

TAVAZIVA SAFEGUARDING POLICY: CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Policy to be reviewed annually. Next review date: December 2020

This Safeguarding Policy is to be sent to the contractor, school, place of study, venue or agent, in advance of any session taking place involving children, young people and vulnerable adults.

Overall responsibility for safeguarding in a not for profit organisation rests with the governing body. In the case of Tavaziva, this is the Board of Directors. The Board of Directors are responsible for ensuring that those that benefit from, or working with Tavaziva are not harmed in any way through contact with the organisation.

Disclosure reporting procedure:

1. Tavaziva staff member/volunteer to immediately contact Designated Responsible Person
2. Partner/external organisation to immediately report to the Designated Responsible Person and/or vice versa
3. Designated Responsible Person to, where appropriate, report to the authorities

Designated Responsible Person: Beth Cinamon, Executive Director of Tavaziva

Tel: 020 8237 7010

Mob: 07905 165 688

Email: beth.cinamon@tavazivadance.com

Policy Statement

Tavaziva's vision is to make original contemporary African choreography that excites, transforms and enriches people's experience of dance. Through performances, training, learning and participation, Tavaziva aims to share a culture of creative exchange, opportunity, excellence and innovation. Tavaziva delivers work locally, nationally, and internationally. Tavaziva strives to be a welcoming organisation for all our audiences, participants and visitors including children, young people, families, school groups and vulnerable adults.

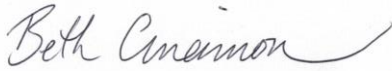
Tavaziva's Safeguarding Policy aims to ensure that all our activities are safe and well-considered, especially those involving children, young people and vulnerable adults. The policy also aims to educate and increase awareness amongst staff, and to foster an emphasis on prevention.

In particular, Tavaziva aims to:

- Support the belief that all children and young people whatever their age, culture, disability, gender, language, religious beliefs, and/or sexual identity have the right to protection from abuse and to a happy and healthy childhood. The needs of disabled children and young people or those who may be particularly vulnerable should also be taken into account.
- Ensure that all staff and volunteers working with children, young people and vulnerable adults are aware of their responsibility towards the safety and wellbeing of each child and person in our care.
- Work in partnership with children, young people and vulnerable adults, their parents, carers and other agencies in promoting welfare.
- Provide protection for children, young people and vulnerable adults who receive services from Tavaziva as audience members or event and project participants.
- Provide guidance on procedures to staff and volunteers which should be adopted in the event they suspect a child or vulnerable adult may be experiencing, or be at risk of harm.

Tavaziva fully recognises its responsibilities for safeguarding children, young people and vulnerable adults, and follows government guidance from the Department for Education document *Working Together to Safeguard Children (2018)* and *Keeping Children Safe in Education (2019)*.

This policy will be reviewed annually, and whenever there is a review of legislation or a substantive organisational change. This policy is posted on the Tavaziva website, and is communicated to staff, visiting companies, volunteers, contractors and participating artists.



Beth Cinamon - Executive Director
January 2020

**TAVAZIVA SAFEGUARDING POLICY:
CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

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1. Definitions

The following terminology is used throughout this policy:

“**Child**” refers to anyone under the age of 18 years. This policy applies to all children whether they are a project participant, performer or audience member.

“**Young person**” Although widely used to describe someone in the upper age range of the official definition of a child, the term has no legal status. The term acknowledges that people aged 14-17 may not think of themselves as ‘children’ In relation to Tavaziva’s work, this also applies to interns, placements and participants aged 14-25.

“**Vulnerable adult**” refers to a person (aged 18+) who is or may be in need of community care services and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. They may have a) a learning or physical disability; b) a reduction in physical or mental capacity; c) physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs

“**Disclosure of abuse**” is the statement a child or vulnerable adult makes to another person which describes abuse.

“**Enhanced DBS disclosure**” is a term used to check with the Disclosure and Barring Service (formerly the Criminal Records Bureau).

“**Designated responsible person**” is a person who has specific responsibility for ensuring effective safeguarding procedures. Their responsibilities include acting as a source of information on child protection matters, coordinating action within the organisation and liaising with health, children’s services and other agencies regarding suspected or actual cases of abuse.

1.1 Designated responsible persons

In all cases please speak to the primary designated responsible person: Beth Cinamon – Executive Director.

