

Tie It Up Theatre Safeguarding Policy:

Safeguarding Vulnerable Persons



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Audience	Employees, public, parents, funders
Date for renewal/updates/reviews	Annually
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POLICY STATEMENT

Tie It Up Theatre is committed to a practice which protects vulnerable people from harm. It's procedures and practices are founded around the guidance contained within the Department for Education's 'Keeping Children Safe in Education' policy of 2025, the link for which is included here: [Keeping children safe in education 2025](#)

Our policy details, organisational behaviours and best practice is applicable to all Tie It Up Theatre 'Employees' - those who work with Tie It Up Theatre on a freelance basis and /or voluntary basis.

Safeguarding is a matter of attitudes as much as policies, and Tie It Up Theatre is committed to an attitude that allows for client friendly practice as much as client safe practice. We will do all we can to limit risk, whilst maximising the engagement of our employees with our client group.

Our safeguarding responsibilities apply to vulnerable persons, specifically children, young people and vulnerable adults.

For the purposes of this Policy, a child is defined as anyone under the age of 18.

According to the Department of Health, a Vulnerable Person can be anyone:

- Who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

We will safeguard vulnerable people by:

- Adopting child and vulnerable person protection guidelines through a code of behaviour for Employees.
- Sharing information about child and vulnerable person protection with Employees.
- Sharing information about concerns with relevant agencies who need to know, and involving related persons and vulnerable persons appropriately and doing so in a swift and appropriate manner.
- Following carefully the procedures for safer recruitment and selection of all company Employees.
- Providing effective management for Employees through supervision, support and training.
- This policy will be made readily available to all Employees, and accessible on the Tie It Up Theatre website.
- Reviewing this Policy annually and reflecting on any reports made.

This Policy is accompanied by two appendices. Appendix A is an Incident Report Form, and Appendix B details definitions of abuse.

It is imperative that each Tie It Up Theatre Employee is aware of their responsibilities under current safeguarding legislation and has a working knowledge of Tie It Up Theatre procedures. Each Employee will receive this Policy when they start work at Tie It Up Theatre.

ROLE OF THE DESIGNATED PERSON FOR CHILD AND VULNERABLE PERSON PROTECTION

The Designated Safeguarding Lead is responsible for:

- Providing the 'first port of call' and offering advice and support to all Employees regarding safeguarding issues.
- Making referrals as necessary.
- Keeping up to date with changes and developments in safeguarding.
- Disseminating policy and good practice to all Employees, in particular:

1. Ensuring that Employees understand their responsibilities for being alert to the signs of abuse and for referring any concerns to the Designated Safeguarding Lead.

2. Ensuring that all Employees have read, and are aware of the specific Tie It Up Policies and Procedures

Ensuring that new Employees receive induction about safeguarding procedures and existing Employees receive training as required

Organising information relating to safeguarding so that this is accessible to all Employees. In the absence of the Designated Safeguarding Lead, the Deputy Safeguarding Lead will assume the responsibilities of this role.

The Designated Safeguarding Lead should attend annual Safeguarding Training.

CODES OF BEHAVIOUR - STATEMENT OF INTENT

It is the policy of Tie It Up Theatre to safeguard the welfare of all vulnerable people by protecting them from all forms of abuse including physical, emotional and sexual harm. This organisation is committed to creating a safe environment in which vulnerable persons can feel comfortable and secure while engaged in any of Tie It Up Theatre's programmes, training events, workshops or other activities. Employees should, at all times, show respect and understanding individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Tie It Up Theatre.

ATTITUDES

Guidelines for all Tie It Up Theatre Employees:

- Employees should be committed to treating vulnerable persons with respect and dignity.
- Always listening to what a participant is saying
- Valuing each participant
- Recognising the unique contribution each individual can make
- Encouraging and praising each participant

EMPLOYEE CONDUCT

Employees should:

- Endeavour to provide an example which we would wish others to follow
- Use appropriate language with vulnerable persons and challenge any inappropriate language used by vulnerable person or any individual working with vulnerable persons.
- Respect a vulnerable person's right to privacy
- Always dress professionally and appropriately at all times
- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow themselves to enter or become embroiled in inappropriate situations, including tantrums or crushes
- Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to a vulnerable person.

CONTACT WITH VULNERABLE PERSONS

Employees should:

- actively avoid spending any time alone with vulnerable person, away from others.

Physical Contact

- Employees should never engage in any type of physical contact with any vulnerable persons without first asking permission.
- Employees should never allow inappropriate touching of any kind.
- Tie It Up Theatre will always require a responsible person to accompany any vulnerable person or groups of vulnerable persons.

Online Contact

Tie It Up will only allow contact with a vulnerable person directly via email, telephone or designated, private Facebook pages (where relevant) in reference to workshops, performances or related Tie It Up Theatre work.

Where possible, all contact with vulnerable persons will be conducted via schools, care centres or relevant and responsible persons.

Tie It Up Theatre will not contact a vulnerable person directly in regards to non professional or personal matters.

