



NATIONAL THEATRE OF SCOTLAND

CHILD AND ADULT PROTECTION POLICY AND PROCEDURES

JUNE 2025

(New Edition)

PURPOSE AND AIM OF THE POLICY

With the aim to be a 'theatre for everyone' The National Theatre for Scotland (NTS) is committed to creating a safe environment in which to work with children, young people and adults at risk of harm (referred to as child/yp/adult throughout this policy).

NTS is committed to the welfare, wellbeing and protection of children/yp/adults, promoting their safety and interest across all that we do. We will make sure that all children/yp/adults we work with have the same protection regardless of age, disability, race, religion or belief, sex, sexual orientation or gender.

The purpose of this policy is to protect children/yp/adults and their families who are involved with NTS from harm and to provide staff with the overarching principles that guide our approach to child/adult protection.

Children/yp/adults have contact with NTS in many different ways. **For example:**

- Perform with us.
- Participate in workshops.
- Attend our productions.
- Attend events.
- Log onto our website.
- Complete work experience, placements and shadowing with us.

We create participatory work within our communities. Our work can take place in a number of settings and locations across Scotland, including NTS premises, schools, community facilities, pop-up rehearsal venues, and theatres, and can include overnight stays whilst on tour or residency projects.

This policy applies to all NTS staff, freelancers, practitioners, chaperones, creatives, contractors, partners, board members, members of steering/advisory groups (and similar) - referred to as 'staff' throughout this policy.

POLICY STATEMENT

NTS believes that everyone has a responsibility to promote the welfare of all children/yp/adults, to keep them safe from harm and practice in a way that protects them. No one who comes into contact with NTS should ever experience abuse of any kind.

We recognise that:

- The welfare and rights of children/yp/adults at risk is paramount in all the work we do and the decisions we take.
- NTS recognize that 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/yp/adults, their parents, carers and other agencies is essential in promoting their welfare.

NTS will meet this commitment by:

- Valuing, listening to and respecting all children/yp/adults.
- Appointing a designated lead for child/adult protection, a deputy lead, and a trustee/board member who takes responsibility for protection across the organisation.
- Adopting best practice across our policies, procedures and code of conduct for staff.
- Applying safer recruitment practices for all 'staff', ensuring all necessary checks are made.
- Ensure all staff know of, understand and follow this policy for the protection of children and adults at risk.
- Ensuring all partners with NTS and their families know about this policy and what to do if they have a concern.
- Ensure when working in partnership with groups, communities and other organisations we share our policy and agree that the NTS policy will be followed
- Providing effective and trained management for staff through supervision, support, training and quality assurance measures so that all staff follow our code of conduct confidently and competently.
- Recording, storing and destroying information securely, in line with data protection legislations and guidance.
- Building a culture where staff, volunteers, and children/yp/adults know how they are expected to behave and feel comfortable about sharing concerns through various media platforms.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment and ensuring we have a policy and procedure to help us deal with any bullying that does arise.
- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring we provide a safe physical environment for all involved with NTS by applying health and safety measures in accordance with the law and regulatory guidance.
- Supporting children and young people within Getting It Right for Every Child Framework¹ (GIRFEC:;) and Scottish Government's eight indicators of wellbeing: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included (SHANARRI indicators:²)

When working in partnership with schools, we follow the reporting procedure policy of the school.

¹ <https://www.gov.scot/policies/girfec/>

² <https://www.gov.scot/policies/girfec/wellbeing-indicators-shanarri/>

LEGAL FRAMEWORK

This policy has been developed upon the basis of legislation, policy and guidance that seeks to protect children/yp/adults in Scotland.

The following national legislative and policy initiatives inform our practice as appropriate:

- The Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland (2021) (Updated 2023)
- UN Convention on the Rights of the Child (UNCRC)
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure Scotland Act 2020
- Getting it Right for Every Child (refresh 2022)
- The Children (Scotland) Act 2020
- GIRFEC Information Sharing (2022)
- The Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) (Scotland) Act 2002
- Creating Safety (2019) (due to be updated 2025)
- The Children (Performances and Activities) (Scotland) Regulations 2014
- Getting it Right for Young Performers (2015)

SUPPORTING DOCUMENTS

This policy should be read in conjunction with other NTS policies, procedures and guidance including:

THIS POLICY FOLLOWS THE 4 Rs OF PROTECTION (which supports our staff training.³)

- **Recognise** any concerns for a child or adult at risk.
- **Respond** appropriately to any concerns of harm or abuse
- **Refer:** this will be the responsibility of the DPO and may include calling local statutory services, NSPCC Helpline (0808 800 5000) or Police Scotland.
- **Record:** once discussed with the DPO all concerns will be recorded.

A further R to be considered is Reflect: what learning are there from any incidents.

³ [national-framework-child-protection-learning-development-scotland-2024.pdf](#)

ROLES AND RESPONSIBILITIES

Everyone within NTS has a responsibility to protect children, young people and adults from risk of harm and must follow this policy and NTS code of conduct. There are specific roles for protection within NTS.

Board of Trustees.

Trustees have a responsibility to ensure appropriate safeguarding measures are in place to promote a culture that prioritises safeguarding (Scottish Charity Regulator (2018)). They will:

- Appoint at least one trustee with the specific role of child and adult protection (however the board is responsible for this also)
- Ensure that everyone in NTS is aware of their responsibilities.
- Have core competencies and undertake appropriate training in child and adult protection in which it presents within NTS.

Designated Protection Officers.

