THE OLD VIC

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

16 April 2019
Date for Review: 16 April 2020

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Policy Statement
At The Old Vic the welfare of children and vulnerable adults is paramount. We believe that everyone has the right to live free from abuse of any kind. We are also committed to providing a safe and supportive place to work.

A child is any young person under the age of 18 and a vulnerable adult is defined by the Care Act 2014 as an adult who has care and support needs and is experiencing (or being at risk of) abuse or neglect and they are unable to protect themselves because of those needs.

Our Commitment
This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance and applies to those who work for The Old Vic, including trustees, employees, volunteers and consultants and those who work with The Old Vic, including external partners.

It is our responsibility to keep children and vulnerable adults safe and we are committed to protecting children and vulnerable adults in all of our activities, whether they are participating in or observing education, community or other workshops and/or performances or performing on Stage or at another site under The Old Vic’s control.

The Old Vic takes concerns in this area very seriously and is dedicated to ensuring they are acted upon. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For those who work with us, we reserve the right to immediately terminate your contract and, for trustees, to require you to immediately cease being a trustee.

All safeguarding concerns must be reported the safeguarding lead immediately or in their absence the Safeguarding Deputy. All concerns and allegations of abuse will be taken seriously. All staff will receive safeguarding training relevant to their role.

If you have questions about any aspect of this Policy you should speak to:
The Safeguarding Lead (Hannah Fosker), Hannah.fosker@oldvictheatre.com
The Safeguarding Deputy (Nicola Cardillo-Zallo), Nicola.cardillozallo@oldvictheatre.com

The policy below is aimed at
• Guiding those working with children and vulnerable adults on behalf of The Old Vic in their approach to ensure that children and vulnerable adults are protected from all forms of abuse at all times
• Helping relevant staff, freelancers and volunteers to protect themselves from being in situations where they may become vulnerable to allegations being made against them
• Ensuring best conduct and practice is followed at all times when working with children and vulnerable adults

We also have a number of other measures in place to deal with the safeguarding of other groups including staff, volunteers and beneficiaries. These include our Dignity at Work policy, our Whistleblowing policy, our Cultural Statement and The Old Vic’s innovation, the Guardian’s scheme where trained members of staff are available to act as a confidential sounding board for colleagues. Details of these are available by emailing either of the 2 staff members referred to above.

Principles
The guidance given in this policy is based on the following principles:
• Safeguarding and promoting well-being and welfare of children, young and vulnerable adults and protecting their rights to live in safety, free from abuse and neglect, maltreatment;
impairment of health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes

- Valuing, listening to and respecting children and vulnerable young adults and considering their needs
- That all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs;
- Recognising some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children and vulnerable adults, parents, carers and other agencies is essential in promoting children and vulnerable adults’ welfare
- Informing children and parents of this policy and relevant procedures as appropriate
- Taking all concerns, and allegations of abuse seriously by trustees, staff and volunteers and responding to these appropriately – which may include referring a concern to children’s social care services, the independent Local Authority Designated Officer for allegations against staff, trustees and other volunteers, and in emergencies, the police
- Committing to safe recruitment, selection and vetting including all the appropriate checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect contact with children
- In the case of trustees, because of their position within the charity, ensuring that a Disclosure & Barring Service (DBS) check is carried out. This requirement goes beyond circumstances where the trustee comes into contact with children
- Ensuring people who engage with The Old Vic via agencies or via freelance, self employed or on a consultancy agreement, who may come into contact with children or vulnerable adults throughout the course of their work at The Old Vic, do so under sufficient Safeguarding training and procedures and that all levels of review and sign off have been captured.
- Having a complaints procedure which is an open and well publicised for adults and children to voice concerns about any unacceptable and/or abusive behaviour towards children and/or vulnerable adults

The safeguarding policy should be read in conjunction with all other relevant policies and procedures including (but not limited to) the Health and Safety Policy and the Social Media Do’s and Don’ts – Under 18’s Guidelines. These Policies and Guidelines can be found on the Public Drive/People/Policies & Procedures.

Disclosure and Barring Service (DBS) checks
The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS), so CRB checks are now called DBS checks. You can find more information at https://www.gov.uk/disclosure-barring-service-check.

