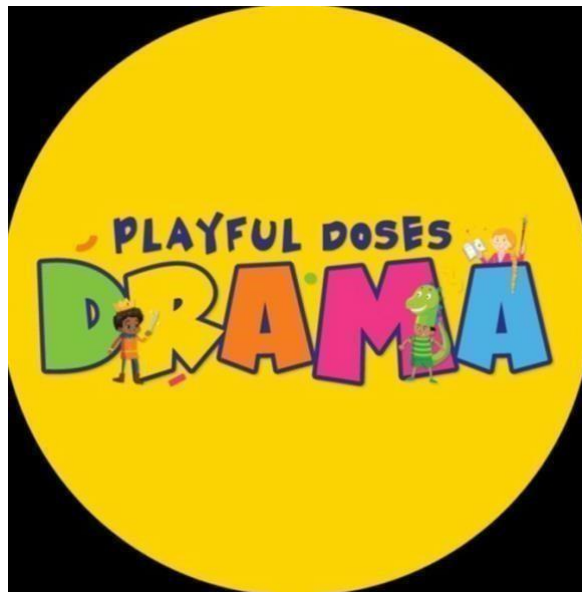


Children and Adults Safeguarding Policy and Procedure



Playful Doses Drama CIC
Company number 15429588

Playful Doses Drama CIC
Company number 15429588

Playful Doses Drama Safeguarding Policy

Children and Adults

Safeguarding Policy and Procedure

Policy owner: Playful Doses Drama CIC

Senior Designated Safeguarding Lead (DSL): Leia Licorish, Founder and Director

Approved by: Directors

Date approved: 25/08/2026

Next review date: 25/08/2027

Review frequency: Annual, or sooner if legislation, statutory guidance, organisational structure or services, delivery settings, or local safeguarding partnership procedures change, or following an incident or safeguarding concern.

1. Safeguarding Policy and Procedure

Playful Doses Drama abides by its duty of care to safeguard and promote the welfare of both children and adults. We are committed to safeguarding practices that reflect statutory responsibilities, follow government guidance, and comply with best practice standards.

We recognise that the welfare of every individual child or adult is paramount in all the work we do and in all the decisions we take.

All individuals, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have an equal right to protection from all forms of harm, abuse, neglect, or exploitation.

Some individuals may be additionally vulnerable due to factors such as previous experiences, physical or mental health needs, level of dependency, communication barriers, or other circumstances.

Working in partnership with children, adults, families, carers, and other agencies is essential in promoting welfare and ensuring effective safeguarding practice.

1.1 Purpose and scope for our delivery settings

This document outlines the mandatory safeguarding and physical safety procedures for all staff, volunteers, and freelancers representing Playful Doses Drama CIC. It explicitly addresses the unique risks associated with delivering active, creative storytelling and drama sessions to young children aged 0 to 7 and their parents and carers within community managed public spaces (libraries and hubs) and educational settings (schools).

1.2 Purpose

Playful Doses Drama will:

Protect children, young people, and adults who receive services from Playful Doses Drama from harm. This includes both the adults and the children who use our services. Provide staff, volunteers, and service users, including children, adults, and their families with the overarching principles that guide our approach to safeguarding and promoting welfare.

This policy applies to anyone working on behalf of Playful Doses Drama, including senior managers, the board of trustees, directors, paid staff, volunteers, sessional workers, agency staff, and students. Failure to comply with this policy and related procedures will be addressed promptly and may result in disciplinary action or exclusion from the organisation.

1.3 Definitions

Adult at Risk:

Under the Care Act 2014, an adult at risk is defined as a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting those needs)
- Is experiencing, or is at risk of, abuse or neglect
- As a result of those care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child Abuse:

Children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are four main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Emotional abuse
- Female genital mutilation
- Grooming

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- Neglect
- Non recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

Adult Abuse:

Adults may experience abuse or neglect in a range of settings, including their own home, care settings, or community environments. Types of abuse recognised under the Care Act 2014 include:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect and acts of omission
- Self-neglect

1.4 Safeguarding children

Safeguarding children is defined in Working Together to Safeguard Children 2026 as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

1.5 Safeguarding adults

Defined in the Care and Support Statutory Guidance (2023) as:

- Protecting an adult's right to live in safety, free from abuse and neglect
- Empowering individuals to make their own choices and maintain control over their lives
- Preventing harm and reducing the risk of abuse or neglect

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- Promoting wellbeing and ensuring proportional, person centred responses
- Working in partnership with individuals, their families, carers, and other agencies to achieve the best outcomes

1.6 Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/>.