The appointed staff have a specific role to support the NTS in managing any concerns raised across the organisation. Their role includes:

- To act as the first point of contact and source of support, advice and expertise for all NTS permanent team about the safety and welfare of a child or adult
- For project and production companies the main point of contact will be the Company Manager, who will refer any concerns to the Designated Protection Officers.
- To ensure that NTS policies and procedures to protect children and adults are implemented and followed, and that all staff know where they can find these.
- Work with NTS Protection Committee and have lead responsibility to review and update the child/adult protection policy and procedure annually and monitor its implementation.
- Provide advice and guidance to staff about welfare, wellbeing, and protection issues across NTS for children/yp/adults and support staff after any incidents within NTS.
- Have a working knowledge of the relevant legislation and national guidance in protecting children/yp/adults and keep up to date about this.
- Manage all referrals of suspected abuse to the appropriate statutory agencies including Social Care and/or Police Scotland, and ensure appropriate information is shared within that appropriate information is available, confirmed in writing under confidential cover as quickly as possible.
- To be familiar with Adult Protection Committee (APC) and Child Protection Committees (Scotland) (CPC) procedures.
- To liaise with appropriate local agencies for support and advice and know where to find local contacts.
- Advise and organise mandatory training for staff on Child and Adult protection within NTS.
- To collect monitoring data on all welfare, wellbeing and protection activities across NTS and evaluate their effectiveness.

Designated Protection Officer

Nic Green, Director of Creative Engagement
National Theatre of Scotland, 125 Craighill Road, Glasgow, G4 9TL

Tel: **TBC**

email: nic.green@nationaltheatrescotland.com

Depute Protection Officer

Karen Allan, Creative Engagement Producer
National Theatre of Scotland, 125 Craighill Road, Glasgow, G4 9TL

Tel: **07912 540 137**

email: karen.allan@nationaltheatrescotland.com

Protection committee

- Designated Protection Officer (Director of Creative Engagement)
- Deputy Protection Officer (Producer – Creative Engagement)
- Board advocate, Children and Adult's Protection
- Executive Director
- Programme Director
- Human Resources
- Company Manager

Role of the committee

The committee meets twice yearly. Their role is:

- To review any protection concerns that have been raised
- Keep up to date with changes in best practice and/or legislation
- Update the policy for review by the People and Performance committee

Policy update, review and training

- The policy is updated annually, internally, by the protection committee and submitted to the People and Performance committee in April for approval by the board in June.
- The policy is reviewed by an external expert once every three years
- The external review must be supported by protection training for the committee and any board members, core team and freelancers that are responsible for children, young people and adults at risk

DEFINITIONS

Who is a child?⁴

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young Person Act (2014) (Scotland). Where a young person in Scotland aged 16-18 requires protection, it must be noted that the Adult Support and Protection (Scotland) Act 2007 legislation may apply.

GIRFEC⁵

NTS follow The Getting it right for every child (GIRFEC) principle and values which supports children's rights as detailed in the United Nations Convention on Rights of the Child (UNCRC). GIRFEC seeks to realise children's rights, enhancing their wellbeing needs under eight headings: safe, healthy, achieving, nurtured, active, respected, responsible and included (SHANARRI).

What is child abuse and neglect? (Recognise)

Child abuse and neglect is the maltreatment of a child in any form. An individual may abuse or neglect a child directly or may be responsible for abuse or neglect because they fail to prevent significant harm by another person. 'Significant Harm' is circumstances where "a child or young person's basic needs are not being met in a manner which is appropriate to their individual needs and stages of development."

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

There are four main categories of abuse which show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child:

- Physical abuse causing physical harm to a child or young person.
- Emotional abuse which is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development and can include seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018)
- 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.
- Sexual abuse is an act that involves a child in any activity for the sexual gratification of another person. It includes forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening.

⁴ [national-guidance-child-protection-scotland-2021-updated-2023.pdf](#)

⁵ [Getting it right for every child \(GIRFEC\) - gov.scot \(www.gov.scot\)](#)

Who is an Adult at Risk of Harm?⁶

An adult at risk is defined by the Adult Support and Protection (Scotland) Act 2007 as a person aged 16 or over who:

- are unable to safeguard their own well-being, property, rights or other interests;
- are at risk of harm; and
- are more vulnerable because they are affected by disability, mental disorder, illness or physical or mental infirmity.

For an adult to be at risk of harm, in terms of the Adult Support and Protection (Scotland) Act 2007, the adult must meet all three of the criteria above.

An adult is at risk of harm if:

- another person's conduct is causing (or is likely to cause) the adult to be harmed, or
- the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

All adults – even those considered to be at risk – have the same rights. This means they can refuse to discuss anything regarding their private life, refuse to show any documentation and refuse to seek medical advice. An adult who is considered unwilling to safeguard themselves, rather than unable to safeguard themselves, may not be considered an adult at risk.

As with children's categories of harm include physical, sexual, neglect and emotional abuse. Other areas of harm for adults include.

- financial or material - unlawful conduct which appropriates or adversely affects property, rights or interests (for example, theft, fraud, embezzlement or extortion).
- conduct which causes self-harm or self-neglect which is the inability to perform activities of daily living, even though the adult understands the need to do them.

What is harm? (Recognise)

The term harm covers all harmful behaviour. 'Harm' means the ill treatment or the impairment of the health or development of a child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another. In this context, 'development' can mean physical, intellectual, emotional, social or behavioural development and 'health' can mean physical or mental health.

Harm in the context of adults can come in many forms and happen in many places. Harm is not always easy to spot, in general terms, behaviours that constitute harm to a person can be a combination of acts. The harm can be accidental or intentional, as a result of self-neglect, neglect by a carer or caused by self-harm and/or attempted suicide.

A person can be subjected to harm anywhere: In their home, where they work, in a public place – often by the people closest to them. It can happen in the very places tasked with the responsibility of protecting them such as a care home or day centre.

Being disabled or having a condition does not automatically mean that an adult is at risk. A person can be disabled but able to look after their own well-being.

Above all it is important to trust your instincts – if something feels wrong, say something.

