

# THICK & TIGHT'S SAFEGUARDING POLICY

NOTE: We have removed Appendix B from this document as it contains references to abuse and neglect, which may be upsetting. If you would like to see Appendix B, please get in touch with Daniel Hay-Gordon ([d\\_h\\_g@hotmail.co.uk](mailto:d_h_g@hotmail.co.uk)) or Eleanor Perry ([eleanorperry@hotmail.co.uk](mailto:eleanorperry@hotmail.co.uk)).

Daniel and Eleanor both work for Thick & Tight in a freelance capacity, even though they are the Co-Directors. The term 'freelancer' here applies to Daniel and Eleanor as well as other people engaged by Thick & Tight Ltd.

## CONTENTS

1. Definitions
2. Designated responsible persons
3. Recruitment
4. Training
5. Contractual obligations
6. Planning and supervision of Thick & Tight projects
7. Photography/filming and use of media
8. Online safeguarding
9. Working with partnership organisations
10. Travel support
11. Communications/safe social networking
12. Prevent
13. Data and record-keeping
14. Recognising abuse
15. Disclosure and response procedures

Appendix A: Good practice guidelines for Safeguarding

Appendix B: Recognising abuse

Appendix C: Form for recording incidents/concerns/allegations

Appendix D: Media consent form

Appendix E: Code of conduct for schools/organisations/groups receiving Thick & Tight workshops/activities

Appendix F: Useful numbers if a concern arises

## 1. DEFINITIONS

The following terminology is used throughout this policy:

**“Young person”** This term has no legal status but acknowledges that people aged 15-17 may not think of themselves as “children”.

**“Vulnerable person”** refers to a person who is or may be in need of community care services and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. They may have a) a learning or physical disability; b) a reduction in physical or mental capacity; c) physical or mental illness, chronic or otherwise

**“Disclosure of abuse”** is the statement a child or vulnerable adult makes to another person which describes abuse.

**“DBS check”** is a term used for a check with the Disclosure and Barring Service (formerly the Criminal Records Bureau).

**“Designated responsible person”** is a person who has specific responsibility for ensuring effective safeguarding procedures within the organisation and liaising with health, children’s/adult services and other agencies regarding suspected or actual cases of abuse.

## 2. DESIGNATED RESPONSIBLE PERSONS:

The Co-Directors (Daniel Hay-Gordon and Eleanor Perry) have overall responsibility for safeguarding at Thick & Tight, having completed Level 2 Safeguarding Training on 9<sup>th</sup> April 2021 (certificates available at [www.thickandtight.com/policies](http://www.thickandtight.com/policies)). Day-to-day responsibility for safeguarding is delegated to the Designated Safeguarding Lead.

**Designated Safeguarding Lead**  
Daniel Hay-Gordon, Co-Director  
[d\\_h\\_g@hotmail.co.uk](mailto:d_h_g@hotmail.co.uk)  
Mobile: 07521 429 857

In his absence:  
**Deputy Designated Safeguarding Lead**  
Eleanor Perry, Co-Director  
[eleanorperry@hotmail.co.uk](mailto:eleanorperry@hotmail.co.uk)  
Mobile: 07887 643 591

Daniel and Eleanor both have basic DBS check certificates and keep these up to date. They can be made available upon request.

If Daniel and Eleanor are unavailable, or if your concern is about either of them, please speak to:

**Pip Sayers, Safeguarding Officer at South East Dance**

[pip.sayers@southeastdance.org.uk](mailto:pip.sayers@southeastdance.org.uk)

The role of the Designated Safeguarding Leads includes:

- Attending safeguarding training and keeping up-to-date with current legislation and developments in the field of Safeguarding
- Liaising with other staff members (including freelance staff) to ensure the implementation of the Safeguarding Policy across all Thick & Tight's activities
- Ensuring that there is adequate induction and training relating to safeguarding throughout the organisation where it is deemed necessary by the Co-Directors and Advisory Committee
- Receiving and recording information from freelancers, participants, audiences or parents/carers who have safeguarding concerns; assessing the information properly and carefully, clarifying or obtaining more information as appropriate and consulting with senior colleagues if necessary
- Reporting allegations/suspicion of abuse to the appropriate authorities and liaising with them thereafter as required. This includes consulting with the relevant authority as soon as possible after a concern is raised; if necessary, making a formal referral to the relevant statutory protection agency within 24 hours
- Working with other service providers - e.g. schools and support teams – to make sure that we are working together and communicating any concerns with those providers
- Ensuring that this policy is reviewed annually by the Advisory Committee and any key matters are brought to the Committee's attention.

