

# ENGLISH TOURING OPERA

## Policy for the Safeguarding and Protection of Children and Vulnerable Adults (Safeguarding Policy)

### Introduction

English Touring Opera (ETO) is committed to good practice, which safeguards and protects children and vulnerable adults from harm. ETO staff and board members recognise their responsibility to ensure that they, other professionals engaged by them (including freelance associates), volunteers and others who may work on or contribute to ETO's charitable activity protect the safety and wellbeing of any children, young people and vulnerable adults with whom they may come into contact.

### Definitions

- Beneficiaries of ETO's charitable activity are a) those participating in its workshops and other Learning & Participation projects, which may include appearing in mainstage performances (eg schools groups in BOHEME in Spring 2015), and b) audiences for its performances.
- Charitable activity includes all ETO's programmed work, ie both a) mainstage performances and b) its Learning & Participation projects.
- Children are defined as young people under the age of eighteen.
- Designated Safeguarding Lead means someone who is assigned overall responsibility for the safety of children or young or vulnerable people taking part in any ETO project on behalf of a) ETO on the one hand and b) its Partner Institution(s) or Partner Organisation(s) on the other.
- The Disclosure and Barring Service (DBS) is the Government agency that helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children, by undertaking criminal records checks and checks against statutory barred lists.
- ETO Freelance Associates includes freelance performing and creative artists, production and technical team members, workshop/project leaders, amateurs and others engaged by ETO to deliver any aspect of its charitable activity.
- ETO Staff means employees of ETO.
- Partner Organisation or Institution means any theatre, school, college, youth group, day centre, care home or other organisation or venue which hosts ETO activity and/or collaborates on ETO projects.
- Vulnerable People are all those who:  
have needs for care and support and;  
are experiencing, or at risk of, abuse or neglect; and  
as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- Young People is used to designate people between the ages of 16 and 18 who may prefer not to be considered "children" though the safeguarding provisions set out in this document still apply to them.

### Policy aims

ETO is committed to protecting the welfare of children and young and vulnerable people above all other considerations. This means:

- We put the dignity, wellbeing and safety of every project participant first;
- We seek to achieve a balance between artistic outcomes and the social, emotional, intellectual and physical needs of project participants;
- Professional relationships between ETO staff or freelance associates and project participants are based on mutual trust and respect and must remain appropriate at all times;
- The feelings and concerns of any project participant, their parent or carer, are listened to and acted upon appropriately;
- We are committed to maintaining an attitude of “it could happen here” and to supporting ETO staff and freelance associates who raise concerns about the safety and wellbeing of children and vulnerable adults with whom we work.

### **Status of the policy statement**

This policy statement has been approved by the Board and copies are provided to all ETO staff, freelance associates and Partner Organisation or Institutions participating in projects involving children, young people and vulnerable adults. This policy is available on the ETO website.

### **Responsibility**

Overall responsibility for this policy and its implementation lies with the Board of Trustees, who have delegated its implementation to the Executive Director.

The Executive Director will present it to the Board for review annually, with any recommendations for changes/refinements that he/she feels advisable. If for any reason there is no formal review the most recent policy will remain in effect.

### **Review**

This policy is reviewed and updated as required.

**Adopted on 26.01.16**

**Reviewed: 15.06.16**

**Reviewed: 25.01.17**

**Last Reviewed 16.05.17**

**Reviewed 06.08.19 & adopted, pending formal review and approval by the Board on 27.11.19**



\*\*\*\*\*

## **The role of ETO**

ETO works alongside theatres, schools and other Partner Organisations to devise, organise and deliver projects. Some of these projects involve groups of children and young or vulnerable people as participants, particularly (though not exclusively) where ETO's Learning & Participation activities are concerned.

Within ETO, the key deliverers of Learning & Participation work are the ETO Learning & Participation team.

Where children or young or vulnerable people participate in ETO mainstage performances, other members of ETO's permanent staff and its freelance associates may be directly involved with children and/or young or vulnerable people. In these circumstances, the good practice guidelines at Appendix 1 should be followed.

