

Newcastle Circus Arts Safeguarding Procedure

Procedure update: 03/2024

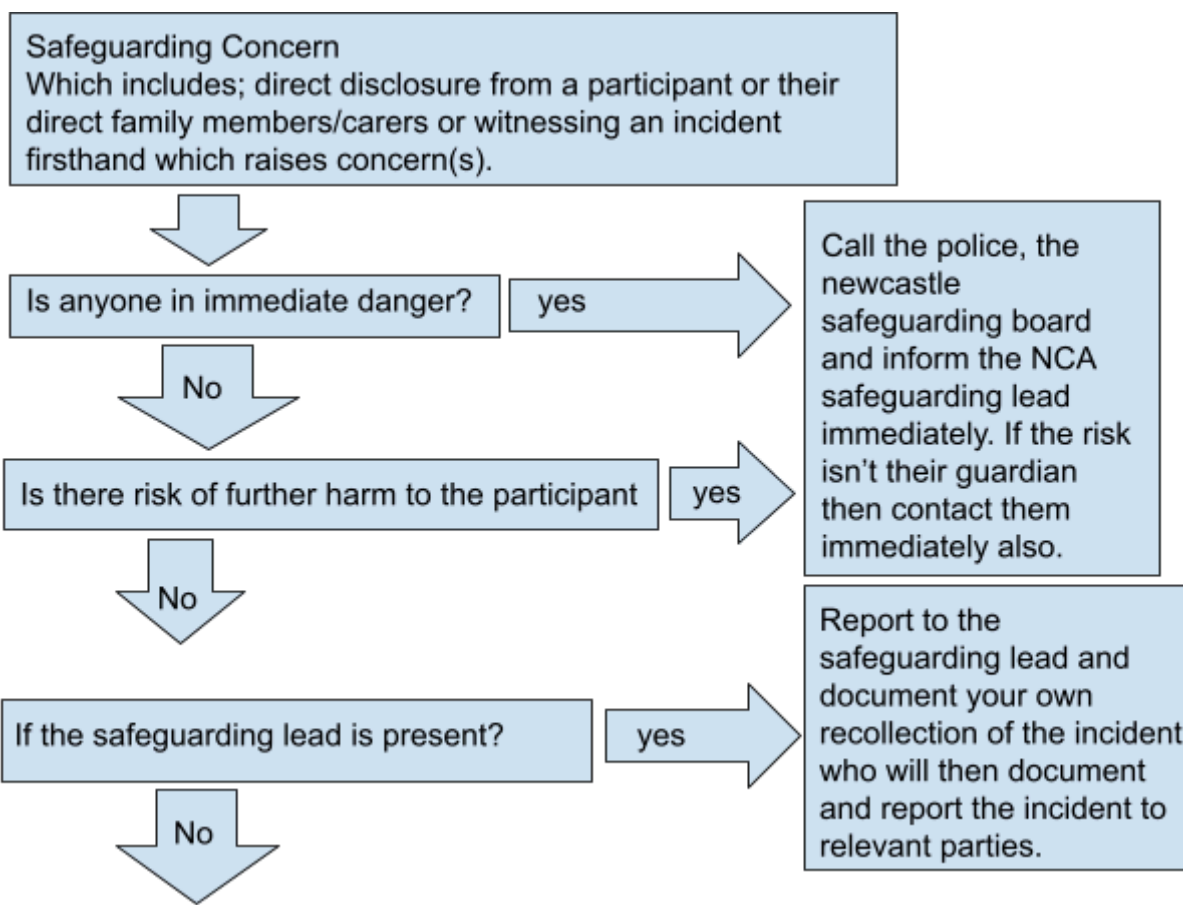
Renew date: 03/2025

Dedicated Safeguarding lead: Ellie Phillips ellie@newcastlecircusarts.com
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Deputy Safeguarding lead: Nat White nat@newcastlecircusarts.com 07849038538

Backup Safeguarding lead: Hannah Guy hannah@newcastlecircusarts.com
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- The Safeguarding Lead should be immediately notified after the disclosure from a participant where they will begin to implement our safeguarding procedures.
- This procedure relates to any child that accesses services provided by NCA CIC. We have a safeguarding policy available to view alongside this procedure which applies to all staff and volunteers working with NCA in a contractual and freelance capacity. We ensure that all of our staff have read and are familiar with these policies and procedures, and have signed and dated a document to confirm this.
- Our safeguarding lead will then contact the necessary authorities/service providers/social services should this be required. We will always obtain appropriate consent from relevant parties in regards to a minor's safety, additionally we would contact a parent or guardian prior to contacting external bodies and services. In the event of a disclosure, we are legally obliged to inform the relevant parties. In certain circumstances where the guardian is the safeguarding risk we will bypass them and contact the police or social care teams directly.



How to respond to witnessing incidents, allegations & disclosure:

Managing allegations against staff/volunteers:

Allegations against staff members and volunteers will be held with the utmost importance to Newcastle Circus arts and will be addressed immediately.

The police will be contacted both in cases where crime/abuse is suspected and crime/abuse is witnessed. When the crime/abuse is directly witnessed the police will be called immediately.

Our participant(s) safety comes first and a risk assessment will be carried out to assess the severity of risk posed by the member of staff to all participants.

Make a full written report including dates & times of the incident.

The perpetrators' role within the company will immediately be investigated and their involvement in activities and the organisation will be suspended until the investigation is completed.

The safeguarding lead will liaise with the police and Newcastle safeguarding board to discuss the best course of action to ensure the safety of the participant(s) and that Newcastle Circus Arts disciplinary measures are conducted alongside any other enquiries taking place as well as the management of the allegation.

Recording and managing confidential information:

Newcastle Circus Arts will preserve confidentiality where possible and any information shared will be done with those who need to know. Concerns/allegations will be documented via the google form made available to all staff and volunteers. The information reported by the teacher will be factual and recorded in a completed document which includes dates, times, who was present at the time of reporting, any physical injuries, the relationship between the participant and the perpetrator, a detailed description of the incident and disclosure that will be sent to relevant parties. This report will not be based on hearsay or opinion. The report will comprise only of what the participant says or what the teacher witnessed if appropriate. We will comply with data protection and GDPR regulations. Newcastle Circus Arts has its own confidentiality policy that will be provided to all of our staff and volunteers. The safeguarding lead will ensure that members of the organisation have read and understood it.

Safeguarding protocol for Studio Deco hire:

When Studio Deco is booked at the John Marley Centre for activities involving vulnerable and at-risk participants, and where parents/carers will not be present with them, the Newcastle Circus Arts staff member will ask the activity leader concerned to confirm that the staff/volunteers involved in the activity have a current DBS check at the appropriate level. Newcastle Circus Arts will inform all activity leaders of our own safeguarding participants policy and that Newcastle Circus Arts will always take action in response to any allegations of abuse made or actions witnessed.

Organisations that deal with children's social care contact:

- Police contact for young people: 0191 277 2500
- Community Health and Social Care Direct (8am to 5pm) - Telephone: 0191 278 8377
- Outside of these hours - Telephone: 0191 278 7878
- Newcastle City Council Safeguarding children's initial response unit: 0191 277 2500
- Newcastle City Council Safeguarding children's emergency duty team: 0191 278 7878
- NSPCC line: 0808 800 5000