### **3. RECRUITMENT PROCEDURES:**

#### **a. Staff**

A DBS (Disclosure and Barring Service) certificate is required for both Thick & Tight Co-Directors. If a Thick & Tight freelancer needs a DBS certificate for any work undertaken with the company, for example leading a Thick & Tight workshop in an educational setting, the company will cover these costs where necessary.

#### **b. Working practice prior to Enhanced DBS clearance**

If clearance has not been received by the start of work or a project after a request from the Co-Directors, they should ensure that additional protective measures are taken when the freelancer is working with young people or vulnerable groups. In the interim period, it is essential that those waiting for DBS clearance should not be alone with a child or vulnerable adult. If someone is working prior to an Enhanced DBS certificate being issued, the following control measures should be used:

- Follow the Thick & Tight guidelines for working with young people and vulnerable adults in Appendix A
- Make sure the person is not in any position which may place them or a young person/vulnerable adult at risk, such as being alone with a young person/vulnerable adult
- If a young person/vulnerable adult wants to share information, the person must make sure this takes place in an open space where both parties can be clearly observed

#### **4. TRAINING**

Both Co-Directors have up-to-date Safeguarding training (see certificates [here](#)). Thick & Tight will provide suitable training and guidance to any staff with specific responsibilities in relation to young people and vulnerable adults. This will include:

- Induction training, which includes familiarisation with Thick & Tight's Safeguarding Policy
- Comprehensive safeguarding training for staff where deemed necessary by the Co-Directors or Advisory Committee

#### **5. CONTRACTUAL OBLIGATIONS**

All freelancers, members of the Advisory Committee, volunteers and students on placement are required to sign to confirm that they have read and understood Thick & Tight's Safeguarding Policy. They must return the signed document along with any Letters of Agreement they might have been asked to sign by Co-Director Daniel Hay-Gordon (email: [d\\_h\\_g@hotmail.co.uk](mailto:d_h_g@hotmail.co.uk))

Any freelancer or volunteer alleged to be in breach of this policy will be immediately suspended and Thick & Tight's disciplinary procedure followed.

Any freelancer or volunteer found guilty of the abuse of children, young people or vulnerable adults will be dismissed for gross misconduct and immediately reported to the police.

## 6. PLANNING AND DELIVERY OF THICK & TIGHT PROJECTS

Thick & Tight recognises that making arrangements for the proper supervision of young people and vulnerable adults is one of the most effective ways of minimising opportunities for anyone to suffer harm in its care. A risk assessment will be completed for each project by the Co-Directors.

### a. Planning

- The Co-Directors should should plan and prepare a programme of activities for the young people/vulnerable adults involved in any Thick & Tight project.
- If Thick & Tight freelancers are working with an organisation which has ultimate responsibility for the young people or vulnerable adults they supervise, those freelancers should be aware of that specific organisation's Safeguarding Policies.
- Planning should ensure that all participants are adequately supervised and engaged in suitable activities at all times. Thick & Tight should obtain, in writing, parental consent to children joining an organised project via an application form.

### b. Supervision

- The Co-Directors must be satisfied that all adults who work on projects are fully competent to do so and that appropriate checks have been made.
- For Thick & Tight-hosted events, a minimum of two people should always work with a group of young people or vulnerable adults. For events hosted by other organisations, Thick & Tight will work to the safeguarding requirements of the host organisation (*or in combination with ours*) and will seek to ensure that a minimum of two people will work with any group (for example a teacher or youth worker and a Thick & Tight workshop leader).
- Thick & Tight is not registered to provide personal care and participants who have personal care needs should make these known to Thick & Tight and should arrange care support through their own care plan. Thick & Tight will of course take responsibility to protect anyone in the event of emergencies/unplanned incidents.