This policy is based on the Playful Doses Drama duty under:

- The Care Act 2014 in particular Sections 42 to 46 related to safeguarding. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- The Children's Act 2004, all organisations working with or coming into contact with children, are expected to adhere to the principles of Section 11 as best practice. This means having:
 - Clear safeguarding policies and procedures
 - Safer recruitment practices
 - Staff training
 - A designated safeguarding lead
 - Systems for reporting and responding to concernsFurther information can be found at: <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- Working Together to Safeguard Children, a guide to multi agency working to help, protect and promote the welfare of Children, December 2026. Working together to safeguard children 2026: statutory guidance (publishing.service.gov.uk)
- The Mental Capacity Act 2005 provides a statutory framework for people who lack capacity to make decisions for themselves.
- The Human Rights Act 1998 applies to all public authorities. Organisations must comply with the Act and the individual's rights when providing a service or making decisions that impact on the individual's rights.
- The Counter Terrorism Act 2015 section 26 which places a duty on certain bodies, in the exercise of their functions, to have due regard to the need to prevent people from becoming terrorists or supporting terrorism. The Prevent Agenda is one of four strands which makes up the Governments counter terrorism strategy. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/6/contents>
- The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
- The Anti Social Behaviour, Crime and Policing Act 2014 in particular Part 10 relating to forced marriage. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>

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- The Serious Crime Act 2015 particularly Part 5 relating to female genital mutilation, child cruelty and domestic abuse. Further information can be found at: <https://www.legislation.gov.uk/ukpga/2015/9/contents/enacted>

The policy is written with reference to the principle of Think Child, Think Parent, Think Family. Further information can be found at:

<https://www.publichealth.hscni.net/publications/think-child-thinkparent-think-family-0>

1.7 Thresholds

For Wandsworth:

Playful Doses Drama refer to and seek guidance from the Threshold Framework held by Staffordshire Safeguarding Children Partnership.

The Threshold Framework "Accessing the Right Help at the Right Time" is the overarching document for the whole of the children's workforce. This multiagency threshold framework is a guidance tool that all agencies, professionals and volunteers can use to consider how best to meet the needs of individual children and young people.

The Threshold Framework for children is available on the website:

<https://www.wscp.org.uk/policies-and-procedures/levels-of-need-framework>

And for adults can be found at:

<https://www.wandsworth.gov.uk/safeguarding-and-adult-abuse/>

For Westminster:

Playful Doses Drama refer to and seek guidance from the Threshold Framework held by London Safeguarding Children Board.

<https://www.westminster.gov.uk/children-and-families/childrens-social-care>

And for adults can be found at:

<https://www.westminster.gov.uk/health-and-social-care/safeguarding-adults>

For Wandsworth and Westminster:

<https://londonsafeguardingchildrenprocedures.co.uk/chapter/threshold-document-continuum-of-help-and-support>

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Our projects move from area to area, and we recognised that any referral would need to be made to the area where the child resides, except for a Section 47 investigation, where we acknowledge, we would need to report to the area where the incident occurred.

1.8 Local authority referral pathways and partnerships

Our operations in Westminster align directly with the Local Safeguarding Children Partnership (LSCP) for Kensington and Chelsea and Westminster, and statutory framework guidelines including Working Together to Safeguard Children.

Our operations in Wandsworth align directly with the Wandsworth Safeguarding Children Partnership (WSCP).

1.8.1 City of Westminster pathway

In Community Settings (for example Westminster libraries and hubs):

If a child is deemed to be at risk of significant harm, the Designated Safeguarding Lead (DSL) will make an immediate referral to Westminster Children's Social Care via the Westminster Access Team.

Telephone: 020 7641 4000

Email: accesstochildrengovernmentservices@westminster.gov.uk

Alternative Child Protection: 020 7641 3991

Telephone outside of normal office hours (available 5pm to 9am weekdays and 24 hours on weekends and bank holidays): 020 7641 2388 (Emergency Duty Team)

In educational settings (Westminster schools):

Report to the host school's DSL before staff leave the school premises, duplicating logs internally.