⁶ [Adult support and protection - Social care - gov.scot \(www.gov.scot\)](http://www.gov.scot)

Other areas of concern for children and adults include:

- Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something. This may occur online and includes sexting, grooming and online sexual abuse.
- Cultural which can include Female genital mutilation (FGM), honour-based abuse and forced marriage: A marriage conducted without the full and free consent of both parties
- Child trafficking: Involves recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years.
- Criminal exploitation: (County Lines) the action of an individual or group to coerce, control, manipulate or deceive a child under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator.
- Domestic Violence: Exposure to Domestic violence for adults and children is abuse.
- Bullying comes in a variety of forms but is generally understood to be the use of aggression by an individual with the intention of hurting another person. Bullying results in pain and distress to the victim. – further information on this can be found at: Anti – Bullying and Harassment Policy.
- Stalking – conduct (on at least two occasions) intended to cause the victim to suffer fear or alarm or where the perpetrator ought to have known that their behaviour would likely cause the victim fear or alarm.
- Hate Crime - behaviour which is both criminal and rooted in prejudice.

Disclosure of abuse, what to do (Respond) (including historical abuse)

If a child or adult discloses abuse, (or you observe or are informed through a third party) remember that this may be the beginning of a legal process, as well as of a process of recovery. Legal action against a perpetrator can be seriously damaged by any suggestion that the adult has been led in any way.

Staff should be aware that:

- it is not your responsibility to investigate suspected cases of abuse
- you should not take any action beyond that in these procedures and
- you cannot promise complete confidentiality – they must explain that they may need to pass information to other professionals to help keep them safe.

If we have concerns, we MUST ACT.

Reporting a concern

All staff must report immediately to the DPO any suspicion that a child/yp/adult could be at risk of harm or abuse and never agree to keep any information in relation to a child/yp/adult confidential. It can be useful to make some notes on what has been said (or what you have observed) trying to keep this as accurate as possible.

All concerns must be taken seriously and acted upon in the following way:

- Affirm their feelings as expressed by them (show empathy).
- Ask open, non-leading questions – Remember it is not your role to investigate. Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said.
- Re-assure that they are being courageous in 'telling'.
- Do not make value judgements about an alleged abuser/s and what has taken place.
- Explain that information will be passed on to another member of staff and explain why this is important.
- Explain the next step, be open and honest, reassure them that they will be kept informed of what is happening and will be supported as appropriate. Any information subsequently shared with the child/yp/adult should always be appropriate to their age and stage of development and should not breach the confidentiality of any other parties involved.
- Treat the allegation very seriously and discuss/report it immediately to NTS DPO/Deputy DPO/Establishment Head. Remember you are not alone in this process.
- Write down exactly what you have been told or observed using the pro-forma in this guidance. Always try to record what the child/adult said (if a verbal allegation) and the words they used. If the allegation came to light through other sources (e.g. drama, play etc.), include any original material (if available). Include immediate danger/medical attention. Remember this record may become part of criminal prosecution.
- On no account speak with the parent/carer about what has happened until the DPO has advised on the next step.
- Where the need for urgent medical intervention is indicated, the DPO must take action to ensure medical treatment. First aid and urgent removal to hospital accompanied by an appropriate staff person will be a priority, followed by immediate notification to Police, as appropriate.
- DPO to make decision to refer to statutory agencies with timescales, option to consult with others.
- Escalation of concerns – clear roles and responsibilities.
- Ask for support. It is recognised that dealing with child/adult protection concerns can have stressful consequences for workers so the provision of support is essential.

If the child/adult decides to withdraw at this stage, the adult should stress that they can have further discussions in the future – that there will always be someone to listen to them.

They should also be given alternative sources of support such as the telephone number of ChildLine – 0800 11 11. However, the child/yp/adult should also be told that their current concerns will be passed on.

Named Person

Children and young people from birth to 18, or beyond if still in school, may have a Named Person to help support their wellbeing within the GIRFEC approach. The Named Person is a central point of contact for organisations to report welfare and wellbeing concerns to, they are the headteacher, guidance teacher, or other promoted member of staff for a school-age child and the Health Visitor for pre-school children.

The Named Person will carefully consider the situation by asking five questions:

- **What is getting in the way of this child or young person's wellbeing?**
- **Do I have all the information I need to help this child or young person?**
- **What can I do now to help this child or young person?**
- **What can my agency do to help this child or young person?**
- **What additional help, if any, may be needed from others?**

ESCALATION PROCESS – *What to do if you feel that concerns are not being appropriately acted upon.*

Escalating is the course of action that should be taken when there are concerns that a child/ adult's safety is compromised and the current actions of either NTS or other external agencies do not support the protection of a child or adult at risk of harm. This also applies if NTS has concerns that an external agency is not acting on concerns appropriately.

If you have concerns about the safety or welfare of a child/yp/adult and feel they are not being acted upon by your manager or DPO, you can take further advice from social care yourself or contact the NSPCC Helpline. However, in the first instance, the aim should be to resolve the disagreement at the lowest level between those involved. If this fails, the matter will be raised with Protection Committee for further discussion and agreed course of action. A record of all conversations and actions must be kept.

When working in partnership with a school, the DPO will follow up any reported concerns with the school's protection to ensure they have been followed up appropriately and record this on the reporting form for the concern

NTS ACKNOWLEDGE THAT:

- Problem resolution is an integral part of professional co-operation and joint working to protect children/yp/adults.
- Professional disagreement requires resolution in a constructive and timely fashion.
- At no time must professional disagreement distract from ensuring the child/adult is safe.

The aim must be to resolve a professional disagreement at the earliest possible stage

Making a Referral

It is the responsibility of the DPO to make a referral to appropriate local services. They will assess

the nature of the concern and decide the most appropriate course of action following NTS procedure. This may include discussing any potential referral with relevant social work department, Police Scotland or NSPCC (if a child). The DPO will own this referral and follow up with any further procedures or support required.

Good practice within Adult Protection notes that all relevant stakeholders will co-operate with making referrals and assisting with inquiries, not only those who have a duty to do so under the Adult Support and Protection Act⁷.

Confidentiality and Information sharing

Sharing relevant information is an essential part of protecting children and adults at risk from harm. In order for information sharing to be lawful NTS will be supported and guided within the law (GDPR, Data Protection). In an emergency situation NTS will share immediately without delay (and without consent) information as is necessary and proportionate. The reasons to share must be recorded as soon as possible afterwards, decision made not to share must be recorded and stored appropriately.