ETO's work involving children can take different forms:

- In school workshops
- In school performances
- Children joining our Main tour productions
- Out of school workshops
- Out of school performances

ETO will never assume sole responsibility for a child or a young or vulnerable person participating in one of its projects.

Where children and young people are concerned, their parents/ teachers / chaperones/ carers retain the sole responsibility for their wellbeing.

Where vulnerable adults are concerned, ETO will ensure its work with them is supported by an appropriate Partner Institution/Organisation which takes responsibility for the welfare of the people in its care. This includes any special medical needs. If vulnerable adults join ETO for projects unsupported by an institution or organisation, the company will ensure it has the support of an individual who is responsible for their care.

When demanded for artistic reasons, it may be appropriate for an Artist to touch or hold a child / vulnerable adult in a rehearsal and performance. This can only happen when consent from both the child and their supervisor – has been granted.

## **Roles and Responsibilities**

- The ETO Board assigns ETO's Executive Director overall responsibility for ensuring the implementation and monitoring of its safeguarding procedures relating to all participants on its projects, whether staff, freelance associates or beneficiaries.

- **ETO's Executive Director is ETO's Designated Safeguarding Lead for mainstage projects; the Associate Artist (Learning & Participation) is the Designated Safeguarding Lead for Learning & Participation projects.**
- ETO's Executive Director and or Associate Artist (Learning & Participation) (dependent on the context) is responsible for considering (in consultation with other ETO staff and Board members, where necessary) whether any incidents involving children or vulnerable adults should be reported to social care, the police, the DBS or any other relevant authority.
- ETO's Executive Director is responsible for ensuring that appropriate DBS checks are carried out in relation to ETO mainstage projects involving children and vulnerable adults, and for making decisions in relation to the suitability of individuals for work with children or vulnerable adults in that context.
- The ETO Associate Artist (Learning & Participation) is responsible for ensuring that appropriate DBS checks are carried out in relation to ETO Learning & Participation projects involving children and vulnerable adults, and for making decisions in relation to the suitability of individuals for work with children or vulnerable adults in that context.
- Responsibility for the operational aspects of the DBS application process lies with the ETO Learning & Participation Producer.

Position	Responsibilities within Safeguarding	DBS Required
Board of Trustees	To report any serious allegations or incidents to the Charities commission	YES- for Board member with responsibility for Safeguarding
Artistic Director	Has a duty for safeguarding within the organisation.	No
Executive Director	Lead on Safeguarding for the Organisation, be the first point of contact for all staff and to go for advice if they are concerned about a child or vulnerable adult, take necessary action to report, and record any concerns.  Responsible for ensuring the company policy and procedures on safeguarding are up to date and accurate.  Create and deliver safeguarding training across the organisation to ensure staff have up to date knowledge fulfilling regulatory requirement.	YES
Music Director	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the company.  To report any incidents or concerns to the Designated Safeguarding Lead.	No

Creative Teams	To comply with company Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Lead.	No
Associate Artist (Learning & Participation)	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the company. To report any incidents or concerns to the Designated Safeguarding Lead.	Yes
Learning & Participation Producer	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the company. To report any incidents or concerns to the Designated Safeguarding Lead.	Yes
Freelancer (working with children , young person or vulnerable adult)	To comply with company Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Lead.	Yes
Chaperones	Chaperones should make themselves thoroughly familiar with the terms of performance licence granted by the Children and Family Services, Child Performance & Employment Team and ensure that the conditions are properly adhered to. They should also make themselves familiar with and work towards ETO's Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Lead.	Yes
Head of Development and Communications	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the Development and Communications Team. To report any incidents or concerns to the Designated Safeguarding Lead.	No
Head of Marketing	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the Marketing Team. To report any incidents or concerns to the Designated Safeguarding Lead.	No
Head of Production	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the Technical Team. To report any incidents or concerns to the Designated Safeguarding Lead.	No
Technicians	To report any incidents or concerns to the Designated Safeguarding Lead.	No
Company Stage Manager	To ensure full compliance with company Safeguarding Policy and to ensure it is embedded in all aspects of the company. To report any incidents or concerns to the Designated Safeguarding Lead. Likely to be child protection officer when a child performs in Main Stage productions	Yes
Stage Management Team	To comply with company Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Lead.	No
Staff Director	To comply with company Safeguarding Policy. To report any incidents or concerns to the Designated Safeguarding Lead.	Yes