### 6.3 Avoiding "lone" situations

- As a general rule, Thick & Tight recommends that freelancers and volunteers try to avoid any situation in which they find themselves alone with young people or vulnerable adults. This protects participants from risk of harm and freelancers from any concern that they might be the subject of false allegation.

- Freelancers and volunteers should avoid being alone with a young person or vulnerable adult both inside and outside a workshop or meeting space unless there is an established friendship and understanding between participant and freelancer. The Co-Directors both have up-to-date DBS checks.
- A young person or vulnerable adult should never visit a freelancer at home or at any other private venue unless this has been agreed and understood by both Co-Directors and parents/carers.
- If a freelancer finds themselves alone with a young person or vulnerable adult, they should ensure that contact occurs in an open space or where they can be observed and are clearly visible e.g. with a door open or somewhere where they can be seen through a window.
- If a person is distressed and requests a 1:1 conversation, freelancers and volunteers should use their judgement as to whether this is appropriate. If possible, they should take another freelancer with them or in an absolute emergency, make sure they are in an open/visible space.
- If a young person or vulnerable adult needs to be escorted by a freelancer/volunteer in an emergency situation, the freelancer/volunteer should try to inform another freelancer of the situation and find another responsible adult to accompany them.

### **6.5 Medical emergencies**

- In the case of a medical emergency, freelancers should follow the Thick & Tight Health & Safety Policy. The emergency should be logged and reported to the Co-Directors and the parent/carer of the young person or vulnerable adult concerned immediately (or as soon as possible after the end of the workshop/activity), in writing on the Incident/Concern Record Form in Appendix C.

## **7. PHOTOGRAPHY AND FILMING**

All photographs and film footage of young people and vulnerable adults participating in Thick & Tight activities and events will be obtained with the individual's or the school/parent/carer's permission (see Appendix D for media consent form).

The images will be kept securely, stored in limited access files and used only in accordance with the consent provided. The details of images will be used sensitively and will avoid the use of personal details, unless permission to use their name(s) has been explicitly granted.

Photography and filming in public spaces with large numbers of participants will only be allowed with clear signage to inform the public that if they enter the space they are agreeing to the possibility of being filmed.

Wherever possible, clear images of unaccompanied under 18-year olds who are not part of Thick & Tight activities will not be used.

When working with professional photographers/press, Thick & Tight will issue written expectations to photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to Safeguarding. Photographers and film-makers will not be allowed unsupervised access to children or vulnerable adults.

## **8. ONLINE SAFEGUARDING**

Thick & Tight recognizes

- that the online world provides everyone with many opportunities but it can also present risks and challenges
- its duty to ensure that all young people and adults participating in its activities are protected from potential harm online
- the importance of working in partnership with its artists and participants, parents and carers, freelancers, volunteers and other agencies in order to keep its freelancers and participants safe and help them be responsible in their approach to online safety

Thick & Tight will seek to keep young people and vulnerable adults safe online by:

- Speaking to the institutions who hold ultimate responsibility for their young adults or vulnerable adults and request their Online safeguarding measures so that Thick & Tight can follow their guidance
- Supporting and encouraging its freelancers and participants to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others. Please also see section 12 (Communications/Safe Social Networking).
- Having clear and robust procedures in place to enable it to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of its information systems regularly
- Ensuring that usernames, logins, email accounts and passwords are used effectively
- Ensuring that personal information about Thick & Tight freelancers,

participants and any other individual involved in the organisation is held securely and shared only as appropriate (please also refer to Thick & Tight's Data Protection Policy)

- Ensuring that images and recordings of freelancers and participants are only used after permission has been given, and only for the purpose for which consent has been given
- Examining and risk assessing any social media platforms and new technologies (such as Zoom) before they are used within the organisation
- Reviewing and updating this policy on an annual basis at the minimum, recognising the online world moves fast

If online abuse occurs, Thick & Tight will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse, including online abuse. Please see Section 15/Appendix B (Recognising Abuse) and Section 16 (Disclosure and Response Procedures) of this policy
- Providing the necessary support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure its response takes the needs of the person experiencing abuse, any witnesses and the organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long-term

Useful websites for online safety:

<https://www.saferinternet.org.uk/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

For unresolvable online safeguarding issues: The Professionals Online Safety Helpline (POSH) <https://swgfl.org.uk/services/professionals-online-safety-helpline/>

## **9. WORKING WITH PARTNER ORGANISATIONS**

Thick & Tight often works in partnership with external organisations such as other arts organisations, schools and community groups. All partner organisations will be issued with a copy of Thick & Tight's Safeguarding Policy.