Adult safeguarding:

Telephone: 020 7641 2176

Telephone outside of normal office hours: 020 7641 6000

Email: adultsocialcare@westminster.gov.uk

Allegations against staff (Westminster):

Reported within 24 hours to the Westminster Local Authority Designated Officer (LADO) via the central Westminster Safeguarding team.

LADO advice: 020 7641 7668. Ask to speak to the Duty LADO.

Email: lado@westminster.gov.uk

LADO: Aqualma Daniel, 07870 481712, Aqualma.Daniel@rbkc.gov.uk

LADO Manager: Sally Smith, 07967 764794, Sally.Smith@rbkc.gov.uk

1.8.2 London Borough of Wandsworth pathway

In community settings (for example Wandsworth libraries and hubs):

If a child is deemed to be at risk of significant harm, the DSL will make an immediate referral to the Wandsworth Multi Agency Safeguarding Hub (MASH).

Telephone (daytime 9am to 5pm): 020 8871 6622

Telephone (out of hours emergency): 020 8871 6000

Email: mash@wandsworth.gov.uk

In educational settings (Wandsworth schools):

Report to the host school's DSL before staff leave the school premises, duplicating logs internally.

Allegations against staff (Wandsworth LADO):

Wandsworth Council requires all LADO alerts to be processed via their official online portal. No direct emails or telephone calls to individual staff are triaged for case logging.

LADO reporting route: Submit via the Wandsworth Council LADO Portal.

<https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/lado/>

Follow up notification: Notify the Early Years Safeguarding Lead at eyesafeguarding@wandsworth.gov.uk with the generated portal case number.

1.9 The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent Duty.

These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations
- Other organisations may also have Prevent duties if they perform delegated local authority functions

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

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More information is available on the Government website here:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

1.10 Training and awareness

Playful Doses Drama will ensure an appropriate level of safeguarding training is available to its trustees, directors, employees, volunteers and any relevant persons linked to the organisation who requires it (for example contractors).

For all employees who are working or volunteering with children, this requires them, as a minimum, to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children and adults
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children and adults safe
- Understand dignity and respect when working with children and adults
- Have knowledge of the Safeguarding Children and Adults Policy

1.11 Dual context operational boundaries

1.11.1 Parent and carer accompanied sessions (libraries and community hubs)

Parent/Carer Supervision

Our community based sessions operate on a strict stay and play model. Parents or carers retain primary responsibility and supervisory care for their children at all times during the session. Children must remain within the adult's direct line of sight.

Staff boundaries:

To ensure operational safety and effective delivery, we maintain a minimum ratio of 1 trained staff member to every 6 families (maximum 8 families under exceptional circumstances).

Staff are present solely to facilitate creative activities. Staff will never perform intimate care duties, including nappy changing, clothes changing, or assisting children within toilet cubicles.

1.11.2 School based sessions

When working in schools we will read Part One: safeguarding information for all staff of the Keeping Children Safe in Education (KCSIE) document.

<https://share.google/Bxx32ppi9FA1sMR16>

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Adult child ratios:

All sessions will be led by two fully qualified practitioners. All sessions will adhere to the adult child ratios advised by the National Society for Prevention of Cruelty for Children (NSPCC):

<https://share.google/SFsV5fLweJEEo677k>

2 to 3 year olds: one adult for every 4 children

4 to 8 year olds: one adult for every 6 children

Care tasks:

School personnel will manage all personal care, toileting, or behavioural requirements in line with the school's internal policies.

1.12 Co facilitation and two leader safety protocols

All storytelling and drama sessions will be delivered by a minimum of two fully vetted, Enhanced DBS checked session leaders. A session will not proceed if only one leader is present, unless a designated host venue staff member explicitly steps in to act as the official second adult.

The lead facilitator:

Focuses entirely on delivering the creative content, storytelling, and drama instruction.

The support facilitator:

Actively monitors the physical space, managing group boundaries, identifying immediate trip hazards, and tracking child behaviours.

Incident management:

In the event of an injury or a safeguarding disclosure, Leader A will maintain control of the wider group to keep the session calm, while Leader B attends directly to the affected child, parent, or teacher.