## Procedures for working with Children and Vulnerable Adults

### In school Workshops and performances

- In most circumstances ETO freelance associates will not be working alone with children or vulnerable adults participating in a project. Where small group work is taking place on an ETO-run project in a school, one of its freelance associates may be alone with children or vulnerable adults for short periods. Where this occurs a member of the ETO Learning & Participation team, an accredited staff member of the school or partner organisation or parent must be easily accessible (for example in an adjoining room or corridor). This is to ensure that ETO's freelance associates can easily request support and assistance should it be required (for example where children or vulnerable adults are behaving inappropriately or an accident or medical incident has occurred, or if a child or vulnerable adult appears uncomfortable in any way).
- ETO staff and freelance associates should always use toilets specifically designated for their use.
- ETO staff and freelance associates must maintain professional boundaries at all times. Personal contact details should not be shared with children or vulnerable adults, nor should ETO staff or freelance associates communicate with children or vulnerable adults by telephone, email or social networks (this would include, for example, accepting online friend-requests).
- No ETO staff or freelance associates should travel alone with children or vulnerable adults (for example by giving them lifts in a car). If exceptional circumstances arise that justify a member of ETO staff or one of its freelance associates travelling alone with a child or vulnerable adult, the approval of an ETO member of staff must be sought and ETO's Executive Director should be informed as soon as possible and the incident recorded.
- It is not usually appropriate to touch children or vulnerable adults during project work. However, there may be limited circumstances where touch is appropriate. Examples might include explaining a complicated dance movement, or demonstrating a singing posture. ETO staff and freelance associates should always seek the permission of the child or vulnerable adult (and their parent or carer, if present) before touching a child.
- Circumstances may arise where a child or vulnerable adult touches a member of ETO staff, or one of ETO's freelance associates. This might occur for a number of reasons, including where participants have learning difficulties or other special needs. In such situations, the member of ETO staff or freelance artist should seek to minimise physical contact, but this should be done in a sensitive manner, appropriate to the circumstances of the individual child or vulnerable adult.
- ETO staff and freelance artists should treat all project participants with courtesy and respect, always paying proper regard to their social, emotional, intellectual and physical needs. Shouting at children or vulnerable adults, or other displays of anger or irritation, are never appropriate. If project

participants are behaving inappropriately ETO freelance associates should seek support from an ETO member of staff (or, if the project is taking place in a school, a member of school staff).

### **Out of school workshops**

Some ETO-run workshops take place at either partner organisations or venues hired by ETO. On such occasions ETO will abide by the Safeguarding Policies established by the venue. In all circumstances, ETO will ensure that:

