

Safeguarding Adults Policy
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1. Emergencies

If you believe that an adult is in immediate need of protection you must contact the police on 999.

2. Contact Details

Designated Safeguarding Lead	Barbara Palczynski, Chief Executive	barbara@nationalyouthballet.org
Deputy Designated Safeguarding Lead	Charlie Fulton-Langley	info@nationalyouthballet.org
Trustee with responsibility for Safeguarding	Paul Reeve	paulrjackson4@gmail.com
Safeguarding and Support Team Manager (SSTM)	Jules Renahan	jules@nationalyouthballet.org
NYB team may report internal safeguarding failings	There are a number of helplines listed on the NHS website	https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/helplines-and-forums/
If you are seeking confidential external advice about an adult	There are a number of helplines listed on the Ann Craft Trust website	https://www.anncrafttrust.org/help-advice/friend-relative/

3. Introduction

National Youth Ballet is dedicated to ensuring the safety, protection and well-being of all adults we work with. We are committed to treating them with respect, listening to them, and taking their concerns seriously, while preventing any actions that undermine their dignity or rights.

We have a duty of care to all adults with whom we work. We also recognise that some of our adult participants have complex needs and disabilities. In this instance, NYB's approach is centered on supporting each participant's right to achieve their full potential and their safety is our primary concern.

This policy outlines our approach to training, recording and responding to incidents, complaints, low level concerns, and alleged or suspected incidents of abuse. It provides clear procedures for the team to follow if they are concerned about the welfare of an adult. This policy applies to all adults including participants, team members, practitioners, trustees and volunteers at National Youth Ballet. The Safeguarding Adults Policy is made available on our website and to our team at both contracting and induction stage. The Safeguarding Adults Policy is revised annually in conjunction with any updates to legislation.

As part of its Inclusion Action Plan NYB will ensure that accessible, easy-read documents and adequate assistance are made available for anyone with regard to Safeguarding.

4. Rationale

Everyone can be vulnerable in different situations. Safeguarding Adults is not just about working with one particular group of adults e.g. disabled adults.

This Safeguarding Adults policy recognises that abuse can vary widely and that abusers will often target voluntary organisations so that they can gain access to people that they want to harm.

National Youth Ballet takes the 'Nothing about me without me' approach to adult safeguarding. This means that the person who needs to be safeguarded should be involved in the decisions and actions that are taken about them.

The National Youth Ballet Safeguarding Policy and Safeguarding Adults Policy has been drafted in line with professional guidance produced by:

Ann Craft Trust Safeguarding Adults

Social Care Institute for Excellence

Mencap Guidelines for Safeguarding of Adults at Risk

Government guidelines on information sharing [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#)

5. **Context**

This policy should be read alongside the following other NYB policies /Code of Conduct:

- Physical Contact in Dance
- Code of Conduct for Team and Volunteers
- Internal Grievance Policy
- Complaints Procedure
- Behaviour Policy for Participants
- Data Retention Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Safeguarding Policy (children)

And it should complement the five mandatory bespoke Safeguarding Videos produced by NYB including:

- Types and Signs of Abuse
- Code of Conduct
- Psychological Safety
- Reinforcing Positive Messages for Growth
- Disordered Eating

6. Responsibilities

The designated person with primary responsibility for Safeguarding and Child Protection for National Youth Ballet is the Chief Executive, Barbara Palczynski. The Chief Executive is supported by Deputy DSL Charlie Fulton-Langley, Trustee, Anna Meadmore, Safeguarding and Support Team Manager (SSTM) and the Creative Director, Jo Meredith. The Chief Executive, in conjunction with the Deputy DSL, appointed Trustee is responsible for the review and updating of the policy and procedure.

<p>The Designated Safeguarding Lead</p>	<ul style="list-style-type: none"> i. will receive formal appropriate training every two years to keep up to date with the latest safeguarding legislation including but not limited to current issues such as radicalisation, county lines, sexual harassment, gender dysphoria, mental health and supporting those identifying as LGBTQI+ ii. will ensure that their knowledge and skills are updated, (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role and relevant to the young people that NYB is working with iii. will understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments, and maintaining appropriate records iv. will have a working knowledge of how to escalate to a local authority when required to do so v. will ensure that all team members have received appropriate and regular safeguarding training, including working with adults at risk and adults with disability as part of our inclusion action plan, and that the team is aware of the important role that they play in safeguarding vi. will ensure that all team members receive safeguarding updates at team meetings as required, but at least annually to ensure that they have the relevant skills and knowledge to safeguard
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	<p>children and adults effectively and to be able to keep detailed, accurate, secure written records of concerns and referrals.</p> <p>vii. will ensure that all new team members, volunteers and trustees are given an induction on Safeguarding including the identity of the DSL(s), National Youth Ballet’s policy and procedures and that they have a responsibility to speak up about Safeguarding matters within the company (and to external agencies where necessary), and provide the team with a Code of Conduct and Whistleblowing policies. DSL will lead Safeguarding item as part of weekly team meetings and by creating an open culture of discussion and asking questions, the team has a good understanding of Safeguarding</p> <p>viii. will ensure that the Safeguarding Policy is effectively implemented and publicly available</p> <p>ix. will ensure that the register of DBS checks is kept up to date</p> <p>x. will attend quarterly meetings of Safeguarding Committee and report to the board of trustees regarding safeguarding matters</p> <p>xi. will ensure that a Safeguarding briefing is conducted with the team prior to in-person activity</p> <p>xii. will ensure that a Safeguarding report is completed after each online activity (see Appendix B)</p> <p>xiii. will liaise with the appropriate external agencies regarding and doubts or concerns as the need arises. If necessary, to make a formal referral to a local authority within 24 hours</p> <p>xiv. will ensure that the Safeguarding Policy and Adult Safeguarding Policy is reviewed annually</p> <p>xv. will keep detailed and secure records of any Safeguarding concerns from team members, volunteers, children, adult participants or parents/carer. The DSL will assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary</p> <p>xvi. in line with KCSIE updates, will ensure a child-centred and whole organisation coordinated approach to Safeguarding including at governance level and will lead NYB with the ‘it</p>
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	<p>could be happening here, even if there are no reports' attitude.</p> <p>xvii. will ensure a 'nothing about me without me' approach and whole organisation coordinated approach to Adult Safeguarding including at governance level and will lead NYB with the 'it could be happening here, even if there are no reports' attitude.</p> <p>xviii. will ensure that anyone partnering with NYB is abiding by the same safeguarding standards.</p> <p>xix. will always model a best practice approach to Safeguarding</p>
<p>The Safeguarding Trustee</p>	<p>i. will attend regular Safeguarding training</p> <p>ii. will attend quarterly Safeguarding Committee meetings</p> <p>iii. will provide robust governance around Safeguarding, holding the administrative and creative teams to the highest standards of account in order to ensure the safety and wellbeing of the children and young people in our care</p> <p>iv. must ensure that all trustees have read the Safeguarding Policy and Adult Safeguarding Policy and watched the Safeguarding videos and have approved it annually</p> <p>v. must ensure that Safeguarding Policy and Safeguarding Adults Policy is effective, in accordance with government guidance</p> <p>vi. must ensure that the Code of Conduct for team and volunteers covers, amongst other things, acceptable use of technologies, team/participant relationships and communications including the use of social media</p> <p>vii. must ensure that participants are taught about Safeguarding.</p>
<p>The Deputy Designated Safeguarding Lead</p>	<p>viii. will support the DSL to ensure that Safeguarding at NYB is robust and part of the culture of the organisation</p> <p>ix. will receive formal appropriate training every two years to keep up to date with the latest safeguarding legislation</p> <p>x. will attend quarterly Safeguarding Committee meetings</p> <p>xi. will ensure that all team members have received appropriate</p>