NTS staff with child/yp/adult protection concerns may share relevant information order to:

- Clarify if there is a risk of harm to a child/adult.
- Clarify the level of risk of harm to a child /adult.
- Safeguard a child/adult at risk of harm.
- Clarify if a child/adult is being harmed.
- Clarify the level of harm a child/adult is experiencing.
- Safeguard a child/adult who is being harmed.

Professional judgement must always be applied to the available evidence about each specific emerging concern, and about what is relevant, proportionate, and necessary to share. The concern must be placed in the context of available observed and recorded information about the child/adult, their needs and circumstances.

Recording

Good child/adult protection practice depends on having sufficient, clear, succinct, accurate and accessible records.

Write down the nature of the concern and anything else the person may have told you using, as far as possible the words used by the person. Remember to sign and date the notes taken. This information will form the basis of the referral and will also be required if there is an investigation.

STORAGE

Currently stored electronically in a password-protected file as well as passed to HR for secure storage. Records are retained for 10 years.

Recruitment of staff

NTS will take all reasonable steps to prevent unsuitable people from working with children and adults. Staff who are recruited have the skills, knowledge and understanding and values in line with NTS values. All staff who work with or supervises children, young people and vulnerable adults will require to be members of PVG and have two suitable references of their suitability to work with

⁷ [Adult Support and Protection \(Scotland\) Act 2007: Code of Practice \(www.gov.scot\)](http://www.gov.scot)

children/young people/adults. PVG are updated every 5 years in line with Disclosure Scotland⁸.

Staff Training

Induction of all staff (including Trustees) will include an introduction to this policy and procedure and introduce staff to the 4R's as set out in this policy on their responsibilities in protection children/yp/adults at risk of harm. This mandatory training will follow the Scottish Government Framework⁹ as outlined within our Training and Development policy.

DPO's will undertake further training to support them in their roles. Any change in policy or legislation relevant to NTS will be cascaded to staff when required.

Contractors and Sub Contractors

- Contractors provide valuable services to and on behalf of NTS. These contractors in turn may employ people or sub-contract to others. To protect children/yp/adults and the reputation of NTS it is important that, where appropriate, any such contract for services/ terms of engagement reflect the need for them to be aware of and to follow NTS Child and Adult protection policy and procedures; this includes ensuring that they are made aware of the process for reporting concerns to NTS DPO or an appropriate manager through induction process. If the contractor/subcontractor is delivering regulated work in relation to children or adults, they will be PVG checked in the same manner as an employee or freelancer.
- The responsibility for employees of contractors, and sub-contractors remain with the main contractor who must ensure that they are informed about their responsibility to report any concerns directly to them in the first instance and/or to an identified NTS DPO in line with this policy and procedure.
- When working with someone whose main residence is overseas, guidance on checking criminal records in their country must be followed.¹⁰

Whistleblowing

NTS is committed to the highest possible standards of openness, probity and accountability. NTS understand that staff and volunteers will often be the first to know when someone inside or connected with the organisation is doing something illegal, dishonest, or improper, but may feel apprehensive about voicing their concerns. However, it is in the interest of everyone, including the organisation, that individuals with knowledge of wrongdoing are supported in reporting such behaviour. Any individual with knowledge of any such activities should inform their DPO/supervisor/manager who will take the matter further as appropriate and necessary, or alternatively call NSPCC Whistleblowing advice line on **0808 028 0285**. Please see NTS Whistleblowing policy for full details of process and procedures.

⁸ [PVG scheme will be a legal requirement - Disclosure Scotland](#)

⁹ [national-framework-child-protection-learning-development-scotland-2024.pdf](#)

¹⁰ <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Managing Allegations against staff

Any concerns about the welfare of a child or vulnerable adult arising from alleged poor practice, abuse or harassment by an employee of NTS must be discussed with the DPO and reported immediately to HR and the Protection Committee. Concerns about a member of staff may fall into any of the following three categories where someone has:

- Behaved in a way that has harmed the adult, or may have harmed a child/adult
- Possibly committed a criminal offence against or related to child/vulnerable adult
- Behaved towards a child/adult in a way that indicates they may pose a risk of harm to as a member of staff is unsuitable to work with NTS

Concerns relating to a person in a position of trust¹¹.

National Guidance notes that referrals received by statutory agencies relating to a person who has a position of trust over a child or young person under the age of 18 years and who may have caused harm to a child or young person through abuse, neglect or exploitation will be considered for Inter-agency referral discussion (IRD).

The IRD process is the start of the formal process of information sharing, assessment, analysis and decision-making following reported concerns of an individual in a position of trust. If the threshold of significant harm has not been met and an IRD is deemed not suitable, it may be necessary for statutory agencies to notify NTS as the employer may wish to investigate further.

Supporting Employees

Employers have a duty of care to their employees, NTS will ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.

- Suspension should be carefully considered and is not automatic.
- It is essential that any allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- All options to avoid suspension should be considered prior to taking that step.

Where it is clear that an investigation by the police is unnecessary, the DPO should discuss the next steps with the head of the organisation and HR.

- Keep Records on an individual's file until retirement or 10 years if that will be longer.
- Decisions regarding suspension are with the employer.
- If NTS removes an individual (paid or unpaid) from work such as looking after children or adults (or would have, had the person not left first) because the person poses a risk of harm to children or adults, the organisation must make a referral to Disclosure Scotland. It is an offence to fail to make a referral without good reason.

¹¹ [national-guidance-child-protection-scotland-2021-updated-2023.pdf](#)

Social Media

It is recognised that Social Media sites have become a significant way of life for many people and that, when used appropriately, are a positive way of keeping in touch with friends and colleagues as well as providing an opportunity to communicate through media. Social media involves the building of communities or networks and encouraging participation and engagement. By having a written policy on 'the acceptable use of social networking' this allows NTS to comply with the law.