- If one or more workshop leader(s) are left alone with a group of two or more participants in a room, all workshop leaders will be DBS checked and there will be a ratio of 1 adult per 12 children present at all times. Parents /carers/ or group-leaders will be allowed access to the room at all times. No single child shall be left alone with one or more leader(s) at any time.
- ETO staff and freelance associates are not allowed to be in the same toilet as a child. Should an ETO-associate need to escort a child to a toilet, the Adult must wait outside.
- ETO staff and freelance associates must maintain professional boundaries at all times. Personal contact details should not be shared with children or vulnerable adults, nor should ETO staff or freelance associates communicate with children or vulnerable adults by telephone, email or social networks (this would include, for example, accepting online friend-requests).
- It is not usually appropriate to touch children or vulnerable adults during project work. However, there may be limited circumstances where touch is appropriate. Examples might include explaining a complicated dance movement, or demonstrating a singing posture. ETO staff and freelance associates should always seek the permission of the child or vulnerable adult (and their parent or carer, if present) before touching a child.
- Circumstances may arise where a child or vulnerable adult touches a member of ETO staff, or one of ETO's freelance associates. This might occur for a number of reasons, including where participants have learning difficulties or other special needs. In such situations, the member of ETO staff or freelance artist should seek to minimise physical contact, but this should be done in a sensitive manner, appropriate to the circumstances of the individual child or vulnerable adult.
- ETO staff and freelance artists should treat all project participants with courtesy and respect, always paying proper regard to their social, emotional, intellectual and physical needs. Shouting at children or vulnerable adults, or other displays of anger or irritation, are never appropriate. If project participants are behaving inappropriately ETO freelance associates should seek support from an ETO member of staff (or, if the project is taking place in a school, a member of school staff)

### **Children attending ETO public performances**

This policy does not cover safeguarding for children and young people and vulnerable people among its audience members – the other beneficiaries of its work. ETO is dependent on its host venues to ensure

adequate access arrangements and health and safety protection for such audience members. ETO will abide by the guidance issued by its venues and will work with venue managements to ensure the highest possible standard of care.

### **Performing children**

In each project where children participate on stage in ETO performances, ETO will designate a Child Protection Officer for the project who will be notified of their position in writing. ETO's Child Protection Officer will ensure that all local requirements relating to licensing are observed during such performances and will be the main point of contact for the children's chaperones. (In circumstances where such performances take place primarily under the auspices of the children's school or regular activity group, at premises that the school or activity group controls, the school or activity group leader will be primarily responsible for Child Protection and ETO will not designate its own Child Protection Officer.)

### **Chaperones**

A designated member of the ETO staff team will ensure that any person acting as a soloist and under the age 18 is at all time supervised by a parent/guardian or by a registered chaperone.

Where ETO works with a children's choir/ensemble, a designated member of the ETO staff team (usually the Learning & Participation Producer) will ensure that schools or any other Partner Institutions/Organisations with responsibility for the children or young/vulnerable performers taking part provide a suitable number of supervisors.

A minimum ratio of 1 chaperone per 12 children is required.

Chaperones/supervisors will be required to safeguard the welfare of such performers in ETO rehearsals and performances and will control access to dressing room accommodation and toilets while such individuals/ensembles are on the premises.

### **Dressing Rooms**

ETO will use its best endeavours to provide a private dressing room with en-suite facilities during rehearsals/performances in costume. Should this not be possible, arrangements will be made to ensure that the child never uses a dressing room at the same time as an adult and that the child has complete privacy while changing.

The management of the ETO performance/rehearsal venues are to be informed of the above requirements when any young artists performs with ETO.

### **Toilets**

ETO will use its best endeavours to dedicate a toilet during rehearsals/performances. Should this not be possible, arrangements will be made to ensure that the child never uses a toilet at the same time as an adult and that the child has complete privacy while using the facility.

The management of the ETO performance/rehearsal venues are to be informed of the above requirements when any young artists performs with ETO.

### **Risk assessments**

ETO will complete Risk Assessments for all activities in which children and/or vulnerable young adults take part.

In the event of a Work Experience Placement involving children, young people or vulnerable people, a Risk Assessment will be completed by the ETO Department which intends to host the placement. This will be reviewed by the Designated Safeguarding Lead before the placement is confirmed and the placement may not be allowed if the Risk Assessment identifies significant risk.

All risk assessments will be kept centrally for the duration of the placement.

### **Working Time regulations**

All children who perform on stage or take part in activities produced by ETO must work by regulations set by NNCEE – National Network for Children in Employment and Entertainment.