	<p>and regular safeguarding and child protection training and are aware of the important role that they play in safeguarding</p> <ul style="list-style-type: none"> xii. will have a working knowledge of Safer Recruitment practices and attend training where appropriate xiii. will have a working knowledge of GDPR practice and attend training where appropriate to support the NYB DSO xiv. will ensure that as part of the contracting process all new team members, volunteers and trustees are given an induction on Safeguarding including the identity of the DSL(s), National Youth Ballet’s policy xv. will ensure that the register of DBS checks is kept up to date xvi. will ensure that the Safeguarding Policy and Safeguarding Adults Policy is reviewed annually xvii. will ensure that anyone partnering with NYB is abiding by same safeguarding standards xviii. In the absence of the DSL will act as the first point of contact for all matters concerning Safeguarding
<p>The Safeguarding and Support Team Manager (SSTM) (in person activity)</p>	<ul style="list-style-type: none"> i. will be the first port of call for dealing with concerns about child welfare for in-person residential activity ii. will ensure that an environment is created where people feel able to disclose any child protection and Safeguarding concerns iii. will provide support to the DSL in delivering their remit regarding Safeguarding
<p>The Creative Director</p>	<ul style="list-style-type: none"> i. will keep up to date with Safeguarding legislation and in particular for the different types of participants that NYB is working with across all creative activities ii. act as a Safeguarding deputy in the instance that the DSL, deputy DSL, Safeguarding and Support Team Manager (SSTM), and the Trustee with responsibility for Safeguarding are not available.

7. Legislative Context

There are two key pieces of legislation for safeguarding adults.

Care Act 2014

This protects an adult's right to live in safety, with a focus on people and organisations working together to prevent harm, promote wellbeing and have regard to their views, wishes, feelings and beliefs when deciding actions

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

In Adult Safeguarding, there are six principles in the Care Act 2014 that everyone should follow when safeguarding adults. Embedding these into everyday practice will help to ensure adults are kept safe and secure from abuse while still respecting their rights

- I. **Empowerment** - give people choice and control over decisions and let them know what is happening
- II. **Prevention** - it is better to take action before harm occurs
- III. **Accountability** - roles and responsibilities must be clear so that people can see and check how safeguarding is done
- IV. **Partnership** - working in partnership with each other and local communities
- V. **Proportionality** - make responses that are appropriate to the risk present
- VI. **Protection** - know what to do if there are concerns and how to offer support for people who are at risk

Mental Capacity Act 2005

This protects and empowers people who may lack mental capacity to make their own decisions about their care and treatment and applies to people aged 16 and over. If you think someone is unable to make a decision that concerns them or has difficulty

understanding the information it is important that you raise this with your manager so that the appropriate support can be offered to them.

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

8. Definitions

For the purposes of this policy and procedure, the following definitions apply:

8.1. Member of team

The term "Member of team" shall mean any permanent or fixed-term employee, contractor, casual worker, freelancer or volunteer at NYB.

8.2. Child

For these purposes, a child is defined as any young person under the age of 18 (Section 105 of the Children Act 1989) who is participating in NYB performances, educational activities or on work experience.

8.3. Responsible Adult

Any adult, not being a parent of the child, who, for the time being, has legitimate care, custody or control of that child.

8.4. Adult

Anyone over the age of 18

8.5. Adult at Risk

An 'adult at risk' is the term used to describe an adult who is experiencing or may be at risk of abuse or neglect. We need to understand who might be an adult at risk. This may not just be a person with a physical or learning disability. Any adult could be at risk at some time in their lives and may need support depending on the circumstances they find themselves in.

The Care Act 2014 definition of an adult at risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support'. This could be due to any life situation, but could include illness, disability, mental

illness, or other physical or mental impairment.

8.6. Participant(s)

The term Participant(s) is used in this document to refer to all children and adults who participate in NYB activity. Where there is a need to specify, these terms will be used individually.

9. Categories of Abuse

In Adult Safeguarding, there are 10 different categories or definitions of abuse.

9.1. Physical Abuse

This includes hitting, slapping, pushing, punching, kicking, restraint and misuse of medication. It can also include inappropriate sanctions. It is not always the act, it can also be the threat of the act.

9.2. Financial

This includes theft, fraud, internet, scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possession or benefits.

9.3. Neglect and acts of omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life including medication, adequate nutrition and heating.

9.4. Organisational Abuse

This includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one zone home organisation abuse can range from one of incidents to ongoing ill treatment it can be through neglect or poor professional practice as a result of the structure policies, processes and practices within an organisation.

9.5. Domestic Abuse

This includes psychological, physical, sexual, financial and emotional abuse perpetrated by anyone within a person's family. It also includes so-called honour-based violence. So-called 'Honour based' Abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or community, including forced marriage and practices such as breast ironing. Team members should be aware that all forms of so-called HBA are abuse (regardless of the motivation) and they should be handled and reported as such to the DSL. There are a range of potential indicators of HBA including conflict with family, talking about an upcoming family holiday that they are worried about or directly disclosing that they will be forced to marry. More information can be found in the Multi-agency guidelines: handling cases of forced marriage

9.6. Sexual Abuse

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or is pressured into consenting.

9.7. Emotional or Psychological Abuse

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support network.

9.8. Discriminatory Abuse

Discrimination is abuse that sentences on a difference or perceived difference particularly with respect to race, gender, disability or any of the protected characteristics of the Equality Act

9.9. Self Neglect

This covers a wide range of behaviour but it can be broadly defined as neglecting to care for one's personal hygiene, health or surroundings. An example of self neglect is behaviour such as hoarding. Examples of self-neglect include:

A refusal or inability to cater for basic needs, including personal hygiene and appropriate clothing.

Neglecting to seek assistance for medical issues.

Not attending to living conditions – letting rubbish accumulate in the garden, or dirt to accumulate in the house.

Hoarding items or animals.

9.10. Modern Slavery

This is a complex crime that operates on a huge scale across multiple countries.

It encompasses slavery, human trafficking, forced labour and domestic servitude and finally, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Other concerns

In addition to the 10 categories above, there may be other concerns that could include but are not limited to e.g. online safety, coercive control, cuckooing, mate crime, county lines, mental health, adult-on-adult abuse, serious violence, and radicalisation. Remember a person could be suffering more than one type of abuse at the same time.

Coercive Control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Cuckooing

This is a form of crime where drug dealers take over the home of a vulnerable adult in order to use it as a base for criminal activity. Organised crime groups target adults at risk for this purpose.

Mate Crime

A “mate crime” is when “vulnerable people are befriended by members of the community who go on to exploit and take advantage of them” (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often

happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

County Lines

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line'.

Exploitation is an integral part of the county lines offending model with children and adults at risk exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations. An adult involved in county lines, may:

- Go missing for periods of time or regularly coming home late;
- Regularly miss college or education or not take part in education;
- Appear with unexplained gifts or new possessions;
- Associate with other people involved in county lines;
- Have older friends;
- Mood swings or changes in emotional wellbeing; and
- Drug and/or alcohol misuse.