Tie It Up Theatre Employees will **never** issue or accept “friend requests” or equivalent from social networking sites from a vulnerable person.

If a vulnerable person makes contact with an Employee via social media, the Employee should report it to the Designated Safeguarding Lead, who will ensure it is followed up and the appropriate action taken. On no account should the Employee respond of their own volition.

Tie It Up Theatre Employees will not take or share photos or video footage of vulnerable person without confirmation from the Designated Safeguarding Lead that the appropriate permissions have been sought and received.

GUIDELINES ON RECRUITMENT

All reasonable steps must be taken to ensure unsuitable people are prevented from working with vulnerable persons. The same recruitment procedure will be adopted whether the company members are paid or unpaid, full, part-time or freelance.

Recruitment procedure

This process will be adhered to for any role at Tie It Up Theatre that directly relates to working with vulnerable persons.

- Advertisements for roles that involve work with vulnerable persons will state that applicants will be expected to have a current DBS check. In most circumstances, company members will have obtained their own check, which should have been undertaken within the last 3 years. In particular circumstances Tie It Up Theatre may arrange this. They may not work with vulnerable persons until a clean check is received.
- All applicants must submit a CV or application form detailing their experience relevant to the role.
- Successful applicants, including volunteers, will be interviewed to assess suitability for the role.

On appointment

An enhanced DBS check must be held by Tie It Up Theatre Employees who will be working directly with vulnerable persons.

The DBS check must be cleared before work commences. If this is not possible, the individual must always be accompanied by a DBS checked responsible person in carrying out their duties in working with vulnerable persons.

Individuals who have a valid DBS check in place on appointment should have had their DBS check issued within the last 3 years and must present a copy of their DBS to the Designated Safeguarding Lead for verification.

PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an Employee at Tie It Up Theatre has concerns or an allegation is made, a record will be made using a standardised format [Appendix 1]. Details must include:

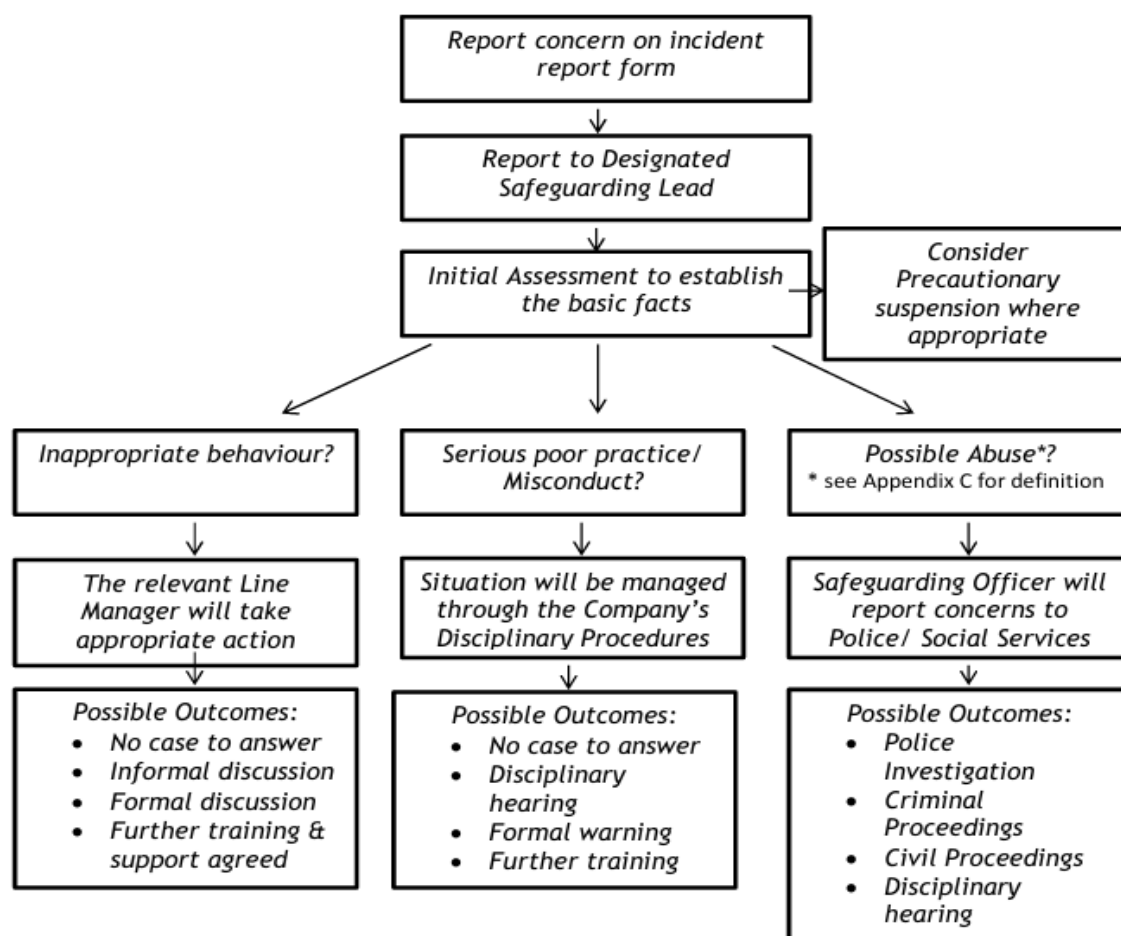
- Name of vulnerable beneficiary
- Date of Birth of vulnerable persons (if available)
- Approximate Age vulnerable persons if Date of Birth is not available
- Name of Employee completing the form
- Date the incident took place
- Time the incident took place
- Location the incident took place
- Names of others involved, or others who witnessed the incident
- Details of the incident as a statement of fact
- Action taken
- Were the responsible person(s) informed?