When working externally, such as when delivering a workshop in a school, Thick & Tight staff will ensure that safeguarding good practice is followed (as per Appendix A).

In advance of any workshop delivery, Thick & Tight will clarify with the partner organisation which party has safeguarding lead responsibility.

Should an allegation of abuse occur during a partnership project, the Co-Directors will contact the partner organisation to keep them informed.

## **10. TRAVEL SUPPORT**

Thick & Tight works with freelancers, artists and participants who sometimes need support with travel in order to take part in activities. In line with our partner Corali Dance Company's recommendation we shall endeavour to provide a ratio of no more than three participants/artists per staff member/volunteer providing travel support.

For participants/artists/freelancers with higher needs, it may be necessary to provide a higher level of travel support e.g. 1:1 support.

Travel support can be via public transport, taxi or walking, as appropriate.

All freelancers involved in rehearsals or performances with Thick & Tight can request Travel Support. As part of their Risk Assessment Planning, the Co-Directors of Thick & Tight shall also reach out and check if any participants need travel support.

## **11. COMMUNICATIONS /SAFE SOCIAL NETWORKING:**

Thick & Tight understands that social networking sites are a key tool for communication about its performances and activities and can act as effective recruitment tools for projects and events. However, wherever possible, freelancers should:

- limit communication with individuals to official Thick & Tight communication channels

- manage appropriate interaction on Thick & Tight's social media channels
- if necessary, encourage and educate Thick & Tight participants about e-safety

If anyone has a request or issue with Thick & Tight social media presence and conduct please write to Social Media Lead and Co-Director Daniel Hay-Gordon (email: [d\\_h\\_g@hotmail.co.uk](mailto:d_h_g@hotmail.co.uk)).

## **12. PREVENT**

*Prevent* is a Government strategy that was set up as part of a wider counter-terrorism strategy, *CONTEST*. The Prevent strategy aims to prevent people from supporting terrorism or becoming terrorists themselves. It is designed to

1. respond to the ideological threat of terrorism and extremism
2. provide practical help to prevent people from being drawn into terrorism
3. work with a range of sectors where there is a risk of radicalisation, such as the education, charity, faith and criminal justice sectors

Terrorist activity can include the exploitation of both children and adults. Thick & Tight requires all contracted employees to have an awareness of the Prevent strategy/duty, potential signs of radicalisation and how to report any concerns, especially as it is working with vulnerable people.

### **Identifying potential signs of radicalisation**

Research from a variety of organisations has shown that there are a variety of possible indicators of a person being radicalised. These include:

- an increase in extreme views relating to a social sector or Government policy
- the downloading, viewing and sharing of extremist propaganda
- an individual becoming withdrawn and increasingly intolerant of modern views
- a change in appearance or behaviour, with an individual becoming more isolated
- the expression of a desire or intent to support or take part in terrorist activity

There is no typical profile for a person likely to become involved in extremism, or who adopts violence in support of their particular ideology. Possible indicators could be:

- Use of inappropriate language
- Possession of violent extremist literature, including electronic material

- Internet use and communication such as email and text messages
- Behavioural changes
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If freelancers have any concerns about a participant beginning to support terrorism and/or violent extremism, they should discuss this immediately with one of the Co-Directors or a member of the Advisory Committee (Chair, Yassine Senghor; [ytsenghor@confrontingchange.com](mailto:ytsenghor@confrontingchange.com) )

### **13. DATA AND RECORD-KEEPING:**

Thick & Tight understands the importance of good practice in data and record keeping. This includes:

- Ensuring secure and confidential records are kept relating to all safeguarding matters
- Keeping personal information relating to young people and vulnerable adults involved in Thick & Tight activity secure, in a restricted access folder
- Complying with Thick & Tight's Data Protection Policy and the Data Protection Act 1998 in the storing of personal information

The Co-Directors are responsible for the management of data relating to freelancers and participants. This includes any requested records of DBS certificates.