If a member of the NYB team has concerns about any participants at risk of county lines, they should ensure that their concerns are passed promptly to the DSL so that a referral is made to the Concerns Hub. For more information read [County Lines Exploitation](#).

Mental Health

All NYB team members should be aware that mental health problems can, in some cases, be an indicator that an adult has suffered or is at risk of suffering abuse. It is not the role of the NYB team to attempt to make a diagnosis of a mental health problem. However, the NYB team can observe and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where anyone has suffered abuse and neglect, this can have a lasting impact throughout adulthood. It is key that the NYB team is aware of how these experiences can impact on mental health.

If the NYB team have a mental health concern about an adult that is also a safeguarding concern, and they feel that the adult in question is in immediate risk of harm, such as evidence of self-harm (see Serious Violence), immediate action should be taken, by following the NYB Safeguarding Policy and discussing with the DSL.

Adult-on adult abuse

NYB recognises that it is important that interpersonal space is respected and clear guidelines for interpersonal relationships and boundaries need to be set during activity. All NYB team members should be aware that in the same way that children are capable of abusing other children (child-on-child abuse), adults are also capable of abusing other adults especially adults who are at risk.

Please refer to the 10 categories of abuse above.

All team members should be clear as to NYB's Safeguarding Adults policy and procedures with regard to adult-on-adult abuse and the important role we have to play in preventing this and responding where we believe an adult participant or member of our team may be at risk from it.

Where this type of behaviour negatively affects the learning and wellbeing of others, this behaviour will be dealt with under the Behaviour Policy where necessary. However, there will be occasions when a participant's behaviour warrants a response under the NYB Safeguarding Policy rather than Behaviour Policy. To be considered an adult-on-adult abuse safeguarding concern, some of the following features may be found:

The allegation:

- is made against possibly an older participant and refers to their behaviour towards a younger or a more vulnerable participant;
- is of a serious nature, possibly including a criminal offence;
- raises risk factors for other participants at NYB including children;
- indicates that other participants including children may have been affected by this participant;
- indicates that other people outside NYB including children may be affected by this participant .

The management of adults with sexually harmful behaviour is complex and any concerns should be raised immediately with the DSL. Perpetrators who display such behaviour may be victims of abuse themselves and Safeguarding procedures will be followed for both victim and perpetrator.

Serious Violence

All NYB team members should be aware of the indicators, which may signal adults are at risk from, or are involved with serious violent crime. These may include increased absence from college / work, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that adults at risk have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

All NYB team members should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

Preventing Radicalisation

‘Channel’ and ‘Prevent’

NYB recognises the positive contribution it can make towards protecting children and young people from radicalisation to violent extremism. NYB will continue to empower children to create communities that are resilient to extremism and support the wellbeing of particular children and adults at risk of being drawn into violent extremism or crime. It will also continue to promote the development of spaces for free debate where shared values can be reinforced.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. There is no typical profile for a person likely to become involved in extremism, or for a person who moves to adopt violence in support of their particular ideology. Radicalisation and extremism can be wider than religious beliefs and linked affiliations and can include radicalisation around far right groups and also by criminal groups connected with gang activity. Although a number of possible behavioural indicators are listed below, team members should use their professional judgement and discuss with the DSL if they have any concerns:

- Use of inappropriate language
- Secretive behaviour
- Searching for identity, meaning and belonging
- Possession of violent extremist literature including electronic material accessed via the internet and communication such as e-mail and text messages
- Behavioural changes
- The expression of extremist views including behaviours that are commonly grouped under the heading “toxic masculinity” and misogyny
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If a team member has any significant concerns about a participant beginning to support terrorism and/or violent extremism, they should discuss this with the Designated Safeguarding Lead immediately.

9.11. Misinformation and Online Content

NYB understands that some adults who have a mental disability are particularly vulnerable to mis/disinformation because their critical thinking is not fully developed, and we understand that they may come across false or misleading information online, including conspiracy theories. We will act in their best interests to protect them from harm, and encourage them to think critically about what they see online and to check information with trusted sources. Where concerns arise, we will support open conversations to help them access reliable information and to understand the risks of misinformation, disinformation and conspiracy theories.

10. Indicators of abuse and what you might see

All team members must be aware of the signs of abuse. **All** team members should have an awareness of Safeguarding issues that can put participants at risk of harm.

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while an adult requiring care has been inadequately supervised. The identification of physical signs is complicated, as victims may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that the team is also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

Remember, it is your responsibility to *report* your concerns. *It is not your responsibility to investigate or decide whether an adult has been harmed or abused.*

A victim who is being harmed, abused and/or neglected may exhibit physical signs or behavioural signs including, but not limited to:

- bruises, bleeding, burns, fractures or other injuries

- showing signs of pain or discomfort
- keeping arms and legs covered, even in warm weather
- being concerned about changing their clothes for class / costume fittings
- looking unkempt and uncared for
- changing their eating habits
- having difficulty in making or sustaining friendships
- appearing fearful
- being reckless with regard to their own or others' safety
- self-harming
- arriving late or showing signs of not wanting to go home
- being homeless or at risk of homelessness
- displaying a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenging authority
- being constantly tired or preoccupied
- being wary of physical contact
- being involved in, or particularly knowledgeable about drugs or alcohol
- displaying sexual knowledge or behaviour beyond that normally expected for their age
- unexplained injuries
- a history of frequent hospital visits
- withdrawal, anxiety, or depression
- sudden financial difficulties or unexplained transactions
- inconsistent or contradictory explanations for actions or conditions
- fear of particular individuals or places
- behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education
- consensual and non-consensual sharing of nude and semi-nude images and/or videos

All these could be signs that an adult could be at risk. Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed.

Recognising and raising concerns of abuse and neglect are the first steps to

safeguarding adults. It can be hard to know if something you have seen or heard is abuse. NYB recognises the role of training including volunteers to ensure that people know how to recognise abuse, observing behaviour and having the curiosity and second sense to recognise when something does not seem quite right. Building a culture of trusted relationships with adults and especially with adults at risk will facilitate communication.

There may be occasions where people will directly tell us about abuse that they know is happening and they're asking for help. Or other times when people will tell us about abuse that's happening but they don't realise it's abuse because they don't realise it's wrong.

All team members should be aware that victims may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, they may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent the team from having a professional curiosity and speaking to the designated safeguarding lead (DSL) if they have concerns. It is very important that you report your concerns – even low level concerns - you do not need 'absolute proof' that the adult is at risk.

Remember, abuse might be carried out by anyone in contact with adults, even by people employed to provide care. There may be indicators the adults are experiencing harm from people within NYB such as volunteers or members of the team. Or there may be experiencing harm from those connected with their life outside of NYB such as a member of the public, a carer or a spouse, friends, family or neighbours. It is important to raise concerns if you're worried about someone, whoever you think may be harming them.

Disclosure and Response Procedures

National Youth Ballet recognises the importance in having clear procedures available to enable the team to handle situations where an appropriate response is needed to a Safeguarding concern. The term "disclosure" is generally used to

describe what happens when an adult tells (verbally or even non-verbally) another adult that they are being abused or are at risk of abuse. It is not the responsibility of anyone working at National Youth Ballet, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility to act on any Safeguarding concerns by reporting these to one of the Designated Responsible Persons for National Youth Ballet. There are other ways that a concern may arise, including when a disclosure is made by another participant or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously. Team members and artists working within National Youth Ballet should adhere to the procedures outlined below and in Appendix A.

NYB acknowledges that our engagement with participants may only be brief, but it gives us a short 'snapshot' into their lives. It is our responsibility to use that window of opportunity to recognise and report any safeguarding concerns.

There are four key steps to follow to be able to respond appropriately to a safeguarding concern:

1. Recognise
2. Question
3. Report
4. Record

It may not always be appropriate to go through all four stages sequentially, if an adult is in immediate danger or at risk of harm, the DSL must refer to police or social care without delay, so it is important to share any concerns in a timely manner to ensure everyone's safety. Team members are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When worried about the welfare of any adult at risk, team members should always act in the interests of the adult at risk and report any concerns in line with the procedures set out below.

Recognise

You have a safeguarding concern based on:

- Something the adult themselves has told you
- Something you have noticed about the adult's behaviour, health, or appearance
- Something another professional or participant has said or done

Even if you think your concern is minor, the DSL may have more information that, together with what you know, represents a more serious worry about that participant. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

Question

Decide whether you need to find out more by asking some more questions to clarify your concerns, being careful to use open questions. Discuss with the adult what you plan to do next if you have heard a disclosure of abuse or you are talking with them about your concerns. Do not promise to keep what they tell you secret....for example, 'I am worried about your bruise and I need to tell Barbara so that she can help us think about how to keep you safe'.

Before you report, gently guide them through a series of open questions. Here are some examples of open questions :

- why are you upset?
- can you tell me what happened?
- when did it happen?
- where did it happen?
- who was involved?
- who knows about this ?

By contrast, an example of closed questions that may be seen as misleading them. that you should NOT use:

- are you upset because your carer hurt you?
- did you get pushed down the stairs?
- did they take money out of your purse?
- did they shout at you?
- was your teacher involved?
- did it happen when you were outside with X ?

10.1. Taking Action

Reporting your Concern

Inform the DSL immediately. If the DSL is not available, inform the Trustee with responsibility for Safeguarding. If neither is available, speak to the most senior member of the team available or the Chair of Trustees. If there is no other member of the team available you must make the referral yourself.

Always be brave and do not hesitate. Abusers of adults use their power to control somebody else and it is our safeguarding duty to our team, trustees and wider beneficiaries to make sure that we are reporting to the appropriate authorities. Each individual case must be treated with the respect that it deserves to make sure that appropriate investigations can be carried out and the necessary actions afterwards.

Remember, you do not need proof to report a concern. It is enough that on the balance of probability, you are concerned about the person. Common excuses for under-reporting include:

- It is not serious enough - remember, you are not in a position to assess how serious it is and if you do not report it is likely to become more serious
- The DSL is not available - remember, you should always report your safeguarding concern even if the usual person you'd report to isn't available. If they aren't available then you should report to another person in a senior position listed in section 6 of this policy.
- You know the alleged victim - you should still report the concern whether or not you know the person
- You know the alleged perpetrator - you should still report a concern whether or not you know the alleged perpetrator, however difficult this might be
- You don't know how often they have been harmed - it doesn't matter if the victim has been harmed once or multiple times, you must always report abuse as soon as you are made aware of it

- You don't know how long it has been happening - nobody knows how long abuse has been happening and it should never impact on whether you report it or not

If there's an emergency situation where someone is in immediate risk of danger, and something terrible is happening right now, you should call 999 and go straight to the police.

If the person you're concerned about is over 18 you should discuss any concerns you have with them to obtain the agreement, where it is possible and safe to do so, before you report the abuse, providing they have the mental capacity to make their own decisions. However, be aware that if a person has the mental capacity to make decisions about their own safety and they expressly do not want you to tell anyone about the abuse you may feel unsure what to do. Under these circumstances, it is important to remember if a person has the mental capacity to make this decision but won't agree to you reporting the abuse, it may be that they are being coerced by the abuser or subject to undue influence or distress. It is always better to report your concerns even if the victim does not want you to, so that the relevant action can be taken to stop the abuse.

Writing a report

It is important that as soon as possible you write down what you're concerned about using the Report a Concern form in Appendix A and include all the facts for the person reading the report. You should include:

1. Name and address of child
2. Date of disclosure - time, day, date, month year
3. Who else was present
4. What was said, what happened, what you noticed
5. If child or parent spoke, record their words rather than your interpretation
6. Whether you discussed reporting your concerns with the child
7. What you observed and why it is a cause for concern
8. Action taken
9. Your own name, signature and date.

Be aware of the different forms of abuse and neglect to help you recognise and act upon your concerns. Always deal in facts when detailing what you have seen and heard so that this can be shared with your manager, the DSL, the local authority lead or the police.

10.2. If you are not sure but you suspect an adult is at risk of harm

There will be occasions when you suspect that an adult may be at risk, but you have no 'real' evidence. Their behaviour may have changed, or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give them the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask them if they are alright or if you can help in any way.

Use the Reporting a Concern form Appendix A to record these early concerns anyway. If the adult does begin to reveal that they are being harmed you should follow the advice in the section 'If an adult discloses information to you'.

10.3. Low-Level Concerns

A low-level concern is any concern that an adult or child has acted in a way that:

- is inconsistent with the Code of Conduct or Behaviour Policy
- doesn't meet the threshold of harm or is not considered serious enough to refer to the local authority

Examples of a low-level concern might include (but are not limited to):

- inappropriate or thoughtless behaviour or language
- behaviour which is intended to enable abuse
- being over friendly with children or adults at risk
- adults taking photographs of children or adults at risk on their mobile phone
- engaging with a child or adult at risk alone in a secluded area or behind a closed door

NYB has clear procedures for responding to low-level concerns which reinforce a strong Safeguarding culture of openness and trust. It helps ensure that adults consistently model the organisation's values and helps keep children safe. It will also protect adults working at NYB from potential false allegations or misunderstandings.

If you have a low-level concern, please discuss this with the DSL. NYB keeps a log of all low level concerns allowing us to create a lessons-learned culture and to monitor any patterns or repeat low-level concerns.

11. If an adult at risk discloses information to you

It takes a lot of courage for an adult at risk to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault. If an adult at risk talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter of judgement. If you jump in immediately the adult at risk may think that you do not want to listen, if you leave it till the very end of the conversation, the adult at risk may feel that you have misled them into revealing more than they would have otherwise.

During your conversation:

- Allow them to speak freely.
- Remain calm and do not overreact – they may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.
- Do not be afraid of silences – remember how hard this must be for them
- Under no circumstances ask investigative questions – such as how many times this has happened
- At an appropriate time tell them that in order to help them you must pass the

information on.

- Do not automatically offer any physical touch as comfort. It may be anything but comforting to someone who has been abused.
- Avoid admonishing them for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but they may interpret it that they have done something wrong.
- Tell them what will happen next. They may agree to go with you to see the designated person. Otherwise let them know that someone will come to see them before the end of the day.
- Report verbally to the designated person.
- Write up your conversation as a matter of urgency using the Recording a Concern form in Annexe A and hand it to the designated person. Make this your priority while it is fresh in your mind.
- Seek support from your line manager if you feel distressed.

Sharing Information

NYB team members should never assume a colleague, or another professional will take action and share information that might be critical in keeping children and adults safe. The risk of things not getting properly reported because of the fear of reporting the wrong thing or getting it wrong can lead to under-reporting. All team members need to be able to recognise and name the thing that they are worried about. Team members should be mindful that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where an adult at risk is already known to local authority social care).