## Media

### The Children (Performances and Activities) (England) Regulations 2014 Restrictions in relation to all performances

Provision	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm See note (i)	7am to 11pm See note (i)	7am to 11pm See note (i)
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, must have one meal break of 45 minutes and at least one break of 15 minutes.  If present at the place of performance or rehearsal for 8 hours or more, must have breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, must have one meal break of 45 minutes and at least one break of 15 minutes.  If present at the place of performance or rehearsal for 8 hours or more, must have breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes See note (ii)	1 hour 30 minutes See note (ii)	1 hour 30 minutes See note (ii)

#### Notes:

- (i) **Chaperone discretion:** The chaperone may allow a licensed child to take part in a performance for a period not exceeding one hour immediately following the latest permitted time (subject to the overall hours limits on that day) provided it appears to them that (a) the welfare of the child will not be prejudiced and (b) the requirement for this arose in circumstances outside the control of the licence holder. (Reg. 29)
- (ii) **Minimum break between performances:** This may be reduced to not less than 45 minutes where the earlier performance or rehearsal is less than one hour in duration and (a) the following performance or rehearsal takes place at the same location or (b) no travel time is required for the child to take part in the following performance or rehearsal. (Reg.23)

None of ETO staff or ETO's freelance associates should ever take photographs or video in the course of any project, unless this has been specifically authorized by ETO's Executive Director or Associate Artist (Learning & Participation). ETO's Learning & Participation Producer must ensure that all necessary consents have been obtained before authorising the taking of photographs or video footage.

Photographs or video footage of children or vulnerable adults participating in ETO projects will not be taken unless appropriate consent has first been obtained (in the case of children or those unable to indicate their own consent, this should be obtained either from parents or carers or from the school). Where photographs and video footage are taken, care will be taken to ensure that the use of such material does not put any child or vulnerable adults at risk. Such material should not be linked online to the full names of project participants or any other personal information that might put project participants at risk without prior permission from the participants and their parent(s) or carer(s).

### **Recognising the signs of abuse or neglect**

Child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.

You should always be alert to possible signs of abuse or neglect and raise any concerns with ETO's Executive Director or Associate Artist (Learning & Participation) - or the Designated Safeguarding Lead for any Partner Organisation/ Institution. Abuse can take many different forms, including emotional abuse, neglect, physical abuse and sexual abuse. A good source of advice about the different types of child abuse and possible signs and symptoms of child abuse is the NSPCC website:

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

You can become aware of the actual or alleged harm to, or abuse of, a child in a variety of ways:

- A child tells you
- The child's play behavior
- The child's appearance, including injuries
- The child's interaction with parent/carer
- Someone else tells you that they suspect a child is being abused
- The behaviour of another adult towards a child
- You may observe harmful behaviour between a child and adult or between children

There are four broad categories of child abuse and neglect:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse

All staff, volunteers and freelancers should be familiar with the definitions and indicators of abuse and neglect.

## **Disclosures of abuse and reporting procedures**

It is possible that, during an ETO activity, a child or vulnerable adult might make a disclosure of abuse or of information that might be an indicator of possible abuse. It is important that ETO staff and freelance associates know how to respond appropriately to such disclosures. ETO staff and freelance associates should follow these guidelines:

1. Stay calm.
2. Listen carefully to what is said and show that you are taking it seriously.
3. Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child or vulnerable adult that the matter will only be disclosed to those who need to know about it.
5. Allow the child or vulnerable adult to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child or vulnerable adult that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared (in the first instance this will be ETO's Executive Director or Associate Artist (Learning & Participation) – or, in a school, community or care establishment setting, the Designated Safeguarding Lead responsible for the child/vulnerable adult concerned on behalf of the Partner Institution).
9. Make no judgement about what you have heard.
10. Record in writing what was said, using the child or vulnerable adult's own words, as soon as possible - note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
11. You should also record in writing any incident of abuse or potential abuse you witness in the course of your work for ETO and alert ETO's Executive Director or Associate Artist (Learning & Participation) – or the Designated Safeguarding Lead for any Partner Organisation/Institution.
12. Remember that while you may have been the first person encountering an allegation of abuse it is not your responsibility to decide whether abuse has occurred. That is a task for the professional agencies, following a referral from either from ETO's Executive Director or Associate Artist (Learning & Participation) or the Designated Safeguarding Lead for the Partner Organisation/Institution, as appropriate.

