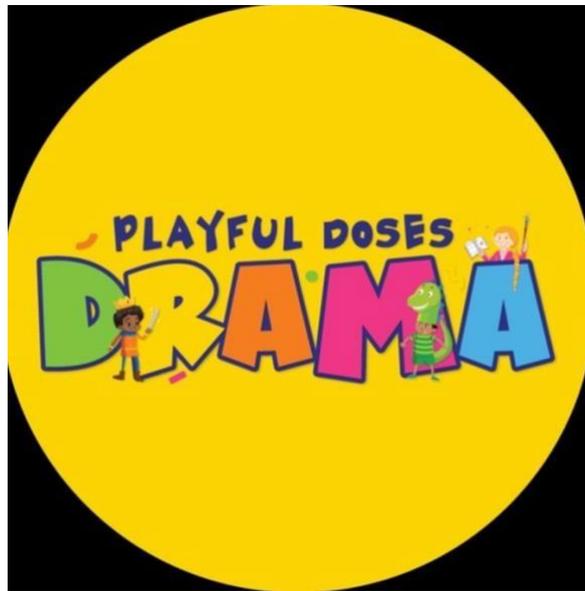


# Children and Adults Safeguarding Policy and Procedure



Playful Doses Drama CIC

Company number 15429588

## Safeguarding Policy and Procedure:

## **Playful Doses Drama Safeguarding Policy**

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.

## **Purpose**

**Playful Doses Drama will:**

## Playful Doses Drama Safeguarding Policy

- **Protect children, young people, and adults** who receive services from Playful Doses Drama from harm. This includes both direct service users and the children of adults 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 and/or 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.

## 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, and
- 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.

## **Playful Doses Drama Safeguarding Policy**

**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
- 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

## **Playful Doses Drama Safeguarding Policy**

- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect and acts of omission
- Self-neglect

## **Safeguarding children**

Safeguarding children is defined in [Working Together to Safeguard Children 2023](#) 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

## **Safeguarding Adults**

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

## Playful Doses Drama Safeguarding Policy

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

## 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, and

## Playful Doses Drama Safeguarding Policy

- Systems for reporting and responding to concerns.

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 2023 [Working together to safeguard children 2023: 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>

## **Playful Doses Drama Safeguarding Policy**

- 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>

## **Thresholds**

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.wandsworth.gov.uk/health-and-social-care/children-andfamilies/report-a-concern-about-a-child/> And for adults can be

**found at:**

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

## **Playful Doses Drama Safeguarding Policy**

Our projects moved 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.

## **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.

More information is available on **the Government Website here:**

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

## **Training & 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 (e.g. 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

## **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.

## **Consent:**

## **Playful Doses Drama Safeguarding Policy**

Whilst professionals should in general discuss any concerns with the child, their parents / 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.

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

<https://www.wscp.org.uk> And for adults can be found at:

<https://sabrighmondandwandsworth.org.uk>

Consent/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.

## **Recording & 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).

## **Safe Recruitment & 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

## **Playful Doses Drama Safeguarding Policy**

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.

## **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.

## **Use of Mobile Phones & 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.

## **Escalation**

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

## **Playful Doses Drama Safeguarding Policy**

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 nonexhaustive 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.

## **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.

Further information on 'Allegations of abuse made against a person working with children' visit

## LADO Local Authority Designated Officer

### 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
- 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:

<https://fis.wandsworth.gov.uk/kb5/wandsworth/fsd/service.page?id=OHSVp48k7SI> [www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/ladomanaging-allegations](http://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/ladomanaging-allegations)

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.

### IMPORTANT CONTACTS:

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Multi-Agency Safeguarding Hub (MASH)

## Playful Doses Drama Safeguarding Policy

### Wandsworth

- Telephone: 020 8871 6622
- Telephone outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000
- Email: [mash@wandsworth.gov.uk](mailto: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**.

**LADO:**

**Local Authority Designated Officer**

Advice: [LADO@wandsworth.gov.uk](mailto:LADO@wandsworth.gov.uk)

LADO: Anita Gibbons - 07974 586461

Interim LADO: Alice

Peatling, [alice.peatling@richmondandwandsworth.gov.uk](mailto:alice.peatling@richmondandwandsworth.gov.uk)

### Westminster

- Telephone: 020 7641 4000
- Email: [accesstochildreancesservices@westminster.gov.uk](mailto:accesstochildreancesservices@westminster.gov.uk)
- Alternative Child Protection: 020 7641 3991

## Playful Doses Drama Safeguarding Policy

- Telephone outside of normal office hours (available 5pm – 9am weekdays and 24 hours on weekends/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](mailto:adultsocialcare@westminster.gov.uk)

Westminster MASH  
Frampton Street,  
London  
NW8 8LF

Operates from 9am to 5pm, Monday to Friday

### LADO:

#### Local Authority Designated Officer

Advice – 020 7641 7668. Ask to speak to the Duty

LADO. [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

LADO: Aqualma Daniel – 07870481712, [Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk)

LADO Manager: Sally Smith – 07967764794, [Sally.Smith@rbkc.gov.uk](mailto:Sally.Smith@rbkc.gov.uk)

## Staff Agreement to Commit to Safeguarding Practice:

### Senior Designated Safeguarding Lead

**Name:** **Leia Licorish** Founder & Director **Playful Doses Drama CIC**

**Signature:** 

**Date:** **10/03/2026**

**Email Address:** [info@playfuldosesdrama.com](mailto:info@playfuldosesdrama.com)

**Telephone Number:** 07752749989

## Playful Doses Drama Safeguarding Policy

### Director

**Name:** Sandra Beech Founder & Director **Playful Doses Drama CIC**

**Signature:** 

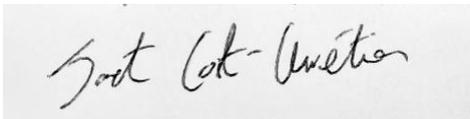
**Date:** 10/03/2026

**Email Address:** info@playfuldosesdrama.com

**Telephone Number:** 07752749989

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.

**Name:** Janet Cost-Chretien Supporting Director **Playful Doses Drama CIC**

**Signature:** 

**Date:** 10/03/2026

**Policy Review Date:** 10/03/2027

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** (e.g. 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.