Prevention of isolation:

Under no circumstances will a single session leader be left alone out of sight with a child. If a child needs to leave the activity area due to distress, they must be accompanied by their parent, a teacher, or both session leaders together.

1.13 Dynamic supervision framework

1.13.1 Leaders' position setup

During sessions, the two leaders will position themselves in the room so that no child is out of view.

During high energy drama games, each leader will take active responsibility for spotting potential hazards, collisions, or distressed children immediately.

1.13.2 Activity based adjustments

Low intensity (seated stories and sensory play):

Focus is placed on scanning the group for emotional distress, signs of fatigue, or toddlers putting small sensory props into their mouths.

High intensity (action games and roleplay):

Focus shifts immediately to physical safety. Leaders will proactively position themselves near structural hazards (for example library bookshelves, heavy school equipment) to act as physical barriers and guide children safely away from danger. Where appropriate, leaders will create child friendly barriers in front of structural hazards.

Fluid rotation:

If one leader must speak with a librarian or teacher, the remaining leader will move to a central position to oversee the entire room until the second leader returns.

1.14 Physical safety, props, and first aid

1.14.1 Environmental risk assessment

Prior to commencing any activity, the lead practitioner will conduct a rapid visual dynamic risk assessment of the space. Clear pathways must be maintained, trailing wires taped down, and any sharp edged furniture pushed aside. Internal doors to session rooms must remain unlocked.

1.14.2 Physical contact boundaries

Staff will maintain a hands-off facilitation style. Creative direction will be delivered through vocal cues, mirroring, and modelling rather than physical positioning of a child's body. Physical contact must only occur when it is child led (for example a distressed toddler seeking comfort) or during an immediate medical emergency.

1.14.3 Early years prop safety

All props, sensory items, and costume pieces used in sessions targeting ages 0 to 7 must be rigorously vetted for age appropriateness. No items capable of causing choking, strangulation, or toxic ingestion will be introduced. All items will be sanitised regularly.

1.14.4 First aid management

The organisation will provide one fully stocked, compliance checked mobile First Aid kit at every session.

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Paediatric first aider:

Every session will feature at least one leader holding a valid, accredited Paediatric First Aid Certificate. This individual will act as the Designated First Aider.

Treatment consent:

In community venues, first aid will only be given with the explicit verbal consent and in the direct presence of the parent or carer. In schools, treatment will be coordinated with the classroom teacher.

First aid kit contents:

The kit contains early years appropriate, latex free, hypoallergenic plasters. No clinical wipes, antiseptic creams, or oral medications (such as liquid paracetamol) will be kept or administered.

Recording:

Every instance of first aid administration must be recorded in the internal Incident Log before the leaders leave the venue. The kit will be audited and restocked monthly.

1.15 Digital safety and photography rules

No personal devices:

Staff are strictly prohibited from using personal mobile phones, tablets, or cameras to film or photograph children during sessions.

Community sessions:

Written, explicit media consent must be obtained from the parent or carer before any promotional photos are taken on official organisational devices.

School sessions:

Staff will exclusively rely on the school's pre-cleared photography consent lists and use school owned devices if media is required.

1.16 Confidentiality and information sharing

Playful Doses Drama expects all employees, directors, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed.

1.16.1 Consent

Whilst professionals should in general discuss any concerns with the child, their parents or carers and where possible seek their agreement to making referrals to Social Work Integrated Front Door teams: this should only be done where such discussion and agreement seeking will not place the child or others at increased risk of suffering significant harm.

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For more information, see the Threshold Framework on the Partnerships website:

Wandsworth:

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

And for adults can be found at:

<https://sabrighmondandwandsworth.org.uk>

Westminster:

<https://www.westminster.gov.uk/health-and-social-care/find-mental-health-support-and-resources-our-wellbeing-hub/local-safeguarding-children-partnership-kensington-and-chelsea-and-wesminster>

And for adults can be found at:

<https://www.saeb.org.uk/professionals/guidance-and-resources/>

Consent or agreement is not required for child protection referrals. However, you, as the referring professional, would need to where possible discuss with and inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk or this is a Section 47 referral.