If there is any doubt about data protection with regard to sharing information, you always have the right to share with an external organisation if you believe that a child or adult might be at risk of harm.

Any concerns or allegations need to be reported by the DSL to the child's or adult's Local Authority Social Services. Referrals must be made within 24 hours, but if at any point there is a risk of immediate serious harm a referral should be made

immediately. All National Youth Ballet participant details including their address / local authority are stored together securely on the company's server.

Explain in detail your concerns and accept their advice with regard to immediate action. Ask Social Services if they will be contacting the Police.

- Record name and position held of the person the information was passed to.
- Record location.
- Record any direction or advice given and action taken.

If the adult at risk is **in immediate danger** dial 999.

Once we have gone through the process of recognising and reporting the concern, we will almost always communicate this to parents / carers at the earliest convenience and if this is in the interest of the adult at risk. In very exceptional circumstances where there might be a reason to believe that by communicating this information to parents / carers would potentially lead to an increased risk to the victim, we may take advice from external agencies as to how best to communicate this to parents / carers.

12. Managing Referrals

The duty to make local safeguarding arrangements rests with the three safeguarding partners. These are :

- the local authority
- a clinical commissioning group for an area and
- the chief officer of Police for an area any part of which falls within the local authority area.

Refer all cases of suspected abuse to the local authority adult social care and:

1. The Local Authority Designated Officer (formerly LADO now Designated Officer) for adult protection (all cases which concern a team member or volunteer).

2. Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child).
3. Police (cases where a crime may have been committed).
4. Liaise with the Chair of Trustees to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
5. Act as a source of support, advice and expertise to the team on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

13. Record Keeping and Retention of Information

NYB has referred to guidance from [NSPCC Child Protection Records: Retention and storage guidelines](#). NYB Data Protection Officer is trained to ensure our Data Retention Policy is reviewed annually in accordance with guidelines and we are robust in our record keeping and retention of information.

NYB recognises the need for clear guidelines for the retention, storage and destruction of adult safeguarding records. Any recorded safeguarding concern containing personal information, whether on paper or electronic should be:

- adequate, relevant and not excessive for the purpose(s) for which they are held
- accurate and up to date
- only kept for as long as is necessary

Any file containing sensitive information and confidential data such as a safeguarding concern should be:

- kept confidential and stored securely on the Google Drive. Electronic files should be password protected and stored in a separate child protection file for each child/young person and labelled carefully. If it pertains to an adult/NYB member of the team, stored in a separate personnel file
- accessed/shared only on a 'need to know' basis
- tracked internally using Google software to log viewers so NYB can see who has accessed the confidential file, when, and which file has been accessed

- If the need arises to share externally outside of NYB, it will be shared electronically using passwords and encryption e.g. <https://switch.egress.com>
- NYB will ensure that there is clear agreement with all team members and volunteers who use their personal computers to ensure that any records are being stored securely. All team members are required to watch the mandatory bespoke GDPR training video produced in 2024
- NYB will ensure that the child/young person or NYB member of the team in question understands what records we hold, why we need to hold them and who we might share the information with (for example as part of a multi-agency child protection team)

NYB adheres to the current UK legislation and guidance about the retention and storage of child protection records:

- If the file pertains to a report raised about a child or young person, it should be kept until they are 25 (this is seven years after they reach the school leaving age)
- If the file pertains to a report raised about an NYB member of the team, it should be kept until they reach their normal retirement age or for 10 years – whichever is longer
- NYB will keep records for the same amount of time regardless of whether the allegations were unfounded. However, if it is found that allegations are malicious NYB will destroy the record immediately

NYB will support any team member who has to make a decision about sharing information in regard to safeguarding. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR). DPA and UK GDPR do not prevent the sharing of information for the purposes of keeping children and adults safe and promoting their welfare. If in any doubt about sharing information, team members should speak to the Designated Safeguarding Lead or deputy DSL. Fears around data protection and sharing information **must not** be allowed to stand in the way of the need to safeguard and promote the welfare of children and adults at risk.

14. Safeguarding Online Activity

National Youth Ballet offers a range of online activity, including

- Auditions
- Setting of creative tasks
- Video tutorials and tips
- Zoom conversations including Youth Council
- Mentoring sessions as part of Beyond Ballet®
- Videos submitted by alumni
- Videos submitted by participants

National Youth Ballet recognises that online activity poses a different safeguarding context to

face-to-face activity. We are aware that zoom /video-call participation allows a view into the homes of both team members and participants. NYB Online Safeguarding adheres to the same rigorous standards as outlined in the Safeguarding Policy. Safeguarding in all aspects of digital and online delivery of NYB activity, are now integral to NYB's organisational behaviour.

NYB has produced Terms and Conditions for Participation in Online Activity which all participants of online activity must adhere to, in accordance with our Safeguarding Policy. NYB will share this document in advance of any online activity. See 15.3.

14.1. Managing Online Content, Filtering and Monitoring Access to Technology

Content is promoted on NYB social media platforms (NYB website, Instagram, Bluesky, TikTok, LinkedIn and Facebook). This content is managed, devised, sourced and posted by the Marketing and Creative team. Contributors are all professionally trained artists.

In 2022 NYB launched NYB Voices allowing NYB participants to do Instagram and TikTok takeovers using the NYB login details on their own phones. In 2024 NYB launched its Youth Council. Content can now be created by young people but using guidelines provided by the Marketing and Creative team and overseen by the Social Media Coordinator. The content is checked by the Social Media Coordinator before it is posted.

NYB’s DSL will ensure that appropriate risk assessments are in place for the use of any NYB technology, to protect and safeguard children and young people using that technology at NYB. DSL will ensure that filtering processes are correctly set up and monitoring (to assess what is being accessed) is conducted regularly. Currently, YP are never given access to the NYB phone, and if they do instagram or TikTok takeovers, they will be logged into the NYB account on their own phones and logged out again.

Videos submitted by participants are sent to an allocated secure National Youth Ballet email address and monitored by a member of the NYB team. Consent to use the video content is obtained from the participant at the time the video is submitted. Details of consent are outlined in the terms and conditions for each online NYB activity. All activity will have an age and grade appropriate level to minimise the risk of injury to participants.

If there are any concerns about filtering or monitoring, NYB will consult <https://swgfl.org.uk/helplines/professionals-online-safety-helpline/>

14.2. Responsibilities for Online Activity

Contributors must:	<ul style="list-style-type: none"> ● be familiar with NYB’s current Safeguarding policy and have reviewed our Safeguarding Training Videos ● select and share activities which are appropriate to the age or grade of participants ● not encourage personally the uploading of any material not agreed by NYB as part of its programme of content by the participants on any other social media platform
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	<ul style="list-style-type: none"> ● not enter into any direct communication with participants on social media or by other means ● ensure videoing and video-conferencing platforms are used appropriately, taking into consideration their background setting, language and professional appearance ● uphold a high level of professionalism on NYB’s Zoom platform, maintaining and enhancing NYB’s reputation and adhering to the NYB Code of Conduct ● ensure that they read through the safety guidance notes and disclaimer for online participation listed below
<p>NYB will</p>	<ul style="list-style-type: none"> ● use a dedicated zoom account for all online activity ● ensure that access to password protected zoom rooms is only given to ticket holder ● use the waiting room function on zoom so that attendees can be vetted prior to having access to the group session ● ensure that there are clear expectations for participants published at the time tickets are purchased (eg. children must be in a neutral setting, will be expected to have cameras turned on for the whole session, will identify themselves on their Zoom account by their first names and will have an adult within hearing distance) ● supervise all video content, discussions, and broadcast content ● promote safer internet usage to our participants via our social media channels and monitor which platforms we use our voice on as required ● ensure that there is a silent witness for all online activity. Both the silent witness and the workshop lead will complete the safeguarding form for online content (See Appendix B) ● only use the speaker view when publishing online content to ensure that the identities of children are protected

	<ul style="list-style-type: none"> ● ensure that there are always two adults present for online teaching ● ensure that all activity has an age and grade appropriate level to minimise the risk of injury to participants.
Silent witness will	<ul style="list-style-type: none"> ● observe the session ● record any safeguarding concerns in the Safeguarding Summary Reporting Form (Appendix B) ● intervene immediately if there are any incidents or activity in the background which may present a cause for concern

14.3. Safety Guidance and Disclaimer for Online Activity

Please refer to our Online Auditions [Terms and Conditions](#).