## **How to report a concern**

As already stated, any concerns about the welfare of a child or vulnerable adult or possible abuse (including disclosures of abuse or incidents of possible abuse) should be raised in the first instance with ETO's Executive Director (for mainstage projects) or Associate Artist (Learning & Participation) (for Learning & Participation Projects) – depending on the context. If neither is immediately available, any concerns should be raised with the ETO's Learning & Participation Producer. Such concerns should also be raised with the Designated Safeguarding Lead for any Partner Organisation/ Institution.

## **Referrals to social services**

Where a child or vulnerable adult is believed to be at risk of immediate serious harm, an immediate referral should be made to the relevant social services. Anyone can make such a referral but, where practicable, ETO's Executive Director (for mainstage projects) or Associate Artist (Learning & Participation) (for Learning & Participation projects) should be consulted first. They may consult the Designated Safeguarding Lead of any Partner Organisation/Institution before making such a referral – in which case, that person may be agreed to be the most appropriate to make the referral.

Where there is no risk of immediate serious harm to a child or vulnerable adult but there are concerns about a child or vulnerable adult's welfare, then the Executive Director (for mainstage projects) or Associate Artist (Learning & Participation) should decide whether or not a referral to social services is appropriate, in consultation with the Designated Safeguarding Lead at any Partner Organisation/Institution and, where appropriate, members of the ETO Board. The reasons for any decision to refer (or not refer) should be carefully recorded, along with the names of those consulted when making the decision.

Where a criminal offence is suspected, it will normally be for social services to consider the situation and refer the matter to the police, if necessary.

Any member of ETO staff or any of ETO's freelance associates who considers that a situation has not been adequately addressed should press for reconsideration of their concerns. To do this, they may have recourse to ETO's Complaints Procedure (Freelance Associates) or Grievance Procedure (Employees).

### **Important Contact Information**

NSPCC Helpline – 08088005000

**If the child, young person or vulnerable young adult are in immediate danger please call 999**

### **Recruitment and Safeguarding**

ETO is committed to good practice within recruitment. We seek to recruit staff who respect and value children and who are committed to the highest standard of personal and professional conduct. This goes beyond simply complying with protocols and legislation, but extends to attempts to ensure that individuals have an appropriate set of personal and professional values and are committed to promoting the safety and wellbeing of children.

Safe recruitment and selection practice is essential in safeguarding and protecting children and young people. ETO recognises that anyone may have the potential to abuse vulnerable people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with them. For those who will be working with these people:

- Appropriate checks are carried out on new staff and volunteers
- An application letter and CV must be completed for the roles of Learning & Participation Producer, Associate Artist (Learning & Participation) and Executive Director. The application process will elicit information about an applicant's past and a self-disclosure about any criminal record.

- All candidates will be interviewed before appointment.
- Consent must be obtained from an applicant to seek information from the Disclosure and Barring Service (DBS)
- Evidence of identity and two references must be obtained
- ETO has an open-door policy when rehearsing or during a development process, this means at any time a full-time member of staff or safeguarding team member may enter the space to observe the session, without warning. This offers transparency and an opportunity to feedback and reflect on good practice.

When advertising vacancies, we inform candidates of our Safeguarding policy and that commitment to this policy is a condition of employment and where necessary DBS Checks/ certificates will need to be seen or completed prior to commencing employment with ETO.