1.17 Recording and record keeping

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

1.18 Safe recruitment and selection

There is a duty under Section 11 of the Children's Act 2004 for Playful Doses Drama to be committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Playful Doses Drama has policies and procedures that cover the recruitment of all trustees, directors, employees and volunteers.

1.18.1 Safer recruitment and training checklist

To maintain compliance with council grant benchmarks, Playful Doses Drama CIC enforces the following vetting procedures for all personnel:

Enhanced DBS disclosures:

Mandatory Enhanced Disclosure and Barring Service checks with Children's Barred List checks, renewed every 3 years, or have an active subscription to the DBS Update Service:

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<https://www.gov.uk/government/publications/dbs-update-service-guide-for-applicants/dbs-update-service-applicant-guide>

Reference verification:

A minimum of two professional, written references verified by senior management before deployment.

Safeguarding training:

Core Safeguarding Level 1 training completed annually by all session staff.

Qualification audit:

Central logging and tracking of Paediatric First Aid certificates to ensure zero gaps in certified session coverage.

1.19 Social media

All employees and volunteers should be aware of Playful Doses Drama social media policy and procedures and the code of conduct for safeguarding children on digital platforms.

1.20 Use of mobile phones and other digital technology

All employees, trustees, directors, and volunteers should be aware of Playful Doses Drama policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities.

1.21 Staff code of conduct: working with young children (ages 0 to 7)

All staff, volunteers, and freelancers representing Playful Doses Drama CIC must adhere to this Code of Conduct. It is designed to protect both the young children in our sessions and our staff from false allegations or misunderstandings.

1.21.1 Professional behaviour and interaction

What you must do:

- **Model positive behaviour:** Use age appropriate, encouraging language, and maintain a friendly, welcoming, and calm tone of voice.
- **Work in clear sight:** Ensure all creative interactions, storytelling, and drama games take place in open, visible areas within view of your co-leader, parents, or teachers.
- **Respect personal space:** Allow children to guide their own physical boundaries. If a child initiates contact (for example holding your hand or hugging you because they are upset), respond briefly and naturally while remaining fully visible to other adults in the room.

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- **Promote inclusivity:** Ensure all children are given equal opportunities to participate in drama roles, games, and sensory storytelling, regardless of their background or abilities.
- **Challenge bad practice:** Immediately report any concerning behaviour by a colleague, volunteer, or venue staff member to the Designated Safeguarding Lead (DSL).

What you must not do:

- **Never be alone with a child:** Do not take a child away from the main group by yourself for any reason, including going to the toilet or seeking a quiet space.
- **No inappropriate contact:** Do not initiate rough physical play or horseplay. Do not engage in any physical discipline (such as gripping a child's arm).
- **Never do intimate care:** Do not change nappies, assist with clothes, or accompany children into toilet stalls, always hand this duty to the parent or carer or school staff.
- **No favoured relationships:** Do not show administrative favouritism to individual children, give personal gifts, or single out a child as a personal favourite.
- **No leading questions:** If a child makes a spontaneous disclosure about harm at home, do not investigate, cross examine, or ask leading questions. Listen calmly, reassure them, and pass the report straight to your DSL.

1.21.2 Communication and digital boundaries

What you must do:

- **Use official channels:** Ensure all communication regarding sessions is done through official organisational email addresses or phones with venue managers, schools, or library staff.
- **Follow media rules:** Only capture promotional media on official, pre-approved organisational devices, and only if explicit written consent forms are signed and present on site.

What you must not do:

- **No personal devices:** Never use your personal mobile phone or camera to take photos, videos, or audio recordings of any child during a session.
- **No personal social media:** Do not post photos of the children from your sessions on your personal social media accounts.
- **No private contact:** Never connect with parents, carers, or older siblings on personal social media platforms, and do not exchange personal phone numbers or messaging IDs with them.
- **No outside contact:** Never meet up with children or families from your sessions outside of official, scheduled organisational events.

1.22 Professional disagreements

Professionals providing services to children and their families should work cooperatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences, and case management.

On occasions, situations may arise where there is professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and this policy seeks to identify how such a resolution can be achieved where there are professional differences of opinion.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. This policy identifies a non-exhaustive list of potential areas of disagreement, guidance on resolving disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

1.23 Whistleblowing

It is important that people within Playful Doses Drama have the confidence and support to come forward to speak or act if they have concerns that have not been addressed by the escalation process. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Playful Doses Drama to protect whistleblowers.