Jobs that involve Regulated Activity (which may include caring for, supervising or being in sole charge of children or vulnerable adults) require an Enhanced DBS check (previously called an enhanced CRB check). All of our education facilitators, Education and Community teams and some of our front of house staff, Production team, freelancers and other roles are subject to Standard Disclosure and Barring Service (DBS) checks.

The Enhanced With List checks apply only to eligible roles to additionally check whether someone is included in the two DBS ‘barred lists’ (previously called ISA barred lists) of individuals who are unsuitable for working with children and/or vulnerable adults.
In order for The Old Vic to request a check of the children’s or adults’ barred lists, the position must be eligible for an enhanced level DBS certificate as above and be specifically listed in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).

We will not apply for a check unless your job or role is eligible for one. We will tell you why a check is needed for your role, and where you can get independent advice. For more information on how a check is conducted please contact the Designated Safeguarding Lead.

**Reusing a DBS check**
A DBS certificate only contains information from a DBS check on a certain date and for a particular purpose and it will only be accurate as at the time the check was carried out. However, it has no official expiry date. We may decide on our discretion to accept a previously issued certificate but we may also carry out a further **status check**, particularly if you have just commenced working at The Old Vic from another employer or you have moved internally into a role that requires a check. We will advise you of this if we do require a new check.

The security features for a CRB certificate issued before 1 December 2012 are the same as for the DBS certificate.

During recruitment, we will also check that a candidate’s identity matches the details on the certificate and that it is of the level and type appropriate to the role the applicant applied for. CRB-branded certificates should be treated the same as DBS-branded certificates.

Please note that if you have registered with the [DBS update service](#) your certificate will always be up to date with your current employment details and therefore completely portable.

**What you should do to safeguard children and vulnerable adults**
You must:

- be aware of situations which may present risks to children and vulnerable adults and ensure risk assessments have been carried out as required
- assess, plan and organise your work so as to minimise these risks
- always be visible to others when working with children and vulnerable adults
- There should never be a situation in which anyone employed by, representing, volunteering with, or working with The Old Vic in any way is alone with a child or vulnerable adult. Staff should be accompanied at all times by an appropriate individual (e.g. a project worker, relative, carer or teacher) when interacting with children or vulnerable adults;
- sign up to the Safeguarding Policy, as a requirement of your contract
- Always be aware of your own body language and presentation and consider how children and vulnerable adults may perceive it. Always be aware of the body language of others and the messages this may give
- Ensure that you keep a professional distance from participants and do not divulge too much personal information
- Ensure that participants cannot access personal belongings such as your mobile phone or laptop

**The Use of Images:**

**Personal Use:**
Often people take photographs and video, and have others take images of them as a record of their experiences. However photographs can be misused and caution should be exercised in respect of children and vulnerable adults attending The Old Vic in any capacity. You should question the inappropriate taking or sharing of images should you see it occur between the children and/or vulnerable adults themselves. Explain to participants that when photographing each other, or any of The Old Vic’s staff, they must have their permission, particularly if they intend to post images on social media.
Organisational Use:
The Old Vic may wish to photograph or film participants in activities around the building at events or performances for promotional use, to create an archive, or engage supporters, and for publication in print or online.

Where using a professional photographer, the participants must be informed and identification must be worn. The photographer must not have unsupervised access, and must not photograph children outside the setting or at a child’s home.

Only take photographs of children or vulnerable adults with their agreement, and their parent/guardian’s written consent. This can be obtained in advance of a special event so as not to lose spontaneity.

Other departments should not use images of children or young people without seeking approval from the Designated Safeguarding Lead and should never identify them by name.

Social Media
The Old Vic uses social media to promote productions, projects and opportunities to participants in a medium most familiar to them. It is also useful to maintain connections between participants and form a legacy after the event.

All communications should be via official channels (please refer to The Old Vic’s Communications and IT Policy). For your own protection and in the interests of safeguarding young people you should never allow children or vulnerable adults access to your personal social media profiles. Bear in mind that some content can be seen through search engines, and ensure your privacy settings are adequate to protect yourself.

Communications beyond The Old Vic
Communication with children or vulnerable adults outside the setting/activity is prohibited. This includes but is not limited to: Mobile/telephone contact, online contact through social networking sites such as Facebook and Twitter; instant messaging; and email and home visits.

To this end you should never give out your personal contact details, or use your own phone or accounts to contact children or vulnerable adults. If a child or young person contacts you through your personal social media profiles you should reject their request or not respond. If a young person needs to get in touch with you, let them know that they can contact the Old Vic and leave a message for you.

If in extreme circumstances there is no alternative but to use your own phone you should withhold your number (by dialling 141 before the telephone number), and make the Designated Safeguarding Lead aware of the circumstances.

Under no circumstances are you permitted to invite a child or vulnerable adult into your home or to visit their home without the express permission of the Designated Safeguarding Lead and that child or vulnerable adult’s parent or guardian (unless invited by the parent or guardian for a social visit).

Performances/Events at The Old Vic
Performances and events at The Old Vic are usually open to adults and young people of all ages but please note:

- Vulnerable adults must always be accompanied at our events
- Young people aged 16 or 17 may attend any kind of event if they bring the written consent and mobile telephone number of one of their parents
- If accompanied, the responsible adult who is over 18, must remain with the child throughout the event and ensure they take the child home again afterwards
- If the child is being dropped off in the care of an Event Leader or member of Staff, children under the age of 16 must be enrolled by a responsible adult before being left in the care of a pre-
approved Old Vic education event leader. The enrolment must record the child’s name, age and address and the names and addresses of the child’s parents, plus the parents’ mobile telephone numbers and record the parents consent. A pre-designated adult must collect the child unless his or her parents or guardians have explicitly stated otherwise in writing as per below

- In special circumstances children aged 11-16 can make their way home after an event at The Old Vic. Written permission from a parent or guardian must be obtained and this is at the discretion of the Designated Safeguarding Lead
- We do not accept unaccompanied children under the age of 11. Children under the age of 11 may not leave the room in which any education projects we are running take place unless accompanied by their accompanying or designated adult
- On any Old Vic premises, any group of children or vulnerable adults should be supervised by at least two responsible adults at all times. On some occasions this may mean parents, teachers or carers staying with children or vulnerable adults
- Adults supervising children or vulnerable adults at our performances and/or events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used – but for that purpose only
- In the event that unaccompanied children attend a performance or an event at the Old Vic and display unacceptable behaviour, this will generally be stopped by our Security Staff, Front of House Manager or Duty Manager, by separating the children from each other and from the group. The separated children will be suitably supervised and their parents/guardian/carer will be contacted to collect them as soon as possible. If deemed necessary, the police may be called
- Following any incident involving a child or vulnerable adult a separate report must be made via the Safeguarding Lead, Safeguarding Deputy or Executive Director so that the appropriate escalation procedure can be carried out. Depending on the outcome of a full investigation, the decision may be taken to ban the child or vulnerable adult from The Old Vic over the following 18 months.

**Training Facilitators:**
Whenever possible, all Old Vic education projects must be conducted with two trained facilitators present, or if this is not possible, then within sight and hearing of others.

In the instance that a situation requires you to be alone with a child or vulnerable adult, you must make sure that your colleagues are aware of where you are, who you are with and the length of time the task may take.

We will endeavour to hold all education activities in easy access of toilets and running water. Only adults with an Enhanced Disclosure and Barring Service (DBS) certificate may accompany children and vulnerable adults into the toilet and only if deemed absolutely necessary.

**Working with Child or Vulnerable Adult Actors:**
Where children are rehearsing or performing in professional productions on the premises, The Old Vic complies with The Children (Performances and Activities) (England) Regulations 2014. In accordance with its terms children are licensed to perform by the relevant Council, and will not exceed the limits on hours in attendance at the rehearsal or performance venue. Children will at all times be in the care of a licensed chaperone. Staff and freelancers working in close proximity with children as part of their role (for example, wardrobe staff) may be required to have a DBS check.

Children under 16 working in the building e.g. as performers should have a specific toilet designated for their use alone, and this should be clearly communicated to all staff.

Working with a child or vulnerable adult during any creative arts project can mean having some bodily contact, particularly during a demonstration of an exercise or during a rehearsal. It is only appropriate to touch a child in this instance if it is a matter of safety and only when there are two members of staff
present. The child or vulnerable adult should give permission verbally and should have their wishes respected if they refuse.

If a staff member is observed spending long periods of time alone with a child, this will be drawn to their attention, and will be reported.

**Young people carrying out a work experience placement**
We generally only offer work experience to those aged 17 and over but any young people aged 16 that may do work experience within any area of the theatre must be with a DBS checked Old Vic staff member at all times. A valid risk assessment must be in place, as well as a release form from their school and consent from their parent(s)/responsible carer. Their hours will be determined in line with Working Time Regulations restrictions for young people. A separate bathroom may also be designated for young people to use if necessary.

**Children at work**
If bringing a child to work you must seek prior approval from the designated safeguarding lead and fill out a form to be held at The Old Vic Stage Door.

**Prevention of Bullying:**
We will not tolerate the bullying of children or vulnerable adults either by adults or by other children or vulnerable adults. If any incident of such bullying should arise at one of our performances or events, those involved will be separated immediately and the parents, guardian or carer of the person involved will be asked to deal with the matter. We will review all incidents such bullying and assess the likely future risk to children or vulnerable adults. If appropriate, we will consider banning a child or vulnerable adult from the theatre. Allegations of adults bullying children or vulnerable adults will be dealt with by referring the matter to the Safeguarding Lead or Deputy Lead, the Front of House Manager or Duty Manager immediately.

**Understanding and recognising abuse**
The categories of abuse for children and vulnerable adults are different. In the interests of simplification each of the categories are not set out in this policy. We define abuse in its widest possible terms i.e. as treatment that causes harm to a child or vulnerable adult. The protection of children and vulnerable adults is our shared responsibility and if you have any concerns a child or vulnerable adult is being maltreated, or you have safeguarding concerns about the behaviour of another member of staff or someone working with or for the Old Vic, do something about it, by following the flow charts set out below.

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**Remember**

It is better to err on the side of caution and get it wrong than do nothing and then something happens to that child/vulnerable adult.

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For further information on local procedures refer to Lambeth Safeguarding Children Board website [https://www.lambethscb.org.uk](https://www.lambethscb.org.uk), or Lambeth Safeguarding Adults Board website [https://www.lambethsab.org.uk](https://www.lambethsab.org.uk)

**Safeguarding roles at The Old Vic**
All those who work for or with The Old Vic share the responsibility for safeguarding children and vulnerable adults but there are individuals within the organisation with specific safeguarding responsibilities.
Director with responsibility for safeguarding:
Kate Varah, (Executive Director) on kate.varah@oldvictheatre.com

Designated Safeguarding Lead:
Hannah Fosker (Head of Education & Community) on hannah.fosker@oldvictheatre.com

Deputy Designated Safeguarding Lead:
Nicola Cardillo-Zallo (HR Director), nicola.cardillozallo@oldvictheatre.com

The reporting process
If you have a safeguarding concern about a child or vulnerable adult, or a child or vulnerable adult makes a disclosure of possible abuse to you – follow Flowchart One

If you have a safeguarding concerns (or allegations) about a member of staff, or equivalent, abusing a child or vulnerable adult – follow Flowchart Two

What to do if you have a safeguarding concern

<table>
<thead>
<tr>
<th>Flowchart One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member has a safeguarding concern about a child/vulnerable adult, or a child or vulnerable adult makes a disclosure of possible abuse</td>
</tr>
<tr>
<td>Inform the designated safeguarding lead, in their absence the deputy designated safeguarding lead. In the case of a disclosure, if it concerns a child, make it clear you cannot keep the information confidential.</td>
</tr>
<tr>
<td>If necessary the designated safeguarding lead makes contact with local children’s social care, or Local Adults Safeguarding Board for advice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flowchart Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concern/allegation about a member of staff or someone working on The Old Vic’s behalf abusing a child or vulnerable adult</td>
</tr>
<tr>
<td>Inform designated safeguarding lead, in their absence deputy designated safeguarding lead, unless the allegation is about this person, in which case inform most senior manager not implicated</td>
</tr>
<tr>
<td>The person to whom this information has been given makes contact with the Local Authority</td>
</tr>
</tbody>
</table>
Disclosures/Concerns on School Premises
If a child makes a disclosure within their school setting you should inform the member of staff responsible for the group that a disclosure has been made, but not the nature of the disclosure. Secondly, inform the school’s designated safeguarding lead and share the details of the disclosure.

You should then inform The Old Vic’s designated safeguarding lead to ensure the incident is followed up appropriately.

Escalating Concerns
It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a duty to ensure your concern is addressed to your satisfaction. Therefore, if you feel that your concern has not been addressed (and that the child or vulnerable adult has not been protected) you should escalate the matter to the director with responsibility for safeguarding and then, if necessary, to the trustee with responsibility for safeguarding.

Information Sharing & Confidentiality
You can never guarantee confidentiality to a child, or vulnerable adult. Information should always be shared if you think a child or vulnerable adult is suffering, or likely to suffer, abuse.

The protection of children and vulnerable adults takes precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.


It is a requirement of the Care Act 2014, which is the legislation that covers vulnerable adults, that there are local arrangements in place for information sharing about vulnerable adults. For further information see [www.londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf](http://www.londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf)

Consequences of breaching policy
Any allegation of abuse or inappropriate behaviour against anyone working with us or for us (including against a child or vulnerable adult) will be treated seriously and the Designated Safeguarding Lead or Safeguarding Deputy and the Executive Director may have to involve the police. Our employees may be suspended until the matter has been fully investigated. Investigations may either be of a criminal or disciplinary nature or both. See our disciplinary and performance improvement procedure for details of how a disciplinary investigation will be carried out.

Breaches of this policy are potentially extremely serious. If you are our employee and you breach this policy it may be regarded as gross misconduct and may result in your immediate dismissal without any notice or payment in lieu of notice. This will be done in a confidential matter in line with the Data Protection Act 1998. If you are not our employee and you breach this policy we may require that you
stop doing any work for us and leave our premises immediately. Children and vulnerable adults who breach this policy may be banned from our future events.

**Serious Incidents**
It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as “an adverse event, whether actual or alleged, which results in or risks significant:

- loss of The Old Vic’s charity’s money or assets
- damage to The Old Vic’s property
- harm to The Old Vic’s work, beneficiaries or reputation


**Finally**

The safeguarding policy will be reviewed, approved and endorsed by the board of trustees annually or when legislation changes.

**SAFEGUARDING POLICY STATEMENT**
I confirm that I have received, read, understood and will abide by The Old Vic’s Safeguarding Policy.

Print Name...........................................................................................................

Signature..............................................................................................................

Date.......................................................................................................................

Appendix One

Definitions

“Safeguarding” and “Child Protection”

In terms of adults The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “Working Together to Safeguard Children 2015 - A guide to inter-agency working to safeguard and promote the welfare of children”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2015 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill-treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is inline with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17 year olds are children, in legal terms.

Vulnerable Adult

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
• is experiencing, or at risk of, abuse or neglect; and
• as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children (2015) and is governed by the local authorities duties under section 11 of the Children Act 2004.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

• behaved in a way that has harmed, or may have harmed a child;
• possibly committed a criminal offence against or related to a child; or
• behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

• a police investigation of a possible criminal offence;
• enquiries and assessment by children’s social care about whether a child is in need of protection or in need of services;
• consideration by an employer of disciplinary action in respect of the individual.

Regulated Activity

The new definition of regulated activity in relation to children comprises, in summary:

i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
ii. work for a limited range of establishments (‘specified places’), with opportunity for contact: e.g. schools, children’s homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly\(^1\)

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult’s own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

The position of trustee of a vulnerable groups’ or children’s charity is not a regulated activity in itself. It is only if trustees have close contact with these vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check. A trustee of a charity who no longer falls within the definition of regulated activity would be eligible to obtain an enhanced DBS check (but without a barred list check)\(^2\).

Appendix 2:
Safeguarding Concern Record

To be completed by member of staff

<table>
<thead>
<tr>
<th>Person with the concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of incident:</td>
</tr>
<tr>
<td>Time of incident:</td>
</tr>
<tr>
<td>Staff Present:</td>
</tr>
<tr>
<td>All others Present:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
</tbody>
</table>

**SAFEGUARDING INCIDENT / CONCERN**

<table>
<thead>
<tr>
<th>REPORTING TO SAFEGUARDING LEAD PERSON</th>
</tr>
</thead>
</table>

To Whom it was Reported (It should be the team safeguarding champion, unless an allegation/concern about a colleague, in which case it should be the Designated Safeguarding Lead, or their deputy, in their absence):

Date Reported:

Time Reported:
<table>
<thead>
<tr>
<th>ACTION TAKEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTCOMES</td>
</tr>
<tr>
<td>SIGNED AND DATED BY WORKER</td>
</tr>
<tr>
<td>SIGNED AND DATED BY SAFEGUARDING LEAD</td>
</tr>
</tbody>
</table>