ETO will ensure that permanent and freelance staff in directly involved in activity concerning children, young people and vulnerable people, are carefully selected, trained and supervised to provide a safe environment for them, by observing the following principles:

Permanent staff:

- Applicants will be required to complete an application process in which they specify any safeguarding training
- Shortlisted candidates will be interviewed by a panel of at least two appropriate staff / trustees
- Appointment will be conditional on receipt of at least two satisfactory written references
- ETO will provide any relevant safeguarding training and the appointee will serve a probationary period

Freelance associates:

- This policy covers freelance associates involved in activity concerning children, young people and vulnerable adults.
- Candidates for such roles will meet the appropriate Head of Department in advance of a conditional offer being made
- DBS checks will be obtained and checked prior to work commencing with ETO

### **Disclosure and Barring Service Checks**

ETO staff and ETO freelance associates engaged in “regulated activity” must have undertaken an enhanced DBS check. It is acknowledged that some of ETO’s freelance associates may not come within the statutory definition of “regulated activity” (because the work they undertake with children or vulnerable adults may not take place every week or for more than three days in a 30 day period). However, ETO’s expectation is that all ETO staff and freelance associates who work with children and vulnerable adults should be subject to an enhanced DBS check (even if they are not in “regulated activity”).

ETO will facilitate appropriate checks for all ETO staff and freelance associates including paying the necessary application fee. However, where a member of ETO staff or an ETO freelance associate already

has an enhanced DBS check for the appropriate workforce (ie children or vulnerable adults) from a previous employer or other organisation **and has already subscribed to the DBS update service**, no further DBS check will be required.

ETO will undertake a free online check (provided the member of ETO staff or the ETO freelance associate gives their permission and discloses a copy of their DBS certificate). Where ETO staff or freelance associates have **not** subscribed to the DBS update service, a fresh DBS check will need to be undertaken in respect of their work at ETO.

All DBS checks must be renewed (or a further online check be carried out via the DBS update service) at least every three years. DBS checks may be repeated more frequently than every three years where it is reasonably practicable and cost-effective to do so (for example where freelance associates have subscribed to the DBS update service).

In the case of a one-off performance within a school (e.g. an education opera during the spring tour), ETO artists are not required by law to hold a valid DBS check. The artists will be accompanied by staff members from the school at all times and will never be left in a one on one situation with a child.

#### **Situations where it is impractical to obtain an enhanced DBS check**

In exceptional circumstances, where there are valid reasons why it has not been possible to obtain an enhanced DBS check in time for a project, the Executive Director and/or the Associate Artist (Learning & Participation) may, in consultation with any other partners involved in the project, decide that the ETO freelance associate concerned should be permitted to take part in a particular project. This is entirely a matter for the discretion of the Executive Director / Associate Artist (Learning & Participation) and any other partners. Where an ETO freelance associate without an enhanced DBS check is permitted to take part in a project, their work with children or vulnerable adults will be supervised at all times preferably by a member or staff from the school or partner institution, or if unavailable by a member of ETO staff with an enhanced DBS check.

ETO staff and freelance associates must never engage in “regulated activity” unless they have undergone an enhanced DBS check.

#### **Assessing information disclosed as a result of a DBS check**

In the event of a DBS check disclosing information relevant to the individual’s suitability to work with children or vulnerable adults, the certificate information will be retained until a decision regarding the individual’s suitability to work with children or vulnerable adults has been determined. Responsibility for decisions concerning an individual’s suitability to work with children or vulnerable adults rests with the ETO Associate Artist (Learning & Participation).

ETO’s policy in relation to the storage and retention of information relating to DBS checks is set out in Appendix 2 and forms part of its broader Data Protection Policy.

#### **Induction and training of ETO staff and Freelance Associates**

All employees and Freelance Associates are given details of this policy including how to report a concern. The policy will be available for them to access via the ETO website.

All employees and Freelance Associates in contact with children and / or young people and vulnerable adults will be given training in safeguarding where appropriate.