1.24 Local Authority Designated Officer (LADO)

Further information on allegations of abuse made against a person working with children.

1.24.1 How do I report an allegation

The procedures Managing Allegations Against Those Who Work or Volunteer with Children must be followed in all cases of an allegation against any person working with children, including paid and unpaid staff, volunteers, foster carers and prospective adopters.

The procedures apply when there is an allegation that any person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child, and or
- possibly committed a criminal offence against or related to a child, and or

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- behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

The full procedures are available on:

Wandsworth:

<https://fis.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=OHSVp48k7SI>

The LADO should be notified within one working day of any incident where it is believed any of the above threshold have been met using the LADO Notification Form. Please give as much detail as possible.

Westminster:

www.rbkc.gov.uk/lscp/informationprofessionalsandvolunteers/ladomanaging-allegations

The LADO can be contacted by telephone (0207 641 7668) or by email (lado@westminster.gov.uk)

1.25 Important contacts

1.25.1 Wandsworth

Multi Agency Safeguarding Hub (MASH):

Telephone: 020 8871 6622

Telephone outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000

Email: mash@wandsworth.gov.uk

Wandsworth MASH

Family and Community Service

Children's Social Care, Children Services

2nd Floor Town Hall Extension

Wandsworth High Street

London

SW18 2PU

The reception is open to the public 9.30am to 4.30pm.

Police emergency: 999

Police non-emergency: 101

NSPCC helpline: 0808 800 5000

Stop it Now: For concerns about child sexual abuse, call the Stop It Now helplines at 0808 1000 900.

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LADO:

Advice: LADO@wandsworth.gov.uk

LADO: Anita Gibbons, 07974 586461

1.25.2 Westminster

Telephone: 020 7641 4000

Email: accesstochildre/sservices@westminster.gov.uk

Alternative Child Protection: 020 7641 3991

Telephone outside of normal office hours (available 5pm to 9am weekdays and 24 hours on weekends and bank holidays): 020 7641 2388 (Emergency Duty Team)

Adult safeguarding:

Telephone: 020 7641 2176

Telephone outside of normal office hours: 020 7641 6000

Email: adultsocialcare@westminster.gov.uk

Westminster MASH

Frampton Street

London

NW8 8LF

Operates from 9am to 5pm, Monday to Friday.

LADO:

Advice: 020 7641 7668. Ask to speak to the Duty LADO.

Email: lado@westminster.gov.uk

LADO: Aqualma Daniel, 07870 481712, Aqualma.Daniel@rbkc.gov.uk

LADO Manager: Sally Smith, 07967 764794, Sally.Smith@rbkc.gov.uk

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1.26 Staff agreement to commit to safeguarding practice

All directors and or staff members, please sign to state you have read and understood this policy and agree to adhere to the terms of safeguarding vulnerable children and adults.

Senior Designated Safeguarding Lead

Name: Leia Licorish, Founder and Director, Playful Doses Drama CIC

Signature:



Date: 25/08/2026

Email address: info@playfuldosesdrama.com

Telephone number: 07752 749989

Director

Name: Sandy Beech, Founder and Director, Playful Doses Drama CIC

Signature:



Date: 25/08/2026

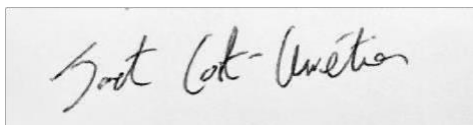
Email address: info@playfuldosesdrama.com

Telephone number: 07949 738532

Director

Name: Janet Cost Chretien, Director, Playful Doses Drama

Signature:



Date: 25/08/2026

Policy review

Policy review date: 25/08/2027

This policy will be reviewed at least once every 12 months, annually or sooner if there are any changes in the following areas:

1. Legislation or statutory guidance (for example updates to Working Together to Safeguard Children, Keeping Children Safe in Education, or the Care Act 2014)
2. Your organisation's structure or services (for example new projects, staff roles, or work with different age groups)
3. Local safeguarding partnership procedures (changes in how referrals or concerns are reported)
4. Following an incident or safeguarding concern you should review immediately to ensure learning and improvement