- Social Networking sites should not be used for accessing or sharing illegal content.
- If a member of staff is concerned by information or content posted on one of NTS official sites (Twitter, Facebook, YouTube, Instagram, TikTok) they should raise this concern with their DPO or line manager.
- Staff should refrain from using language which could cause offence to others.
- Privacy should be respected always – if a staff member wishes to post a photograph or information on an individual, they should gain prior permission from the individual and must not be posted on personal pages.
- Viewing and updating personal sites is not permitted during working times.
- Staff must not friend/follow child/yp/adults at risk who are participants of NTS projects on their personal accounts.

Further information can be found in the NTS social media Policy

PARTNERSHIP WORKING.

Working in partnership with other agencies is essential in promoting the protection of children and adults. NTS engages with different organisations such as schools, other voluntary and community organisations, private companies, contractors supplying services, theatres, and hiring venues. When working with other organisations, whether long term or as a one-off, the responsible manager will clarify and address in our planning and contracting process whose procedures are to be followed whether working with the organisation in NTS premises or in non NTS premises.

The responsible manager will ensure the following minimum requirements when considering performances, events or activities, and rehearsals:

- Partner agency has in place its own child/adult protection policy and agreement for working in partnership when concerns are identified.
- Joint working agreement on whose policies will be followed.
- All agreements on joint work in terms of protection will be recorded in writing.
- Designated Child/Adult protection officer and their contact details.
- Agreed escalation procedures for concerns raised.
- In the event that protection policies are either not sufficient or none in place, NTS will seek agreement to apply NTS policies with advice sought from NTS DPO around adequate vetting procedures.
- Any identified concerns are recorded within NTS and reported to DPO.

Photography

Permission must be sought to use imagery of participants in any activities of NTS. It must be made clear where the photographs are to be used.

Counselling

Receiving a disclosure of abuse or reporting a concern can be a difficult or emotionally demanding process. Free, confidential, independent counselling is available to all NTS employees and freelancers by contacting HR: HR@nationaltheatrescotland.com

Compliance

Failure to comply with NTS Child and Adult Protection Policy may result in NTS Disciplinary Procedure, or legal action being taken.

Other sources for help

NSPCC – [NSPCC Learning | Safeguarding and child protection](#) 0808 800 5000

Childline - www.childline.org.uk 0800 1111

Childline Report Remove - [Report Remove | Childline](#)

Child Exploitation Online Protection (CEOP) www.ceop.police.uk/saety-crime

thinkyouknow – online safety education programme for CEOP www.thinkyouknow.co.uk

Internet Matters - [Keep Children Safe Online: Information, advice, support - Internet Matters](#)

Ofcom – **Online Safety Act** [Implementing the Online Safety Act: progress update](#)

Young Minds [YoungMinds | Mental Health Charity For Children And Young People | YoungMinds](#)

SAMH -For Scotland's Mental Health samh.org.uk

Social Work – contact the local authority where the project is taking place. You can find the right number to contact on the Scottish Government website: www.mygov.scot/report-child-abuse

Police Scotland – 101 or 999 for emergency

Appendix One: Chaperone Policy

Chaperones play a vital role in ensuring the safety and well-being of children who are to performing in NTS productions or projects. Chaperones are required for all paid performers who are under 18. This policy outlines the responsibilities, selection process, and key considerations for chaperones in safeguarding the health, comfort, and moral welfare of the children under their care. Chaperones are paid roles and must be appointed when a child is being paid to perform in a production or a project.

1. Role and Responsibilities of Chaperones

Chaperones are appointed to exercise care and control over the child, ensuring adherence to license regulations. Their duties encompass promoting, protecting, and safeguarding the well-being of children during rehearsals, performances, or travel to such venues. Chaperones must be competent and solely dedicated to their responsibilities, not hindered by conflicting activities.

2. Appointment Process

Chaperones are appointed through a rigorous process, involving recommendations, interviews with the show's Producer and NTS Company Manager, PVG checks, and two-character references. Ideally, chaperones will be identified and named on the license before its application. If not possible, the local authority will be promptly informed of the chaperone's name upon appointment.

3. Chaperone's Essential Knowledge

Chaperones must possess an understanding of:

- The concept of 'well-being' for children in performance settings.
- Relevant child protection processes and procedures.
- Working time restrictions, education requirements, and best practices for transportation.

Decision-making should prioritise the child's best interests, considering individual needs within the framework of provided guidance.

4. Variation to License Guidance

Any proposed variation to licence guidance that may impact the artistic process must be negotiated in advance with the local authority where possible. Proposed variations to licence must be agreed by the School, Parent/Guardian and Chaperone. Chaperones must be informed of and agree to variations before the contract commences, ensuring no detriment to the well-being of the child or children in their care.

5. Chaperone's Role and Process

The chaperone's role must be discussed and agreed upon in advance. Details, such as the chaperone's presence in the rehearsal room or the child(ren)'s break arrangements, should be coordinated with the creative team, company manager, and deputy DPO. Any queries can be directed to the DPO. Chaperones must understand and agree to follow NTS protection policy

and procedures.

6. Maximum Number of Children per Chaperone

NTS policy is that chaperones cannot oversee more than 10 children over the age of 13 in a production. Each production and project is reviewed in relation to the age of the children and in relation to the guidance ratios from the NSPCC:

Age	Ratio
0-2 years	One adult to three children
2-3 years	One adult to four children
4-8 years	One adult to six children
9-12 years	One adult to eight children
13-18 years	One adult to ten children

If young people are helping to supervise younger children, only people aged 18 or over should be included as adults when calculating adult to child ratios. When working with children and young people who have additional support needs or disabilities more supervision than the minimum ratios above may be required.¹²

7. Temporary stand-in responsible adult

There may be occasions when the chaperone must leave other children and young people in their care to look after the wellbeing of an individual in their care. There will always be at least one identified responsible adult who will take on the care of the young people whilst the chaperone attends to the individual. The designated responsible adults will be contracted team members who have been PVG checked and will be made aware of the role in advance of commencement of the rehearsal period.

8. Legal Guardians as Chaperones

Legal guardians may act as chaperones for their own child(ren) without being subject to the NTS chaperone appointment process. If they chaperone other children, they must undergo the standard appointment process.

9. Reporting Responsibilities

Chaperones must promptly notify the licensing authority of unaddressed issues posing a risk to a child's well-being. Immediate action is required when a child is at risk of significant harm. The chaperone must also notify the DPO or Deputy DPO. Any other incidents which do not pose a risk to the child but are a variation to the agreed process or schedule must be notified as soon as possible to the company manager and the DPO or deputy DPO.

This Chaperones Policy is integral to our commitment to child protection and well-being in the context of NTS productions and projects.

¹² [Recommended adult to child ratios for working with children | NSPCC Learning](#)

APPENDIX TWO

Reporting Concern Form

NATIONAL THEATRE OF SCOTLAND

RECORDING FORM CHILD PROTECTION

Complete as many sections of the following pro-forma as possible. It will not always be possible to complete all sections. The completed pro-forma must be passed to the Child Protection Co-ordinator/Establishment Head.

Name of child (where known):
Age (where known):
Address (where known):
Telephone number (where known):
Name of parents/carers (where known):
Names of other siblings (If known):
Any special circumstances relating to the child (e.g. special needs, health and welfare issues):
What is the nature of the concern? (E.g. could be an allegation made by a child or a concern raised by a worker/third party).
If a child has alleged abuse, give the name of the person they spoke to together with the place and time when this was made.
If a child has alleged abuse, record as quickly as possible what the child said. Remember that this should be as accurate as possible and that you should record the child's words/phrases
If an adult has expressed concern at the safety of a child are they expressing their own worries or passing on those from another adult? Record their concerns and ask them to confirm that the details are correct.
Have any possible signs or indicators been identified? Who identified these?

If known, record the name(s) of the person or persons implicated in the allegation/concern of abuse
Record when the referral to Social Work, Police or Authority Reporter was made and the name of the person who received you call and the advice given.
What advice was given about liaising with the child's parents/carers?

Signed:

Date _____

FOLLOW UP:

If the concern was raised to the protection officer of a school, the concern must be followed up and response recorded:

Date of follow up:

Response:

This form must be kept in a confidential file. Information given in this form must only be disclosed to relevant persons on a need-to-know basis.

APPENDIX THREE

NTS Protection Code of Conduct:

- Report immediately any suspicion that a child/yp/ adult could be at risk of harm or abuse. Follow procedures for reporting protection concerns or allegations and never agree to keep any information relation to a child/yp/ adult confidential.
- Listen carefully to any child/yp/adult who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to DPO.
- Play a part in helping develop an ethos where all people matter and are treated equally with respect and dignity.
- Always put the care, welfare and safety needs of a child/yp/adult first.
- Respect a child/yp/adult's right to be involved in making choices and decisions which directly affect them.
- Work with children/yp/adults in an open and transparent way - where physical contact is required, be transparent and inform the individual within the relevant setting. In both a group and one-to-one setting always offer the opportunity for the child/yp/adult to opt out. Always seek approval and record the reasoning as part of your risk assessment.
- Actively involve children/yp/adults in planning activities wherever possible and ensure activity is set at the correct level and appropriateness.
- Listen attentively to any ideas and views a child/yp/adult wants to share with you at all times regardless of their age, gender, ethnicity, ability or sexual orientation.
- Respect a child/yp/adults right to privacy and personal space.
- Respond sensitively to children/yp/adults who seem anxious about participating in certain activities.
- Ensure that when you're working with children/yp/adults you are at least within sight or hearing of others and avoid unobserved situations of one-to-one contact with a child/yp/adult. If this is unavoidable, always ensure another adult/colleague knows where you are, with whom and why. The exception to this is chaperones whose role necessitates one-to-one contact with children.
- Never dismiss what a child/yp/adult tells you as 'lies or exaggeration'.
- Ensure that dangerous or otherwise unacceptable behaviour by a child/yp/adult is managed appropriately: in an education establishment this should fall to the designated teacher, in a care setting, prison or similar establishment this should fall to the designated staff member of the establishment.
- Ensure that if you need to comfort a child/yp/adult who has become distressed, you do so in a way which is both age appropriate and respectful of their personal space.
- Never act in a way which may be perceived as intrusive or threatening; ask children/yp/adults before you act.
- Be aware that children/yp/adults can and do develop sexual infatuations towards adults working with them. If you become aware of this happening towards yourself, you should inform your manager and they will respond to the situation in a way which maintains the dignity for all concerned.
- Never underestimate the contribution that you can make to the development of safe communities for children/yp/adults.

- Ensure that the focus of your relationship with a child/yp/adult you have met through work is always on work: the aim should never be, or become, to develop the relationship into a long-term friendship.
- Never invite, or allow a child/yp/adult you have met through work into your home or make contact with them outside of work. The exception to this is where your own child/yp/adult may be friends with the individual that is or has been part of the company. In such circumstances, the DPO should be notified in writing.
- Avoid favouritism, singling out and gossiping.

YOU MUST NOT (or tolerate/condone if you observe a colleague):

- Engage in or tolerate sexually provocative games, including horseplay.
- Allow others or yourself to engage in touching a child/yp/adult in a sexually provocative manner.
- Make sexually suggestive comments to a child/yp/adult, even in fun.
- Consume alcohol or take drugs whilst on duty, including any breaks or when in contact with children /adults
- Smoke/Vape with or in front of children/yp/adults.
- Steal or condone someone else stealing, regardless of the value of item stolen.
- Discuss staff members' own sexual/personal relationships in front of others.
- Offer to transport a child/yp/adult alone in your car unless it's an emergency and having notified your manager or DPO.
- Engage in or tolerate inappropriate physical activity involving children/yp/adults, or any bullying activity by an adult or another child//yp/adult.
- Use sarcasm, demeaning or insensitive comments to a child/yp/adult.
- Use any physical punishment as part of disciplining children/yp/adults.
- Shout or raise your voice at children/yp/adults.
- Have contact with children/yp/adults by phone, letter, email or social media in any way, unless directly related to a project and agreed in advance and in writing by the Creative Engagement team.
- Photograph or film children/yp/adults for which no prior consent from the parent carer/school/establishment is obtained.
- Exaggerate or trivialize another staff member's concerns about
- a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
- Discuss personal issues about a child/yp/adult or their family with other people except with the DPO when you are concerned about the child/adult's wellbeing.
- Be drawn into derogatory remarks or gestures in front of children/yp/adults.
- Allow a child/yp/adult to be bullied or harmed by anyone in the organisation.
- Allow children/yp/adults to swear or use sexualised language unchallenged.
- Discriminate or be prejudicial.
- Ask children to keep secrets.