14.4. Reporting a Concern for Online Activity

Anyone concerned about a participant should contact the DSL and follow the process for reporting a concern. It is important that all team members and volunteers act immediately on any safeguarding concerns as per the Safeguarding Policy guidelines outlined above about Information Sharing point 10 and 11.

Trustees, team members and volunteers should report concerns about a participant to the DSL. During on-line content the DSL remains available and can be contacted.

15. Filming, Photography and Social Media

NYB works with a wide variety of media to promote understanding and engagement with its work. This section outlines our approach to photography, filming and other forms of media and our procedures to safeguard children, young people and adults at risk including:

- how NYB obtains photography and filming consent
- how NYB uses photos and videos of children and young people in publications, on websites, on social media and other online platforms
- the actions NYB takes to keep all young people safe
- how NYB stores information legally and in compliance with GDPR

NYB will ensure that all the team are aware of the Safeguarding procedures for Filming and Photography so that everyone is clear about process, expectations and procedures for risk assessments to mitigate the risk of possible safeguarding incidents from happening. Please refer to guidance set out in this Safeguarding Policy and in Appendix E, User Guidelines.

15.1. Consent

Before taking any photos or videos, NYB will always seek consent from a parent or carer if the child is under 16 years. If the young person is over 16 years, and they understand what is being asked, then they may give their own consent.

Any child or adult can give or decline consent at any time and their wishes should be honoured, regardless of previous consents given by parents or carers.

NYB will explain on consent forms the purpose of the photo and / or filming to make it easy to understand what they are consenting to before any images are taken. This could include:

- what it is going to be used for, how it may be used in future
- how long NYB will keep their photo or video for, the reason for keeping for this length of time and what happens once this period ends
- how NYB will store and process their image

- how the child, young person or parent/carer can withdraw consent if they change their mind, and how to do this

Where consent is not given, NYB will put in place arrangements to ensure that their image is not taken.

- 15.2. Only the designated member of the NYB team or contracted external photographer and or videographer will be allowed to take photos and film NYB activities. Parents and carers are not allowed to take photos or film activities.

Where the person taking the photo / filming is a member of the NYB team they will use an NYB device / smart phone. The NYB device is set up in line with this Safeguarding Policy to safely store data.

It is not permitted for anyone to use any personal device to take photos and videos of children.

- 15.3. Professional photographers or filming organisations

Where NYB is working with a professional photographer or filming service, as part of the contracting process NYB will :

- issue the photographer with identification to be worn at all times
- provide a clear brief about appropriate image content and behaviour
- agree who will own the images
- provide a data sharing agreement
- set out for how long the images will be retained and what they will be used for

- 15.4. Events

NYB will ensure that there is a photography and filming policy statement shared before any event. This will outline NYB's policy on photos and filming to prevent

people from taking and sharing images and videos without consent.

NYB will include a statement regarding NYB's policy on photos and filming when people register for an event, adding this explanation to the ticket booking process. NYB will also publicise this with signs at the event itself.

Where photos are taken with members of the public in them, including children, NYB will ensure that event signs are clearly displayed so everyone knows photography or filming is taking place.

15.5. Appropriate usage and storage

Photos and videos may be used for a range of legitimate interests including but not limited to marketing purposes, including social media posts, publications, posters, programmes and newsletters. NYB will always look at photos and film through a safeguarding lens and will follow this protocol:

- remove names of participants unless it's considered absolutely necessary to identify them for e.g. an award
- use images or footage that focus on the activity rather than the participant
- use group pictures rather than individual images where possible.
- avoid images of a participant in inappropriate dress preferring photos in suitable costume or dress to reduce the risk of inappropriate use
- avoid compromising or inappropriate angles that could be prone to misuse
- avoiding tagging any participants on social media

15.6. Electronic devices in studios and dressing rooms

NYB will include in its Code of Conduct a ban for anyone from using electronic devices in studios and / or dressing rooms. That would include mobile phones, tablets, and other equipment with a camera function. This ban extends to all

participants, audience, staff and volunteers. The only exception to this is when the designated member of staff for taking photos is present to capture footage in studios.

Electronic devices pose a safeguarding risk if they are used to take photos or video footage in these spaces.

If NYB suspects anyone of taking images or videos of another person when they are nude or partially clothed e.g. in studios and/or dressing rooms, this should be reported immediately to the activity lead and / or DSL.

NYB Activity Lead or Safeguarding lead will take immediate action including:

- talk to the person and ask what they were filming / have filmed
- if it is a child, NYB will ask to see the footage and request that it be deleted and watch it being deleted
- log the incident with the time, date, and description of the child filming.
- if the behaviour continues NYB will Inform the parents of both the participant who was filming and the participant who was filmed, as they may want to take further steps.
- if the footage is deemed to be inappropriate and poses a potentially more serious safeguarding concern, NYB reserves the right to report it to the police.

15.7. Storing images and videos

Photos and videos are 'personal data' by law. In line with the Data Protection Act 2018, to keep images or video footage of children safe and to limit risks of unauthorised access or inappropriate use of images, NYB will

- store images or video recordings in a secure location on the NYB Google Drive
- only use devices belonging to NYB to take and store photos and recordings
- make sure anyone else taking or using images for NYB has permission to do so

Where NYB is storing photographs to identify participants for official purposes like auditions or registers, NYB will follow the same guidelines and legal requirements for handling personal information.

15.8. Retention of images

Images are 'personal data' and NYB will refer to same guidelines as in clause 13 / GDPR policy.

15.9. Social Media

National Youth Ballet acknowledges that social networking sites are a key tool for communication and can act as effective recruitment tools for projects and events. However, all team members and contractors should limit communication with individuals to official National Youth Ballet email communications channels.

Team must not accept children below 18 years of age who they have met through their work with National Youth Ballet as "friends" on social networking sites. Neither must they divulge private email addresses or telephone numbers to these children or young people. Team members should not publish pictures on social networking sites of their work at National Youth Ballet that involves children or young people.

15.10. Choreography

Owing to the nature of National Youth Ballet activity, choreographers may be permitted to use their own devices for the sole purposes of recording choreography, to share with other members of the artistic team and to show to the children themselves.

Any recorded footage will be uploaded to the NYB Google drive at the end of the same day. Choreographers and or team members must be witnessed deleting the footage from their phone by one other member of the NYB team at the end of the activity.

For more information please refer to [NSPCC Child Protection in Sport Filming and Photography Guidelines](#)

16. Creating a safer culture

We all have a part to play in responding to any concerns of abuse or neglect. This policy sets out how NYB is creating a Safer Culture which everyone can contribute to. Key points to remember:

1. Create a positive, friendly, open environment where everyone is encouraged to speak out and challenge poor practice and/or abuse
2. Know who to report to and how so that there is no delay in raising your concern.
3. Take every disclosure seriously even if it is difficult to believe or seems unlikely
4. Report your concerns as soon as possible to ensure concerns are addressed quickly.
5. Don't wait for evidence. It's not up to you to look for proof
6. Record your concerns using the facts
7. Raise a concern again if necessary as you want to be sure that it is being acted upon

Appendix A - Reporting a Concern Form – CONFIDENTIAL

Action to be taken if you have:

- a suspicion that a child or adult attending National Youth Ballet or its related project is being abused/harmed, but by somebody not connected to National Youth Ballet.
 - a suspicion that a child or adult is being abused/harmed by an NYB peer, somebody contracted to, or working in a voluntary capacity by National Youth Ballet.
 - received an allegation from a child or adult that they are being abused/harmed by somebody not connected to National Youth Ballet.
 - received an allegation that somebody contracted to or working in a voluntary capacity at National Youth Ballet has abused/harmed a child or adult
 - suspicion that a child attending National Youth Ballet is self-harming.
 - for any reason, concerns regarding Child Protection issues, or you are unsure of the action to take, or require advice.
1. You should contact the Designated Safeguarding Lead. If the DSL is not available, please contact the Trustee with Responsibility for Safeguarding. Calls will be returned as a matter of urgency.
 2. Following discussion with the Designated Safeguarding Lead or other nominated person listed above, they will advise you regarding further action to be taken. In the meantime you should follow the general guidance below:
 - a. Do not inform parents if the abuse allegation concerns what is happening in the child's home, unless or until Social Services have given permission. (Please remember that Social Services may have information already on file that you are not aware of).
 - b. Because it can be very difficult for a child to report that they are being abused, particularly whilst it is happening, it is important that any allegation is taken seriously. The alleged victim is likely to minimise the seriousness of abuse that has occurred, so it is important to record everything.
 - c. If the allegation concerns abuse in a setting other than the home it may be appropriate for National Youth Ballet to advise the parents. The guidance of Social Services must be sought before doing so.

CONFIDENTIAL Reporting a Concern Form

<p>Nature of Concern: (Tick appropriate concern)</p> <p><input type="checkbox"/> Suspicion that a child or adult attending National Youth Ballet or its related project is being abused/harmed, but by somebody not connected to National Youth Ballet.</p> <p><input type="checkbox"/> Suspicion that a child is being abused/harmed by an NYB peer, or an NYB member of the team</p> <p><input type="checkbox"/> A disclosure from a child or adult that they are being abused/harmed by somebody not connected to the National Youth Ballet.</p> <p><input type="checkbox"/> An allegation from a child or adult that somebody working or volunteering in the National Youth Ballet team member has abused/harmed a child.</p> <p><input type="checkbox"/> Suspicion that a child attending National Youth Ballet is self-harming.</p>
<p>Name and address of the child or adult making the disclosure or allegation</p>
<p>Date of disclosure - time, day, date, month year</p>
<p>Name and role / position of the person, to whom the disclosure or allegation was made</p>
<p>Who else was present when the disclosure or allegation was made?</p>
<p>What was said, what were the words used (please be as exact as possible and remain purely factual) and to whom? What did you notice (speech, behaviour, mood, appearance)? Remember record their words rather than your interpretation</p>

Have you discussed reporting your concerns with the child or adult making the disclosure or allegation?
Your observation and why it is a cause for concern
Who else is aware of the concern?
Action taken
Any other relevant information?
Signed..... Date.....

CONFIDENTIAL Body Map

To be completed at time of observation.

Name of Child:

.....

Date of

Birth:

.....

Name of team

members:

.....

Job

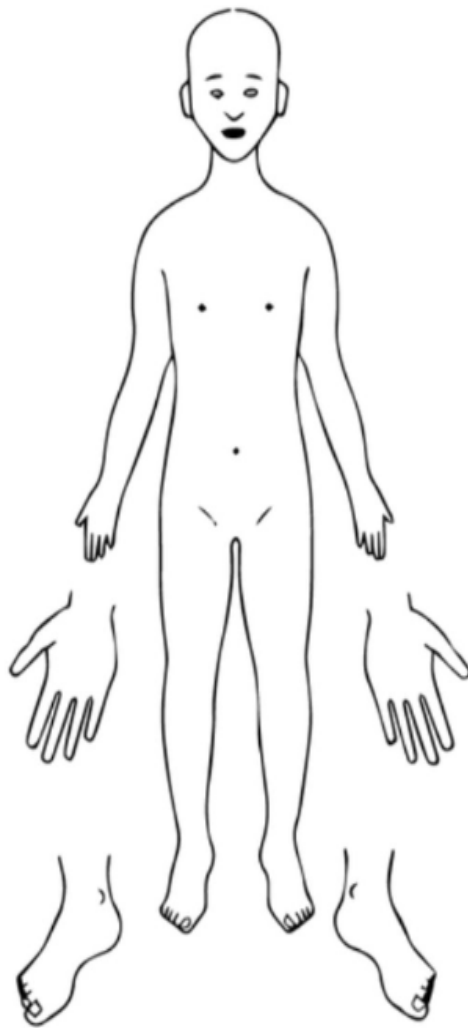
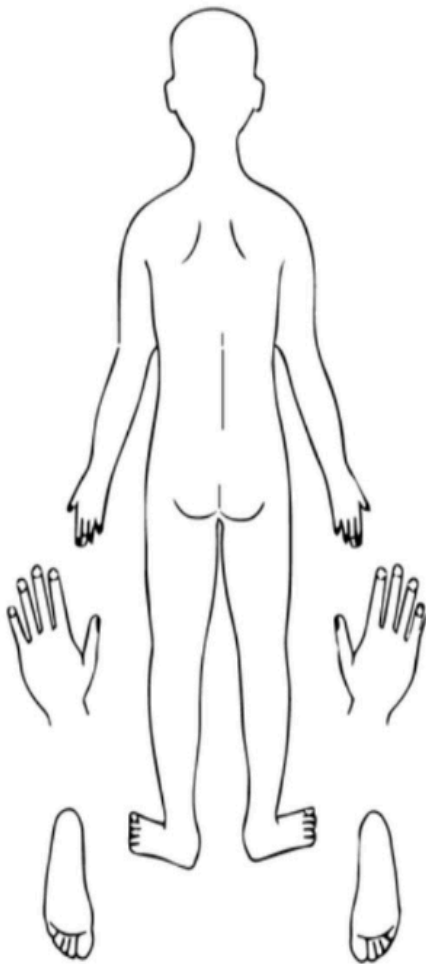
title:

.....

Date and time of

observation:

.....

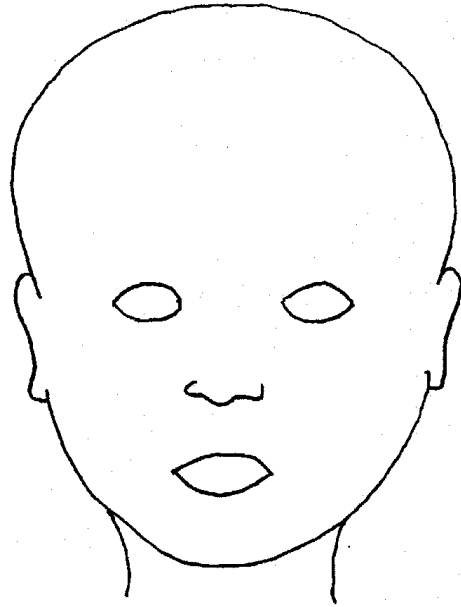


Name of
Child:

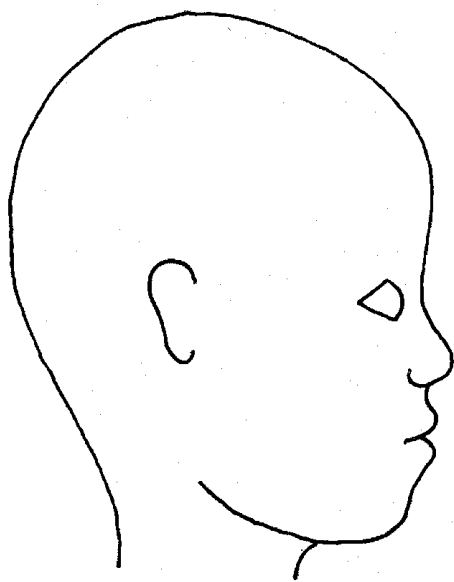
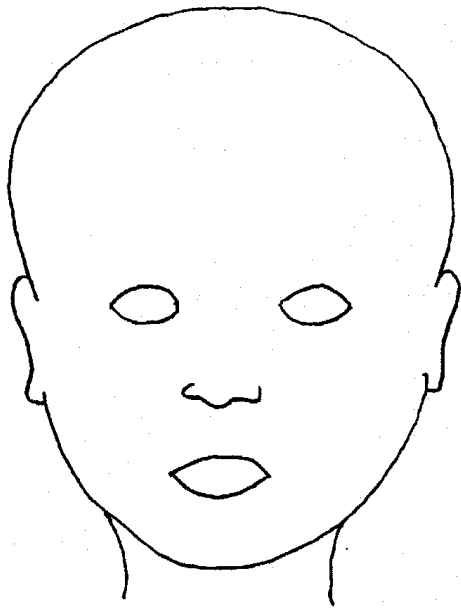
Date and time of
observation:



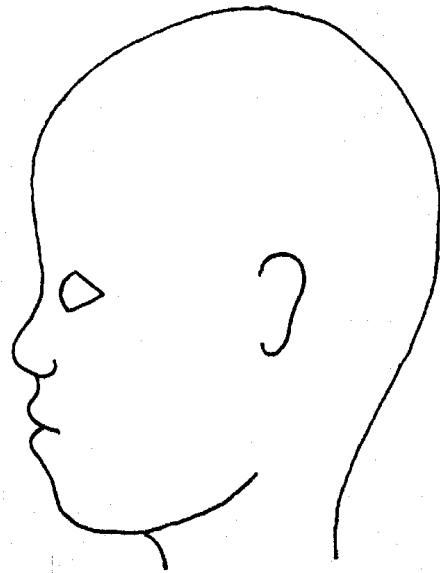
BACK



FRONT



RIGHT



LEFT

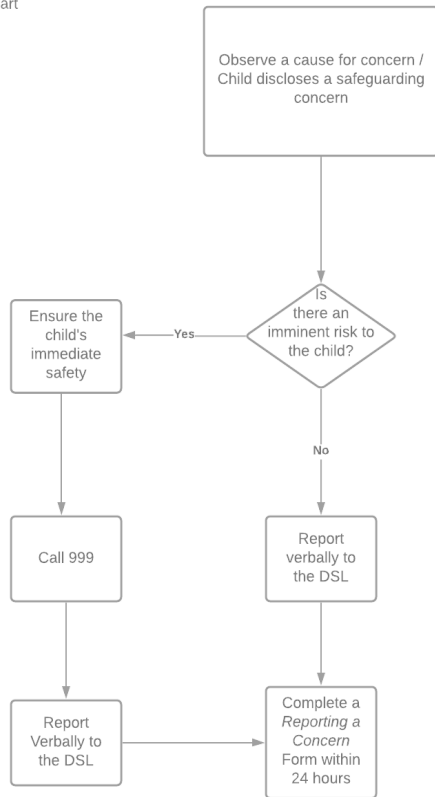
Appendix B - Safeguarding Summary Reporting Form

This form has been designed to allow us to keep a record of any safeguarding concerns during NYB activity. It is important that we have a record of any concern, no matter how small. This form should be completed after each day of activity. If you have a specific concern about a child in a face to face setting please complete the "Reporting a Concern" form. If you are in doubt please speak to the DSL.

Name of Activity	
Date of Activity	
Format of Activity (circle)	In person Online
Person Completing the form	
Role of Person Completing the form	
Other Adults Present	
Observations during the session	Please use this space to record any incidents or cause for concern. This can include inappropriate behaviour, language, dress of people in the background that may impact other participants. It can also include concerns that you may have of the behaviour of participants.

Appendix C - Flow Chart of Safeguarding Reporting

National Youth Ballet
Safeguarding Flow Chart
May 2021



Conducting a Conversation

1. Keep calm
2. Allow the child to talk freely
3. Do not interrogate
4. Reassure the child "you've done the right thing"
5. Let them know that you have to pass on what they have told you to keep them safe

How to report

1. Take as many notes as possible as soon as possible
2. Use direct quotes
3. Remain objective and report what you have been told.
4. Use specific words and phrases.
5. Do not speculate or infer.
6. Record the date, time and venue.

Appendix D: Event Sheet for NYB Activity

<p>NYB National Youth Ballet</p> <p>Event Sheet for NYB In Person Activity</p>	
Date of Activity	
Title of Activity	
Name of DSL	
Contact Number for DSL	
Email address for DSL	
Alternative Contact Name	
Alternative Contact Title	
Alternative Contact Number	
Number of Attendees	
Notes	

Appendix E: Photography & Filming Safeguarding Guide

Golden Rule: Always think about safeguarding before taking or sharing any photos or videos.

1. Consent

- Only photograph or film children with positive, informed consent.
- Check registration forms for consent status.
- Some children may not have consent. Respect this and liaise with carers if needed.
- Consent cannot easily be withdrawn once images are online—make this clear.

2. Identifying Children Without Consent

- Know which children cannot be photographed or filmed.
- Use a clear and fair system to brief photographers/videographers.
- External photographers must be clearly instructed and never left alone with children without DBS checks.

3. Public Events & Spaces

- Members of the public may take photos in public areas; NYB cannot restrict this.
- Inform participants about photography/filming during registration or ticketing.
- Use signage and clearly mark areas where photography/filming is prohibited e.g. toilets, changing rooms.

4. Using & Sharing Images

- Only share images for legitimate charity purposes.
- Never tag children online.
- Ensure children are appropriately clothed and represented fairly.
- Think before sharing—once online, images are hard to remove.

5. Storage & Devices

- Store all images on NYB's Google Drive, never on your hard drive.
- Follow GDPR rules for auditing and deletion.
- No camera devices (phones, tablets, etc.) in private areas (studios, dressing rooms) for all participants, staff, volunteers, and audiences.

6. Risks to look out for

- Misuse of images for bullying, exploitation, or sexual harm.
- Accidental capture of partially clothed children.
- Any other illegal photography.

Report all concerns immediately through safeguarding procedures.