### **Implications**

- Copies of this policy will be made available to all ETO staff, as well as ETO freelance associates undertaking project work with children and vulnerable adults
- ETO (employed) staff will receive regular training based on this policy; ETO staff and freelance associates directly involved in each of our projects with children and vulnerable adults will receive thorough briefing on safeguarding prior to their first meeting with them
- A copy of this policy must be placed on the ETO website
- This safeguarding policy is subject to annual review– to be led by the Executive Director

### **Whistleblowing**

ETO encourages all members of staff to raise any concerns that they may have about the conduct of others in the organization in relation to any suspected instances of fraud, misconduct or wrongdoing. The ETO whistleblowing policy and procedures sets out the ETO's position in these matters and lays out a procedure for individuals to raise any concerns and how those concerns will be dealt with.

### **Confidentiality**

ETO has a responsibility to share relevant information about the protection of children. If a child confides in a member of staff and request that the information is kept secret, it is important that the member of staff tells the child sensitively that h/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it. Members of staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Staff can contact the Executive Director for clarification.

### **ETO Contacts – Current as @ 6<sup>th</sup> August 2019**

Jane-Eve Straughton - Executive Director - Designated Safeguarding Lead (Main Stage) - [j-e.straughton@englishtouringopera.org.uk](mailto:j-e.straughton@englishtouringopera.org.uk)

Bradley Travis - Associate Artist (Learning & Participation) – Designated Safeguarding Lead (Learning & Participation) – [bradley.travis@englishtouringopera.org.uk](mailto:bradley.travis@englishtouringopera.org.uk)

Jo Corrigan - Learning & Participation Producer – [jo.corrigan@englishtouringopera.org.uk](mailto:jo.corrigan@englishtouringopera.org.uk)

### **APPENDIX 1**

**GOOD PRACTICE GUIDELINES**  
**CHILDREN ENGAGED TO PARTICIPATE IN ETO MAINSTAGE PERFORMANCES**

In each project where children participate on stage in ETO performances, ETO will designate a Child Protection Officer for the project who will be notified of their position in writing. ETO's Child Protection Officer will ensure that all local requirements relating to licensing are observed during such performances and will be the main point of contact for the children's chaperones. (In circumstances where such performances take place primarily under the auspices of the children's school or regular activity group, at premises that the school or activity group controls, the school or activity group leader will be primarily responsible for Child Protection and ETO will not designate its own Child Protection Officer.)

**APPENDIX 2**

**ETO POLICY IN RELATION TO THE STORAGE AND RETENTION OF INFORMATION  
RELATING TO DBS CHECKS**

All information held in connection with this policy will be held and processed lawfully in accordance with the Data Protection Act 1998. Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Information received in connection with DBS checks is treated as sensitive personal data and is confidential, with access strictly limited only to those members of staff who require it. In most cases this is limited to ETO's Executive Director, Associate Artist (Learning & Participation) and the Learning & Participation Producer and designated members of ETO's staff team.

All DBS check information will be stored securely in lockable cabinets and/or password-protected computer files with limited access. If a DBS check is 'clean', the only information retained will be the date of the check, the reference number and the fact that it was 'clean'.

In the event of a DBS check disclosing information relevant to the individual's suitability to work with children or vulnerable adults, the certificate information will be retained until a decision regarding the individual's suitability to work with children or vulnerable adults has been determined.

Responsibility for decisions concerning an individual's suitability to work with children or vulnerable adults rests with ETO's Executive Director (for mainstage projects) and Associate Artist (Learning & Participation) (for Learning & Participation Projects).

The certificate information will then be held for a further period of up to six months to allow for the resolution of any disputes after which the certificate information will be securely destroyed. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the provisions of the Data Protection Act and the human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

ETO will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a DBS certificate after the six month retention period has elapsed. However, we may keep a record of the date of issue of a certificate (or the date of any online check undertaken via the DBS Update Service), the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

### **Sharing with third parties**

ETO will not share DBS certificate information with third parties other than to confirm that a DBS check has been carried out and that the individual concerned has been cleared to work with children or vulnerable adults. In particular ETO will not inform a third party whether or not a check was 'clean'.