The record must then be signed by the completing person and the Designated Safeguarding Lead.

RESPONDING TO CONCERNS MADE BY A CHILD AND VULNERABLE PERSON OF SUSPECTED ABUSE

- 1) Get verbal account of incident from vulnerable person
- 2) Record Concern on Incident Report Form
- 3) Report concerns to Designated Safeguarding Lead
- 4) Contact responsible person for the vulnerable person if not already present and if appropriate
- 5) Report concerns to Social Services/Police.
- 6) RECORD

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN EMPLOYEE OF TIE IT UP THEATRE COMPANY



REFERRAL PROCEDURE

The Tie It Up Theatre referral procedure for identified suspicion or concern will be followed at all times. This is outlined below:

Tie It Up Theatre Employees identify a safeguarding concern:

- All safeguarding concerns should first be referred to the Designated Safeguarding Leads. No Employee should act alone.
- Do Not Delay, the concern should be discussed between the referring Employee and the Designated Safeguarding Lead as soon as possible, other Tie It Up Theatre Employees consulted as appropriate, and a decision made.
- If the concern is deemed of a serious nature, the Designated Safeguarding Lead will inform the Social Services and Police if appropriate.
- Wherever possible an identified concern will be discussed with the social worker or person responsible for the vulnerable person (if possible) before any further action is taken. Advice from the social work department will be taken and any concerns

discussed. The Designated Safeguarding Lead will lead on this but the person who identified the concern will assist.

- The person who identified the concern will be asked to complete a referral form.
- Information sharing needs to be proportional to the level of concern. Relevant Tie It Up Theatre Employees and other agencies involved with the vulnerable person will only be given information on a need to know basis.

DISCLOSURE

- Never guarantee absolute confidentiality, as the protection of vulnerable persons will always have precedence over any other issues
- Ensure you never use closed questioning or leading questions
- Offer him / her reassurance without making promises, and take what is said seriously.
- Allow the vulnerable persons to speak without interruption, accept what is said – it is not your role to investigate or question
- Do not overreact or respond with emotive language
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will offer support, but that you must pass the information on
- Explain what you have to do and whom you have to tell
- Record the discussion accurately, as soon as possible after the event, use the vulnerable person's words or explanations – do not translate into your own words, in case you have misconstrued what the vulnerable persons was trying to say
- Contact the Tie It Up Theatre Designated Safeguarding Leads for advice / guidance
- The Designated Safeguarding Lead may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral
- Record any discussions or actions taken as soon as is practicable

APPENDIX A - INCIDENT REPORT FORM

Name of Vulnerable Person:	Name of Employee completing form:
Date of Birth/ Approximate Age:	
Date the incident took place:	
Time:	
Where did the incident take place?	
Who else was involved/witnessed the incident?	
Details: please provide a statement of fact:	
Action taken:	Responsible person(s) informed? Yes/No

Signature of person reporting incident: _____

Signature of Designated Safeguarding Lead: _____

Date: _____

APPENDIX B - WHAT IS ABUSE?

As a professional theatre in education company, Tie It Up Theatre Company uses the same definitions of abuse that are used in (the DfE's) 'Keeping Children Safe in Education' 2025 guidance.

ABUSE: Somebody may abuse or neglect a vulnerable person by inflicting harm, or by failing to act to prevent harm. Vulnerable persons may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

PHYSICAL ABUSE: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a vulnerable person. Physical harm may also be caused when a responsible person fabricates the symptoms of, or deliberately induces, illness in a vulnerable person.

EMOTIONAL ABUSE: The persistent emotional maltreatment of a vulnerable person such as to cause severe and persistent adverse effects on the vulnerable person's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on vulnerable persons. These may include interactions that are beyond a vulnerable person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the vulnerable person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing vulnerable persons frequently to feel frightened or in danger, or the exploitation or corruption of vulnerable persons

SEXUAL ABUSE: Involves forcing or enticing a vulnerable person or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving vulnerable persons in looking at, or in the production of, sexual images, watching sexual activities, encouraging vulnerable persons in to behave in sexually inappropriate ways, or grooming a vulnerable person in preparation for

abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other vulnerable persons.

NEGLECT: The persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious Impairment of the vulnerable person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a responsible person failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a vulnerable person from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs