with overt or veiled sexual connotations
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse

NB: Just because a child exhibits one of the signs, this does not automatically mean that they have been abused. Nevertheless, the presence of one or more of the signs, or their repeated presence, might raise concerns, and should be used as a prompt for discussion with Half Moon's DSL.

Appendix Four:
FGM – Female Genital Mutilation

Half Moon has robust and rigorous safeguarding procedures and takes its child protection responsibilities seriously. Female Genital Mutilation is child abuse and as such is dealt with under Half Moon's Safeguarding policy. All staff are expected to adhere to and follow this policy.

The UK Government advice and guidance on FGM that states: "FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child."

The World Health Organisation definition of FGM:

Definition of FGM:
"Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons."
(World Health Organisation-1997)

FGM is classified into four major types:

1. Clitoridectomy: partial or total removal of the clitoris (a small, sensitive and erectile part of the female genitals).

2. Excision: partial or total removal of the clitoris and the labia minora, with or without excision of the labia majora (the labia are 'the lips' that surround the vagina).

3. Infibulation: narrowing of the vaginal opening through the creation of a covering seal. The seal is formed by cutting and repositioning the inner, or outer, labia, with or without removal of the clitoris.

4. Other: all other harmful procedures to the female genitalia for non-medical purposes, e.g. pricking, piercing, incising, scraping and cauterizing the genital area.

Girls may be at risk during any time of the year. However, there is a possibility that they may be at more risk of FGM during school summer holidays. During this period, families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. FGM is practised in the Middle East and 28 African countries. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However, women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

In order to protect children and young people it is important that key information is known by Half Moon staff.

Indications that FGM has taken place:

- Prolonged absences with noticeable behaviour change – especially after a return from holiday
- A girl may spend longer than normal in the bathroom or toilet due to difficulties urinating
- A girl may spend long periods of time away from the class during the day with bladder or menstrual problems.

Indications that a child may be at risk of FGM:

- The family comes from a community that is known to practise FGM - especially if there are elderly women present.
- In conversation a child may talk about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- Parent/Guardian requests permission for authorised absence for overseas travel or you are aware that absence is required for vaccinations.
- If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Social Care or the Police if appropriate.
- Any girl withdrawn from Personal, Social Health and Citizenship Education may be at risk as a result of her parents wishing to keep her uninformed about her body and rights.

If Half Moon staff have concerns that children in the Tower Hamlets school community are at risk or have been victims of Female Genital Mutilation, then they will refer to Tower Hamlets' Children's Social Care.

This policy will be updated whenever there is a change to any safeguarding legislation or Ofsted inspection practice, or any regulatory body's requirement or recommendation.

Appendix Five:
Indicators of Vulnerability to Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government in the Prevent Strategy as:

"Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."

Extremism is defined by the Crown Prosecution Service as:

"The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts;
- Foster hatred which might lead to inter-community violence in the UK."

There is no such thing as a 'typical extremist': those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Young people may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the young person is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – the young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisation;
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Appendix Six:
Statement of Code of Conduct

The following guidelines are intended to confirm and re-enforce the good practice already employed by all Half Moon core and freelance staff. These guidelines are adapted from the ITC's 'Code of conduct for performers working in schools'. They are designed to highlight safety issues, prepare staff for situations, which may arise when working with young people, and enable them to feel safe, confident and act professionally. The areas covered below relate to all Creative Learning work in and out of a school context.

As a representative of the Half Moon Theatre we ask that, all staff working for us, including in a freelance and short-term capacity follow the guidelines outlined below:

Conduct around the building:

- Keep strictly to the designated smoking areas and remain out of sight of young people when smoking;
- Do not take prohibited drugs or alcohol into any space where young people are working;
- Do not consume alcohol or take prohibited drugs before working with young people;
- Keep all prescribed drugs hidden and out of reach of young people – we can provide a locked space when working at Half Moon and schools traditionally also offer safe staff spaces;
- Ensure that language and conversation is appropriate when talking with or within hearing distance of young people;
- Report any accidents or breakages during the session to your line manager at the Half Moon and if appropriate site-specific staff member.

Conduct with young people:

- Inform your line manager at Half Moon if you become involved in any situation with a young person that concerns you on any level;
- Ensure you are aware of the named First Aider on the premises;
- Report immediately to the named First Aider if a young person in your care has an accident;
- Do not initiate any physical contact with young people. If a young person initiates physical contact (e.g. approaches you for a hug) deflect them where possible (e.g. offer them a hand to shake);
- Only physically restrain a young person if it becomes absolutely essential in order to prevent him/her from inflicting injury to others or damage to him/herself. Any form of physical response to misbehaviour is unlawful unless it is using the minimum force necessary by way of restraint;
- Avoid being left alone with a single young person. If you are alone in a room with a young person, try to ensure that the door is open. It is Half Moon policy to always ensure that two tutors are available to facilitate each session;
- Immediately report to your line manager at Half Moon if you suspect that a young person in your care is being abused in any way. You are obliged to disclose this information by law.

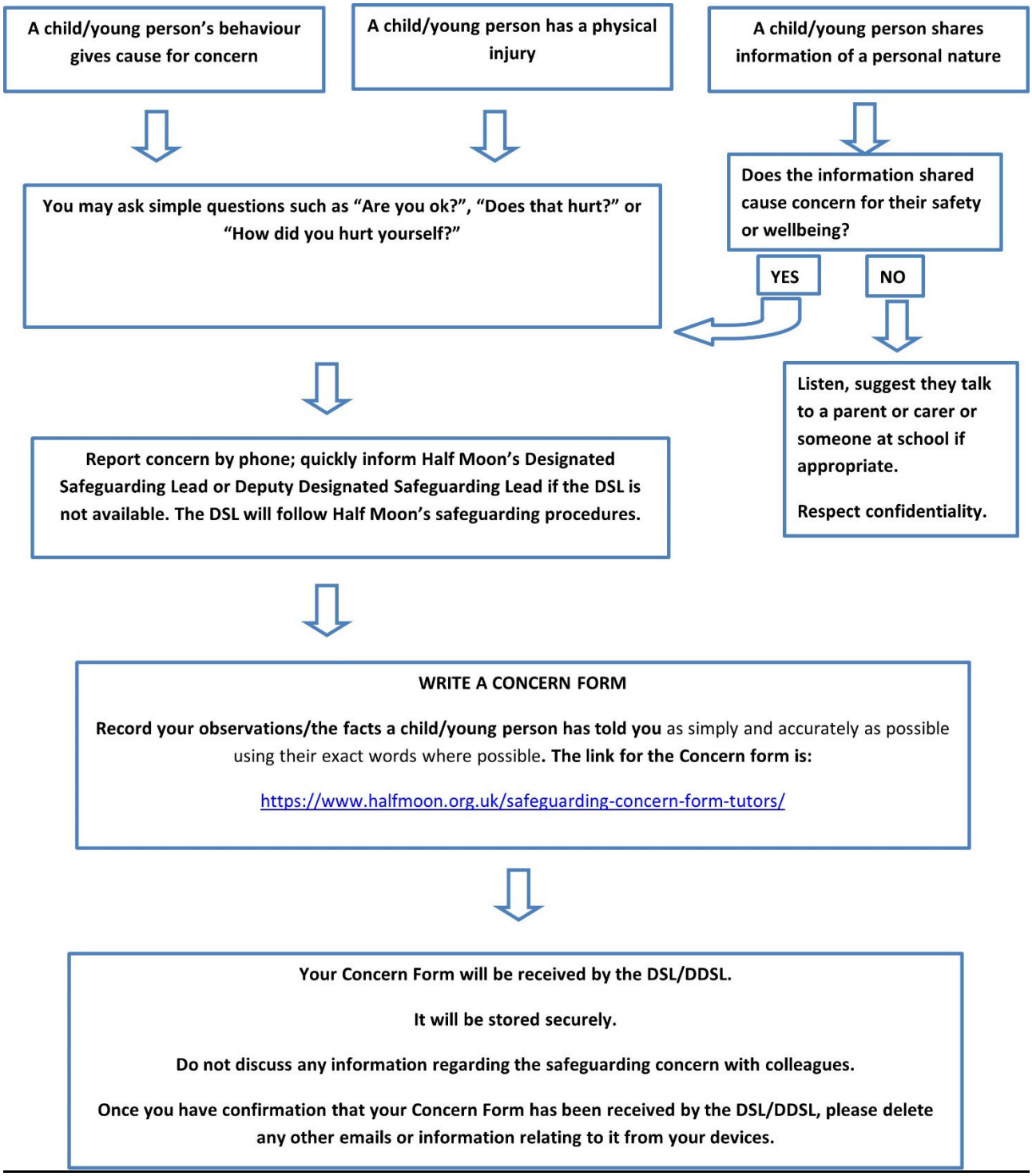
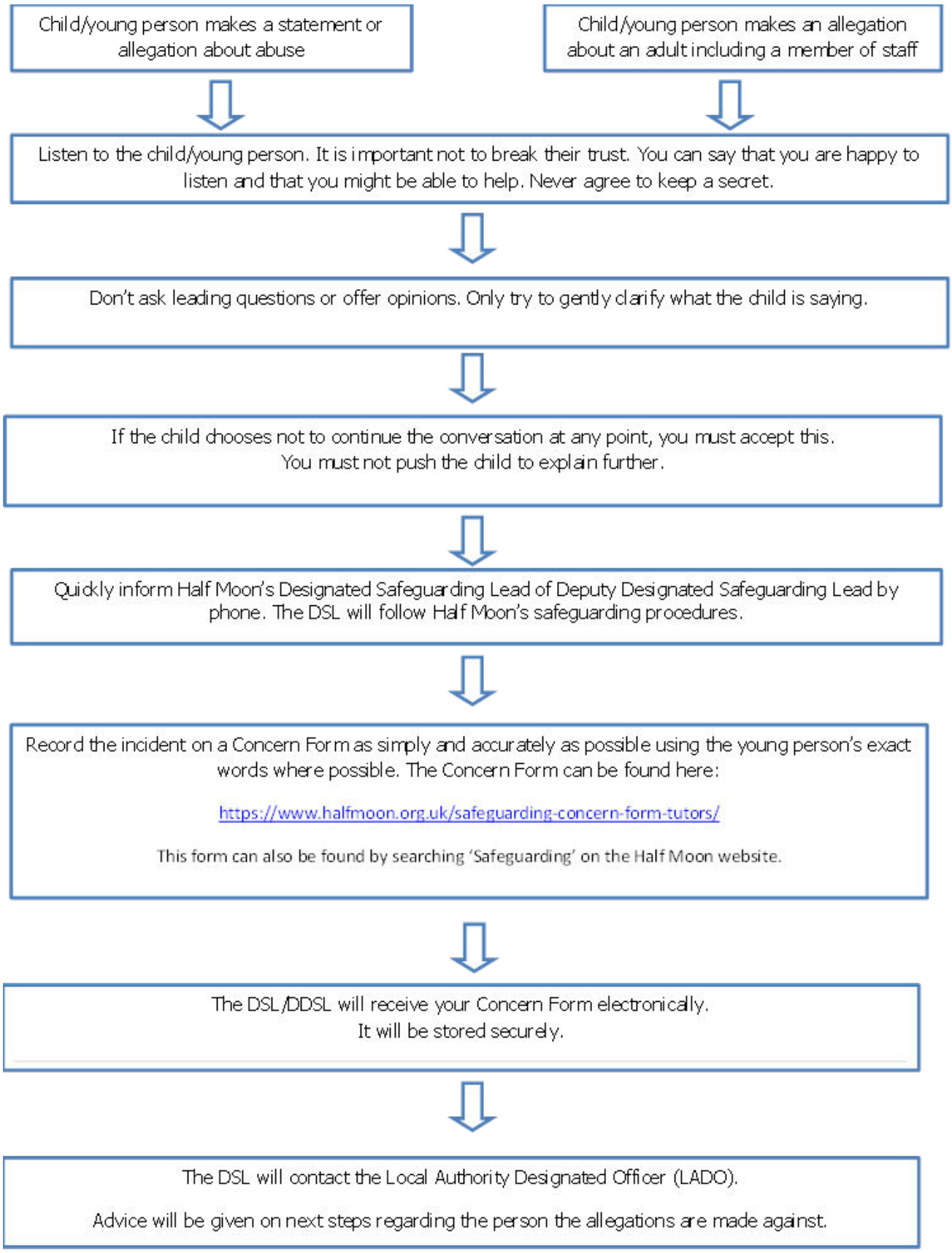
Please refer to Half Moon's Safeguarding Policy for greater clarification and more detailed information.

Appendix Seven:
Reporting safeguarding concerns, suspicions and allegations:
What to do if a child shares information or raises a safeguarding concern on school premises, during the school day

If a child/young person says that they have been abused, either physically, emotionally or sexually, the member of Half Moon core or freelance staff should:

- Always stop and listen straight away, reacting calmly and responding slowly and concisely.
- If you can, write brief notes of what they are telling you whilst the conversation takes place.
- Clearly explain that as a member of Half Moon's staff team you cannot promise to 'keep a secret', but that you will only communicate with the appropriate people who need to know.
- Don't ask leading questions that might give your own ideas of what might have happened. Don't interrupt the child/young person while they are explaining.
- Reassure the child/young person that they have done the right thing in telling someone.
- If you have difficulty in understanding the child's communication method, reassure them that you will find someone who can help.
- Explain to the child/young person the next steps that you will be taking.
- Tell the school's DSL what the child has said the same day, making sure the child is in a safe place with support while you do this.
- Record, in writing on the school's record form, all the details of what was said, using the exact wording used by the child. Do not try to interpret any of the information yourself. Date and sign the record. Give a copy to the school's Designated Safeguarding Lead and a copy to Half Moon's DSL.

Appendix Eight:
Flowchart – Responding to safeguarding concerns



Appendix Nine:
Flowchart - Allegation