### **14. RECOGNISING ABUSE:**

Adults looking after children, young people and vulnerable adults should be aware of the risks of abuse (by adults or other young people), taking steps to reduce those risks in their working practice. Recognising child abuse is not easy. A list of signs and symptoms can serve as indicators of possible abuse, but this is not fail-safe. Government guidelines in *Working Together to Safeguard Children* categorises abuse as: Physical abuse; Emotional abuse; Sexual abuse and Neglect.

There is usually an overlap between the signs and symptoms of the different types of abuse. Within each category there are both physical and behavioural signs and

changes to be aware of. Appendix B provides guidance on what to look for, and can be made available on request.

## **15. DISCLOSURE AND RESPONSE PROCEDURES:**

Thick & Tight recognises the importance of having clear procedures available to enable freelancers to handle situations where there is a safeguarding concern.

The term “disclosure” is generally used to describe what happens when a child or vulnerable person tells an adult that they are being abused.

It is not the responsibility of anyone working with Thick & Tight, in a paid or unpaid capacity, to decide whether or not abuse has taken place. There is, however, a responsibility to act on any concerns by reporting these to Thick & Tight’s Co-Directors or Advisory Committee (please see ‘Thick & Tight’s Grievance Policy’) and, where appropriate, the responsible authorities.

There are other ways that a concern may arise, including when a disclosure is made by another young person or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously.

Thick & Tight freelancers should adhere to the procedures outlined below and using the Incident/Concern Record Form in Appendix C.

### **The Five Rs**

#### **Recognise**

Spot the signs that could indicate abuse is happening to a child/young person/vulnerable adult (see Appendix B: Recognising Abuse)

#### **Respond**

Listen sensitively to the young person/vulnerable adult and what they have to say

Take them seriously

Keep an open mind

Stay calm; stay professional

Ask open questions e.g. “What happened?” rather than “Did X happen?”

Don’t criticise

Explain the next steps

Be honest about outcomes

Never promise confidentiality – find an appropriate early opportunity to explain who you have to tell and why, and that Thick & Tight has a duty to help keep them safe\*

## **Record**

Make brief notes immediately and keep them secure

Use the Incident/Concern Record Form in Appendix C as a checklist of details that should be recorded

Record specific words used by the child/young person/vulnerable adult

Record impartially

## **Report**

Contact Thick & Tight's Designated Safeguarding Lead (Daniel Hay-Gordon) or the other contacts mentioned in Section 2

Give them the completed Incident/Concern Record Form

## **Refer**

Thick & Tight's Designated Safeguarding Lead will contact the relevant statutory authority as appropriate

## **\* Confidentiality and Trust**

Confidentiality and trust should be maintained as far as possible but freelancers must act on the basis that the safety and welfare of the young person or vulnerable adult is of paramount importance.

It may be appropriate to tell the young person or vulnerable adult that you are concerned and will be speaking to someone about your concern. There will, however, be times when to do this is not appropriate and freelancers must be able to make sound professional judgements about this based on the age and understanding of the Child/Young Person and the concerns.

## **Disclosures about a Thick & Tight employee**

Any disclosure about a Thick & Tight freelancer – whether by a fellow freelancer or participant - will be taken very seriously. Disclosures should be referred immediately and confidentially to Thick & Tight's Designated Safeguarding Lead. They will be followed up promptly and handled objectively.

All disclosures should be confirmed in writing, where possible using the form in Appendix C.

The Co-Director may decide to suspend a particular activity until the matter is dealt with satisfactorily.

## APPENDIX A: Good Practice Guidelines for Safeguarding

Thick & Tight has a duty to promote safe working practices and a clear understanding of what to do if abuse is suspected or disclosed. In addition, there is responsibility to ensure all freelancers, artists, work placement individuals or volunteers are not placed in a situation where abuse might be alleged.

