

LUDWIG THEATRE ARTS

SAFEGUARDING CHILDREN AND YOUNG PEOPLE: POLICY & PROCEDURES

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LTA is also committed to reviewing its Safeguarding and Child Protection Policy and Code of Practice annually.

Most recently reviewed on:	May 2025
Next review due:	May 2026

Both documents are available on the safeguarding page of the LTA website and on request to parents and visitors at any time. All staff are given a copy in their induction pack.

Ludwig Theatre Arts' safeguarding lead officer is Jack Ludwig who can be contacted via the contact form at www.ludwigtheatrearts.com/contact or on 01432 807978.

1. Policy Statement

Ludwig Theatre Arts defines has adopted the following definition of safeguarding:

Safeguarding is the actions taken to protect anyone who may, in any way, be vulnerable (including but not exclusively anyone under the age of 18 and adults with care and support needs) from abuse, bullying, neglect and exploitation, which causes distress or may cause the impairment of mental and physical health or development and actions taken to prevent these situations developing.

It is the policy of Ludwig Theatre Arts that every child and young person who participates in events of any sort organised by Ludwig Theatre Arts should be able to do so in comfort and safety. They should be protected from neglect, bullying and harassment, as well as physical, emotional and sexual abuse. All actions and comments made whilst dealing with children and young people should be well considered and never give rise to misinterpretation.

We recognise our responsibility to safeguard the welfare of all children and young people by a commitment to recommended best practice which protects them. This commitment applies equally to all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. All children have the right to fair treatment, which avoids discrimination of any sort, including equal protection from all types of harm or abuse.

We also recognise that good safeguarding and child protection policies and procedures are of benefit to everyone involved with LTA's work, as they can help protect them from erroneous or malicious allegations.

This policy applies to all our paid staff, volunteers, students or anyone working on behalf of Ludwig Theatre Arts.

LTA is committed to practices which protect children and young people from harm and it is the explicit intention of the organisation that no-one acting on behalf of the Company should be placed in a position where they could engage in unsupervised contact with any individual or group covered by this policy and this is to be avoided in all but exceptional circumstances.

Any staff or volunteers who potentially have contact with children and young people are required to:

- Recognise and accept their responsibilities;
- Develop awareness of the issues which can cause children harm; and
- Report concerns following the procedure below.

Where the potential access or contact might be unsupervised, personnel involved will be required to undergo an enhanced DBS check.

LTA will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them;
- Adopting safeguarding and child protection procedures and a code of practice for all who work on behalf of the organisation;
- Providing effective management, recruitment, support and training of all staff and volunteers;
- Sharing information about concerns with agencies who need to know, and involving parents, carers and children appropriately.

This policy applies to all concerns which may relate to a safeguarding concern. These include:

- the wellbeing of someone at Ludwig Theatre Arts, including safeguarding concerns about abuse, neglect or exploitation
- the conduct of a team member at Ludwig Theatre Arts (staff or volunteers), including allegations of harmful behaviour toward participants
- how a safeguarding concern is being managed (this is often called Whistleblowing) and
- to make a complaint about Ludwig Theatre Arts

This policy captures LTA's internal arrangements for safeguarding, including its processes for the reporting and management of safeguarding concerns.

If you have any type of safeguarding or welfare concern should report it through the online form via the link on the Safeguarding webpage or to a volunteer or staff member in line with the reporting processes outlined here.

More detail of this process is in [Procedure for Reporting Concerns](#).

However, the following alternative arrangements are available also available to you if appropriate or, for whatever reason:

If you think someone may be in immediate danger you should contact the police on 999, prior to reporting the concern to LTA.

If you are uncomfortable about following these internal processes, for whatever reason, you have the right to report your concern to Social Services or the NSPCC. You can find their information below or by searching online for “report a safeguarding concern to the local authority” or “report a safeguarding concern to the NSPCC”.

LTA invests in a partnership with [Keep Governance and Safeguarding](#) which ensures our safeguarding practice is as strong as possible by providing a transparent and accountable response to all safeguarding concerns. All concerns are reported through a secure online form and are stored in a dedicated, purpose-built system which is compliant with information security requirements. Keep Governance and Safeguarding receive, review and oversee all reported concerns which are then acted upon by Ludwig Theatre Arts.

2. Safeguarding Children and Young People Policy

It is LTA's policy that anyone working on behalf of LTA accept responsibility for the welfare of children who come into contact with LTA in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.

There is a Designated Safeguarding Person (DSP) within LTA who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.

The DSP knows how to make appropriate referrals to statutory child protection agencies.

All those who are involved with children and young people on behalf of LTA should adhere to the Code of Practice in relation to children.

Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.

The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

A culture of mutual respect between children and young people and those who represent LTA in all its activities will be encouraged, with adults adopting good practice in this context.

Staff and volunteers, and anyone in paid or unpaid work on behalf of LTA with potentially unsupervised access to children and young people will be vetted appropriately.

It is part of LTA's acceptance of its responsibility of duty of care towards children and young people that anybody who encounters child protection concerns in the context of their work on behalf of LTA will be supported when they report their concerns in good faith.

LTA's policy on duty of care to children will be referred to or included in contracts and training material where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation and with those we work with.

3. Governance and Responsibilities

Ludwig Theatre Arts Artistic Director: Jack Ludwig (with independent support provided by Keep Governance and Safeguarding)	Oversee and Assure
Ludwig Theatre Arts Safeguarding Lead: Jack Ludwig	Manage and Resolve
All employed and sessional staff and volunteers	Identify, Report and Record

LTA Safeguarding Lead Officer

As Ludwig Theatre Arts' safeguarding lead officer **Jack Ludwig** accepts overall responsibility for this policy.

He recognises the importance of clearly identifying his responsibilities by:

1. Requiring the Principal to appoint designated persons;
2. Challenging bad practice, and
3. Regularly reviewing the policy and receiving reports when appropriate.

The LTA Safeguarding Lead Officer is responsible for:

1. Ensuring that all staff and volunteers are made aware of the policy and are aware of their roles and responsibilities in relation to child protection;
2. Initiating action where necessary, by ensuring all appropriate persons have been contacted, and
3. Ensuring that all activities are planned and carried out in accordance with this policy;
4. Publishing good practice for all staff to follow; and
5. Ensuring that there is a designated person always available.

Designated Safeguarding Person

LTA will appoint a Designated Safeguarding Person (DSP) who is responsible for dealing with any concerns about the protection of children and young people.

This person is the Head of Administration and supported by Jack.

The role of the DSP is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of LTA.
2. Provide information and advice on child protection within LTA.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Liaise with local children's social care services and other agencies, as appropriate.
5. Keep Jack informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
6. Ensure that a proper record is kept of any concern and action taken, and that this is kept safely and in confidence in line with the General Data Protection Regulations (see [7. Information Management and Security](#)).
7. Advise LTA of safeguarding and child protection training needs.
8. Regularly review the operation of the Safeguarding Children and Young People Policy to ensure the procedures are working and that it complies with current best practice.
9. Use anonymised safeguarding data and intelligence to understand any emerging concerns which proactive work could prevent becoming safeguarding issues for children.

All Staff

Safeguarding is everyone's responsibility and as such, all staff are responsible for:

1. Maintaining awareness and openness with regard to children and young people's safeguarding issues;
2. Being prepared to respond to any indication of abuse; and
3. Maintaining the confidentiality of the child/young person and the person against whom the allegation has been made.
4. Reporting concerns to the Designated Safeguarding Person, or recording them on our secure safeguarding case management system, through the online form available on the Safeguarding page of the LTA website.

5. Understanding the LTA Staff and Volunteer Code of Conduct and maintaining the professionalism and reputation of the organisation by ensuring they, and all staff, adhere to it. Breaches should always be reported via the form on the safeguarding page of the LTA website.

4. Breaches of the Code of Conduct and inappropriate behaviour

The LTA Staff and Volunteer Code of Conduct outlines our expectations of behaviour on all staff including how specific situations should be handled. All staff and volunteers must adhere to the document.

As an overarching guide, the following behaviour by staff or volunteers is not acceptable and will be viewed as serious. Disciplinary action (including dismissal or cancellation of the volunteer agreement) may result.

- **The inappropriate use of photographic and videoed material:** Consent must be obtained from parents/carers before any photography or videoing takes place.
- **Bullying:** This occurs if someone, regardless of age, persecutes, intimidates or is sarcastic to another.
- **Abuse of Trust:** This occurs where any adult working on behalf of LTA engage in romantic or sexual relationships with anyone who they met as a child (under 18) in the course of their work with LTA, or where children and young people are indoctrinated with negative attitudes towards particular social, political, or religious views.

If a member of staff believes that a child may be at risk, or that abusive or unethical conduct is taking place, s/he must inform the designated person immediately via the online form on the safeguarding page of the LTA website, and ensure that s/he communicates all the information accurately.

DOING NOTHING IS NOT ACCEPTABLE

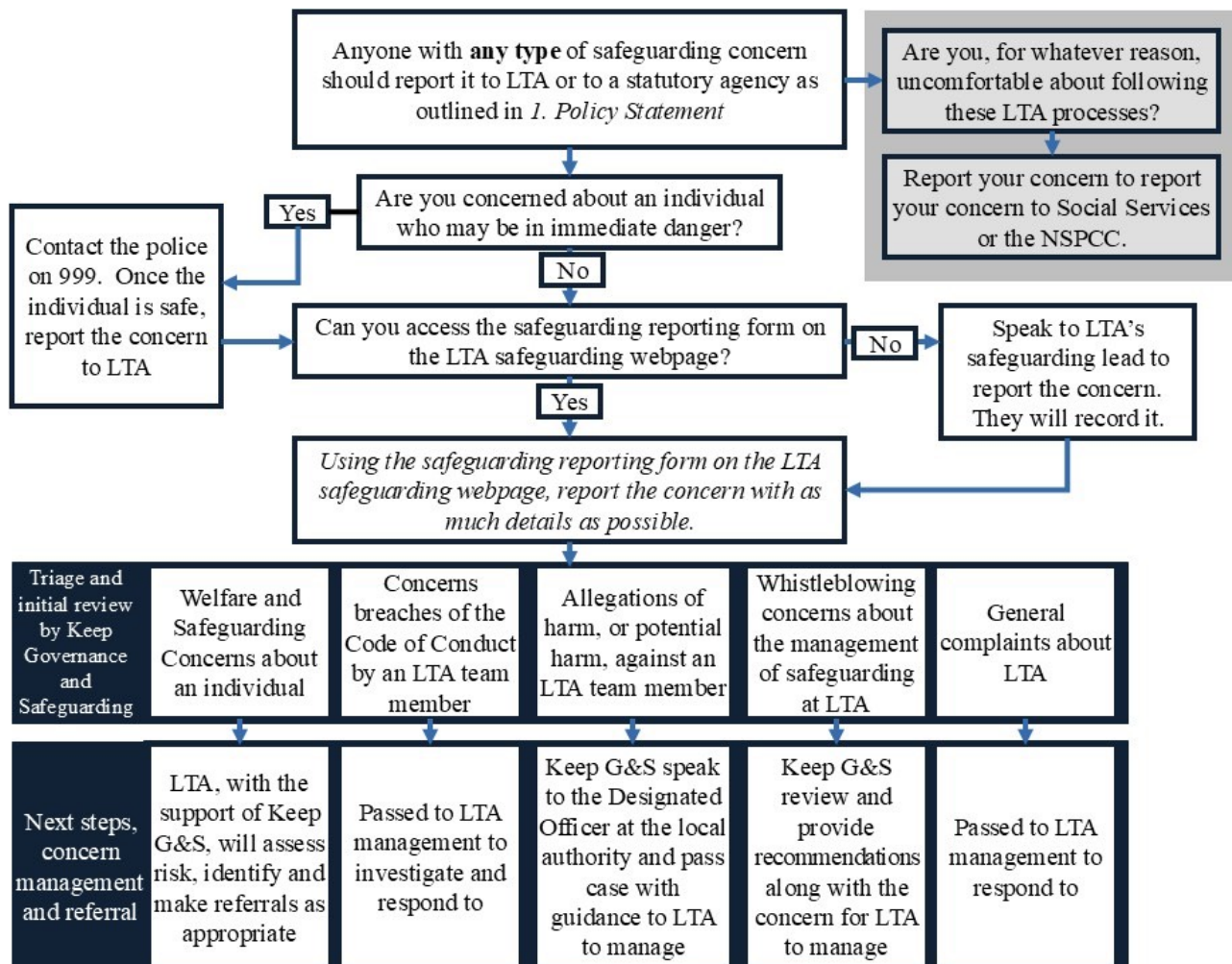
5. Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. A child ‘disclosing’ abuse;
2. Evidence of physical harm
3. A child’s appearance or presentation suggesting they may be suffering from inadequate care, ill treatment, or emotional maltreatment
4. Unusual behaviour by a child which give rise to suspicions that a child may have suffered harm;
5. A concern previously reported not being managed effectively (whistleblowing)
6. Any concern regarding the conduct of a member of LTS staff or volunteer, which suggests they *may* pose a risk to children.

All concerns should be reported as soon as possible, but always within 24 hours, through the online reporting form, available on the safeguarding page of the LTA website.

Process Flowchart for reporting and managing concerns



Concerns about a specific child should be reported immediately to the DSP using the online form. Delay could prejudice the welfare of a child.

Allegations about inappropriate behaviour toward a child by a member of staff or volunteer should be reported immediately via the online form on the safeguarding page of the LTA website. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

Concerns in relation to a member of staff may indicate unsuitability to continue working with children in their present position, or in any capacity. Consideration will be given to whether:

- Someone has behaved in a way that has harmed a child, or may have harmed a child;
- Someone has possibly committed a criminal offence against or related to a child; or
- Someone has behaved towards a child or children in a way that indicates s/ he is unsuitable to work with children.

There may be up to three strands in the consideration of an allegation against a member of LTA's workforce:

- A police investigation of a possible criminal offence
- A conversation with the local authority Designated Officer for management of allegations;
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
- Consideration by LTA of disciplinary action in respect of the individual.

Where investigations conclude that these conditions have not been met, but there has been a breach of the Code of Conduct (sometimes known as Low-Level Concerns) will be taken seriously and investigated appropriately by the Designated Safeguarding Person (or the Safeguarding Lead Officer in if the concern is about the DSP).

Based on information provided through the LTA's online reporting form, the inappropriate conduct will be investigated and decisions made of how to progress them. This will include considerations about:

- The information provided by the person making the complaint. While it is possible for anyone to make a complaint anonymously,. However, in these situations, :TA may not be able to do anything with your concerns if there is insufficient information to proceed and are unable to contact the person raising the concern
- What will happen if a low-level concern is proven?

- The required engagement of the (LA) Designated Officer (or equivalent) for concerns which may meet the threshold for allegations of harm and the potential outcomes of this process.

6. Staff and volunteer training

Prior to starting, or at least within the first two weeks of starting their role, all staff and volunteers must complete our safeguarding declaration form to confirm they have read the safeguarding policy and code of conduct and watch our safeguarding briefing, given LTA details of two referees. Staff and volunteers will also be required to attend our annual introduction to safeguarding training (held in September).

7. Information management and security

The Ludwig Theatre Arts Safeguarding Designated Person will ensure that:

- Accurate records are kept and clearly distinguish between observation, fact, opinion and hypothesis. All records should be signed and dated, any information given will be recorded verbatim, where possible and a note made of the location and description of any injuries seen.
- All safeguarding/child protection documents are held in the secure safeguarding case management system, and if for any reason this is not possible, kept in a securely held Child Safeguarding file.
- A log should be kept of all communications with other agencies re the referral including e mails, telephone calls, letters, face to face meetings etc.

Ludwig Theatre Arts adheres to [Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers](#), Department for Education 2024, which states:

All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them. The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm...

The first and most important consideration is always whether sharing information is likely to support the safeguarding of a child.

Appendix A: Definitions of Abuse

Statutory guidance provides four defined areas of child abuse;

1. 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 or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. 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 (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, 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.

4. 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 abuse. Once a child is born, neglect may involve a parent or carer 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);

or

- Ensure access to appropriate medical care or treatment.

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

Appendix B: Recruitment and Selection Procedures

LTA has adopted appropriate recruitment and selection procedures for staff and volunteers; in the context of safeguarding and child protection we will:

1. Ensure that LTA's commitment to safeguarding is included in all recruitment and selection materials.
2. Ensure that we have an up-to-date job/role description and person specification for the role we wish to recruit to.
3. Ensure that an appropriate assessment of the candidate's ability to meet the person specification and job description is made. For LTA employees this will include a face to face interview, and in all cases direct personal contact will be made with all being offered a role with the Company.
4. Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied.
5. Ensure that we are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
6. Ensure that all appropriate checks have been undertaken on a preferred candidate, including references and DBS checks at the appropriate level. In cases where there is content within the DBS certificate, the content will be reviewed and a decision will be made and documented about the suitability of the candidate to work for LTA. In cases where concerns are identified but which may not prevent someone from working with children at LTA, a risk assessment will be agreed and mitigations put in place.
7. Ensure that the preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

Appendix C: Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next, and with whom the information will be shared.
8. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated (see QR code on website).
9. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated person in the organisation.