APPENDIX FOUR

National Theatre of Scotland: Guidance for Artists Working with Children and Young People

Purpose of this guidance

This document outlines the standards and behaviours expected of artists working with children and young people. It aims to foster a collaborative, empowering, and safe environment while ensuring appropriate boundaries are maintained. This guidance complements our Protection Policy.

Core Principles

1. Collaboration and Empowerment:

- Foster a culture of mutual respect where young people feel their voices are valued.
- Encourage creativity and shared ownership of the artistic process while maintaining a professional boundary.

2. Safety and Wellbeing:

- Always prioritise the safety and wellbeing of children and young people.
- Be mindful of their emotional and social development and avoid actions or communications that could be misconstrued.

3. Professional Boundaries:

- Recognise your role as an adult working with children and young people and maintain clear, professional relationships at all times.
- Understand that you are not a peer or friend to the young people but a collaborator in a professional capacity.
- Adhere to the code of Conduct in the Protection Policy and ensure spaces support our Safer Spaces Statement

Practical Guidelines

1. Communication:

- Use only official communication channels (e.g., school-provided emails or National Theatre of Scotland platforms) for all interactions.
- Do not share personal contact information, including personal email addresses, phone numbers, or personal social media accounts.
- Avoid direct, one-on-one communication with young people outside the project's official scope.
- If young people request ongoing contact, direct them to National Theatre of Scotland's established public-facing channels or other channels directly connected to the project.

2. Physical Boundaries:

- Always respect personal space and maintain appropriate physical boundaries.
- Avoid physical contact unless necessary and appropriate for the activity, and ensure it is consensual and understood.

3. **Social Media:**

- Do not connect with young people on personal social media accounts.
- Refrain from posting images or information about the young people on your own platforms without explicit permission from National Theatre of Scotland.

4. **Gifts:**

- If a child or young person gives you a gift, ensure that you let other members of the team know
- Where possible any gifts you give should be given to the entire group
- If you want to give an individual gift, check with other members of the team that it is appropriate within the context (for example, facilitating a young person's learning).

5. **Support and Feedback:**

- Encourage young people to share feedback about the project openly but through structured sessions or anonymous surveys.
- If young people share personal issues or concerns, listen respectfully and ensure these are directed to the designated protection officer.

Scenarios and Responses

- **Scenario 1: A young person asks for your personal contact information to stay in touch.**
 - Response: Politely explain that maintaining professional boundaries means you cannot share personal contact details. Encourage them to follow National Theatre of Scotland's public channels for updates.
- **Scenario 2: A young person shares personal issues with you during a session.**
 - Response: Thank them for trusting you and gently remind them that you will need to share this with the designated protection officer to ensure they get the support they need.
- **Scenario 3: A young person sends a direct message to your professional email outside of project hours.**
 - Response: Forward the email to the designated project leader and avoid engaging in one-on-one correspondence.
- **Scenario 4: A young person becomes overfamiliar with you during a session.**
 - Response: Remove yourself from the situation and if appropriate re-affirm your professional boundaries and report the incident to the DPO as a concern.

Legal and Ethical Compliance

- Comply with the Children and Young People (Scotland) Act 2014, ensuring that the rights, welfare, and safety of all children are prioritised.
- Always Follow the National Theatre of Scotland's Protection Policy.
- Attend mandatory training sessions on safeguarding, professional boundaries, and child protection.

Support and Reporting

- If you are unsure about a situation or need advice, contact the project leader or protection officer immediately.
- Report any breaches of this code or concerns about a young person's welfare promptly. If it is a protection concern, follow the Protection Policy

Sources and References

- Children and Young People (Scotland) Act 2014
- NSPCC's Safeguarding Standards and Guidance
- Creative Scotland's Equalities, Diversity, and Inclusion Guidelines
- Creative Scotland/Children in Scotland's Creating Safety Guide
- Arts Council England's Safeguarding Policies for Artists in Educational Settings

APPENDIX FIVE

FILMING/PHOTOGRAPHY/AUDIO - CONSENT FORM

Project Title – _____

National Theatre of Scotland is committed to the protection of all individuals who attend or are involved with its productions and activities.

The Company would like to record (film/photography/audio) your contribution as part of your participation in _____, including in rehearsals, workshops and the final production in its entirety.

The full recording of the final production shall only be used for research, not-for-profit educational, and archive purposes.

Selected extracts of recordings, up to a combined maximum of three minutes completed edited footage (three minutes rehearsal, and three minutes production, where relevant), and selected photos, may be used online or offline to promote:

- _____ or National Theatre of Scotland's programme.
- National Theatre of Scotland, the art form and/or the artists

National Theatre of Scotland reserves the right to share the content with partners and venues attached to _____ for the additional marketing and promotion of the project or the ongoing promotion of partners/venues work to their audiences/stakeholders on their own materials/ platforms.

National Theatre of Scotland will take all reasonable measures to ensure these recordings/ images are used solely for the purposes for which they are intended, as listed above. If you become aware of these recordings/images being used inappropriately, please email **info@nationaltheatrescotland.com** immediately.

Event: _____

Contributors Name: _____

SECTION A OR B TO BE COMPLETED

A. Contributor (Complete below)

I, _____ give my permission to be filmed, photographed, and/or my voice recorded for use by National Theatre of Scotland on its website and for other promotional uses, as listed above.

Signature _____

Print Name _____

Date _____

B. Parent/Guardian/Carer (Complete below) - Required to be signed if the person is under 18 years of age or an adult at risk.

I, _____ consent to National Theatre of Scotland filming, photographing and/or recording the voice of _____ for use on its website and for other promotional uses, as listed above.

Signature _____

Print Name _____

Relationship to young person/adult at risk _____

Date _____

National Theatre of Scotland will retain copyright for all recorded material.

If you wish to withdraw your permission after signing this form, please contact us at **info@nationaltheatrescotland.com**. We will cease using your image(s)/audio(s) as soon as practicable after our receipt of your email.

Recordings will be stored in line with National Theatre of Scotland's Child Protection Policy. Please email **info@nationaltheatrescotland** for a copy of this policy.

Data will be held in line with GDPR guidelines and the Data Protection Act 1998.

Any use outside of marketing and promotion of the project by partners and venues, or the ongoing promotion of their work to audiences/ stakeholders on their own materials/ platforms, offline and online, will be negotiated on a case-by-case basis.

It is National Theatre of Scotland's policy only to offer the first name of any children in the credit for photographs.

APPENDIX SIX- CHAPERONE CHECKLIST

Essential Criteria

Demonstrable experience of working with children and young people, including previous experience of acting as a chaperone to children and young people.

2-character references

Photo ID

Current membership of Protection of Vulnerable Groups scheme

Doctor's confirmation that they are fit and well - as required

Details of any previous and/ or current listing on another licensing authority's administrative chaperone register.

Face to face interview

Desirable Criteria

Awareness of UNCRC and the rights of the Child

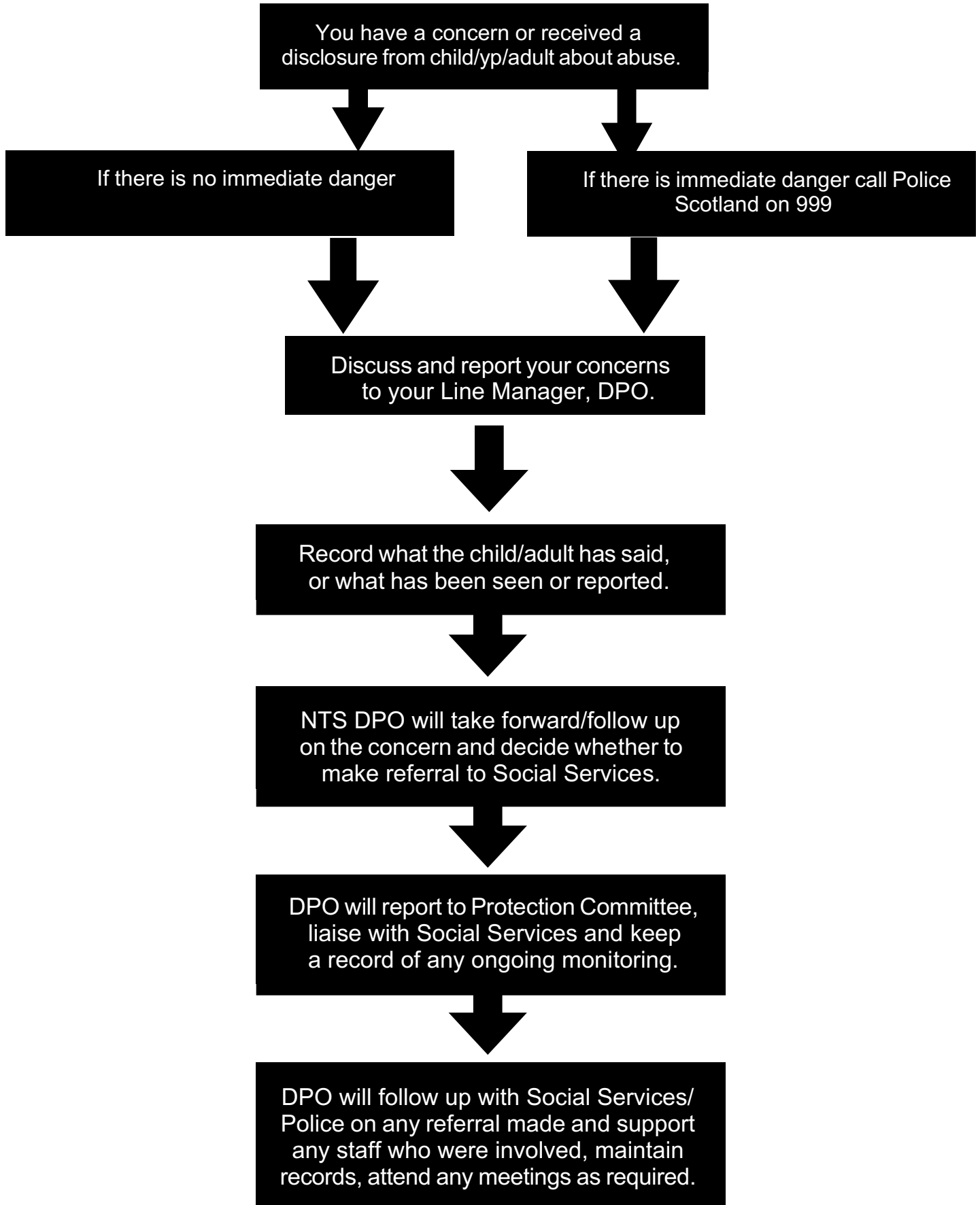
Knowledge of the Common Core of Skills, Knowledge and Understanding & Values for the Children's Workforce.

Awareness of *Getting it Right for Every Child*

Awareness of the concept of Wellbeing and how to promote the wellbeing of children of varying ages.

PROCESS FOLLOWING A DISCLOSURE OR CONCERN FOR A CHILD, YOUNG PERSON OR ADULT AT RISK OF HARM

IF THERE IS IMMEDIATE RISK OF DANGER TO AN INDIVIDUAL, CALL THE POLICE, SOCIAL SERVICES OR THE NSPCC, THEN FOLLOW THE STEPS OF THE PROCESS.



STEPS FOLLOWING A CONCERN OR ALLEGATION AGAINST STAFF/CHAPERONE