All Thick & Tight personnel should be encouraged to demonstrate exemplary behaviour in order to promote the welfare of young people and vulnerable adults and reduce the likelihood of allegations being made. The following are common sense examples of how to create a safe, positive culture and climate for effective working:

Good practice in **planning a project/activity/event** means:

- Undertaking, at the outset of the project/activity/event planning, a risk assessment specific to that project/activity/event and then monitoring the risk throughout the project
- Identifying the people with designated protection responsibility
- Putting systems in place to ensure easy reporting of safeguarding issues at all levels of the organisation
- Putting systems in place to create and manage good relationships with parents/carers and other stakeholders
- Being aware of the content of the work and the impact it may have on young people and vulnerable adults
- Knowing how to get in touch with local authority social services, in case you have to report a concern to them

Good practice in appropriate **physical contact** ("safe touch"):

- Due to the nature of dance/performance work, and the individuals and groups which Thick & Tight may be working with, physical contact is often an important part of the process between participants and freelancers
- Outside the dance process, freelancers should keep a safe and appropriate distance from participants. Inside the dance process, freelancers should follow the guidelines below:
  - If touch is important to an exercise or is needed for another reason, always ask the individual first
  - It is important to be clear with dancers what touch is to be expected - e.g. exercises where partners need to hold each other - and to specify the kinds of movement that may be used
  - Respect the fact that some participants may not want to be touched. There can be different reasons for this, including cultural boundaries

- The need for physical contact can vary between different groups e.g. those with more profound disabilities may require a greater degree of touch. If in doubt, check first to see what is appropriate/needed. For a young person, it may be helpful to speak to his/her/their parent/carer/teacher
- Touch should always be sensitive and respectful. Remember that a young person may become more sensitive to touch as they grow up
- Touch sometimes comes *from* a participant. If you are concerned that touch has been inappropriate, speak to the Co-Directors or venue staff so that an appropriate conversation with the participant can take place

Good practice in **interpersonal dealings** means:

- Treating all people with respect and dignity
- Always putting the welfare of each participant first, before achieving goals
- Building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process
- Giving positive and constructive feedback rather than negative criticism
- Being an excellent role model for dealings with other people
- Communication with young people or vulnerable adults should be via official Thick & Tight communication channels only
- Recognising that young people with disabilities may be even more vulnerable to abuse than other children or young people

Good practice in **managing sensitive information** means:

- Having a policy and set of procedures for taking, using and storing photographs or images of young people or vulnerable adults
- Careful monitoring and use of web-based materials and activities
- Agreed procedures for reporting any suspicions or allegations of abuse
- Ensuring confidentiality in order to protect the rights of freelancers and volunteers, including safe handling, storage and disposal of any information provided about artists or potential staff as part of the recruitment process (DPA 1998)

Good practice in **professional development** means:

- Keeping up to date with health and safety in artistic practice
- Regularly updating the Advisory Committee regarding safeguarding policy and procedures
- Undertaking relevant development and training

**APPENDIX B:** We have removed Appendix B from this document as it contains references to abuse and neglect, which may be upsetting. If you would like to see Appendix B, please get in touch with Daniel Hay-Gordon ([d\\_h\\_g@hotmail.co.uk](mailto:d_h_g@hotmail.co.uk)) or Eleanor Perry ([eleanorperry@hotmail.co.uk](mailto:eleanorperry@hotmail.co.uk)).

APPENDIX C:

INCIDENT/CONCERN RECORD FORM

Your Name:

Position:

Name of Child/Vulnerable Adult:

Address of Child/Vulnerable Adult:

Parent/Carer's Name and Address:

Child/Vulnerable Adult's Date of Birth:

Incident Date:

Incident Time:

Your Observations:

Statement of what the Child/Vulnerable Adult said and what you said:

Action Taken So Far:

External Agencies Contacted:

<p>Police</p> <p>Yes/No</p> <p>Date:</p> <p>Time:</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>Social Services</p> <p>Yes/No</p> <p>Date:</p> <p>Time:</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>Local Authority</p> <p>Yes/No</p> <p>Date:</p> <p>Time:</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>Other (e.g. NSPCC)</p> <p>Yes/No</p> <p>Date:</p> <p>Time:</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>

Signature:

Print Name:

Date:

## APPENDIX D:

### Consent Form for use of Photographic or Film/Images

In order to ensure the protection and privacy of the people we work with, we ask for permission from artists, collaborators, participants and/or their carers, parents or guardians before using any images taken at a Thick & Tight event.

Thick & Tight aims to check in advance that you are happy for a photograph or film of you to be shown in a new context. If you want Thick & Tight to remove a photograph or film from our or a partner organisation's website, social media, publicity or exhibition, we will do so wherever possible.

I, \_\_\_\_\_, consent to the recording of moving and photographic images of myself/\_\_\_\_\_ (if parent/carer/guardian) to be used in the following ways:

- In documenting a project for Thick & Tight internal use and for any collaborating artists/partners concerned
- For use in public displays and exhibitions by Thick & Tight, partner organisations and the artists concerned
- For use in publications, news articles, publicity and in the media
- For use on Thick & Tight's website and social media, for marketing and publicity purposes only
  -
- For use in Thick & Tight funding applications

Images are never for the personal use of Thick & Tight artists or partners.

Signed \_\_\_\_\_ (participant)

Signed \_\_\_\_\_ (on behalf of participant)

Relationship to participant if under age of 16 years \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX E: Code of Conduct for schools/organisations/groups receiving a Thick & Tight workshop/activity

The Thick & Tight team is looking forward to working with you. To ensure that the workshop/activity runs smoothly, and for the protection of both the participants and staff, Thick & Tight's guide for best practice behaviour is set out below. Thank you to Corali Dance Company for the use of this guide.

Please read the following and sign to state that you acknowledge what is being asked of you and your group, and that you agree to these terms.

### **You must:**

- Notify Thick & Tight of any children or young adults with particular needs and anything else that is relevant in advance of the project start date
- Ensure group size is appropriate for the workshop/activity, as agreed on booking
- Be responsible for the safeguarding, welfare and safety of the group for the entire duration of the event
- Ensure that parental permission has been sought for the activity the group will take part in if necessary
- Take responsibility for the behaviour of your group – inappropriate or dangerous behaviour will not be permitted
- Ensure that the room being used for the workshop is clear and ready for the session and that it is the appropriate temperature
- Allocate male, female and gender-neutral changing areas where possible
- Ensure timings of workshop, including breaks, start and finish times are confirmed with the workshop leaders at the beginning of the workshop
- Ensure that equipment meets safety standards
- Carry out risk assessments
- Ensure there is a first-aid box which meets current Health and Safety (First Aid) Regulations
- Provide contact details for your safeguarding lead (a decision should be made in advance as to who will be safeguarding lead for the activity)
- Ensure all staff and participants are aware of all fire exits

Thick & Tight is committed to safeguarding. You can view our Safeguarding Policy for children, young people and vulnerable adults on our website [www.thickandtight.com/policies](http://www.thickandtight.com/policies)

## APPENDIX F: USEFUL NUMBERS IF YOU HAVE A CONCERN

### CHILDREN/YOUNG ADULTS

- If you are not comfortable talking to Thick & Tight about a concern, or not sure if you are right, you can also speak to a police officer, teacher, health visitor, doctor or the NSPCC. The most important thing is to tell someone who can help.
- If you believe a child is in immediate danger you should call the police on **999** straight away.
- If you think a child is at risk of being neglected or abused, you should contact the relevant borough social care team, which can be done by phone or email.

NSPCC tel: [0808 800 5000](tel:08088005000)

### VULNERABLE ADULTS

- If you are not comfortable talking to Thick & Tight about a concern, and think an adult is at risk of being neglected or abused, you should contact the relevant borough's social care team which can be done by phone or email.
- In an emergency the police should be contacted on **999**. If it is not an emergency, the police should be contacted on **101**.

Date of last policy review	29 <sup>th</sup> November 2021
Date of next review	Autumn 2022
Signed	Daniel Hay-Gordon
Position	Co-Director