If Beth Cinamon is not available due to holiday or long term sick leave, speak to: Marie McCluskey – Chair of Tavaziva Board
Mob: 07743 155098
Email: swindance@aol.com

If both are absent, contact the Deputy Chair Mercy Nabirye –
Mob: 07473 134006
Email: mercy.nabirye@onedanceuk.org

Referrals should be made to **Multi-Agency Safeguarding Hub (MASH)**. If you believe there is an immediate need for a safeguarding response, or want to assess whether a safeguarding referral is appropriate, call the Multi-Agency Safeguarding Hub (MASH):

- Call 020 8871 6622 (9am to 5pm)
- Out of hours: 020 8871 6000 or email mash@wandsworth.gov.uk

Address:

Wandsworth MASH
Family and Community Service
Children's Social Care, Children Services
2nd Floor Town Hall Extension
Wandsworth High Street

London
SW18 2PU

The role of the designated persons includes:

- Attending child protection and safeguarding training and keeping up-to-date with current legislation and developments in the field of Safeguarding
- Liaising with all staff/artists/volunteers to ensure the implementation of the Safeguarding Policy. Receive and record information from staff, volunteers, children, young people or parents/carers who have child protection concerns. Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate and consulting with senior colleagues if necessary.
- Consult initially with a statutory child protection agency regarding any doubts or concerns as soon as possible. If necessary, to make a formal referral to a statutory child protection agency within 24 hours.

2. Aims of this policy

- a) To ensure the safety and security of everyone participating in classes, activities, performances and events
- b) To create an environment which enables all participants to achieve the maximum educational and personal benefit from their involvement with Tavaziva
- c) To ensure that any staff, artists and volunteers are appropriately trained and fully understand safeguarding issues and procedures, and are equipped to respond appropriately to any concerns, allegations or disclosures of harm.
- d) To ensure that all staff, artists and volunteers recognise their duty to implement these policies and practices, and take responsibility to act upon concerns regarding children, young people and adults wherever and whenever they occur.
- e) To ensure that concern for children, young people and adults is embedded within the working practice of Tavaziva and that the governance and management takes responsibility for transmitting this ethos and practice throughout the company's work.

3. Safeguarding in recruitment procedures

3.1 Employees

Enhanced DBS (Disclosure and Barring Service) disclosure certificate is required for all employees of the Learning and Participation programme including work placements and volunteers. Various other roles in the organisation may require a disclosure for safeguarding children, young people or vulnerable adults and this will be coordinated by the designated responsible persons.

Where DBS disclosure is a requirement of the role, this will be clearly stated in the recruitment advertisement and a copy of the Safeguarding Policy supplied with the recruitment information for these posts. The designated responsible persons will co-ordinate application for DBS enhanced check with the new employee at offer stage.

Self-employed artists or educators who have access to children, young people or vulnerable adults as part of their work with Tavaziva should be able to present evidence of a valid DBS disclosure no more than three years old. This should be presented and a record kept of the date and certificate number. Where such evidence is not available, a new disclosure application should be made. Tavaziva can process applications and the cost may be passed on to the contractor.

3.2 Working practice prior to Enhanced DBS clearance

If clearance has not been received by the start of work or project, managers should ensure that additional protective measures are taken when the new employee or contractor is working with children, young people or vulnerable groups. In the interim period, it is essential that employees or contractors

waiting for DBS clearance should not be alone with a child or vulnerable adult. If someone is working prior to an Enhanced DBS certificate the following control measures should be used:

- Follow Tavaziva’s guidelines for working with children, young people and vulnerable adults (Appendix A)
- Make sure the person is not in any position which may place themselves or a child/vulnerable adult at risk
- If a child/vulnerable adult wants to share information, the person must make sure this takes place in an open space where both parties can be clearly observed.

4. Training

Tavaziva will provide suitable training and guidance to all employees and volunteers with specific responsibilities in relation to children, young people and vulnerable adults. This will include:

- Induction training which includes familiarisation with Tavaziva’s Safeguarding Policy.
- Specialist advice and training for designated persons.
- Comprehensive safeguarding training to staff working on Learning and Participation projects/events and to other staff members through online e-learning service Educare. The table below shows which modules employees and volunteers are assigned:

Educare Course	Artistic Director	Management, Office Personnel & Interns	Dancers	Part-time project leaders & volunteers
Child Protection in Sport and Active Leisure	✓	✓	✓	✓
Safeguarding Adults	✓	✓		
Safeguarding Young People	✓	✓	✓	✓
Safer Recruitment		✓		
Online Safety	✓	✓		
Child Exploitation		✓		✓
Equality and Diversity	✓	✓	✓	✓
A Practical Guide to GDPR		✓		
First Aid Essentials	✓	✓	✓	✓
Preventing Bullying	✓	✓	✓	✓
Personal Safety	✓	✓		✓
Health and Safety	✓	✓		
Mental Wellbeing in Sport and Physical Activity		✓		✓

5. Performance content for child audience members

Where a performance contains explicit content which may be considered inappropriate for children or young people, it is the Artistic Director’s responsibility to consult with the Executive Director, Company Manager and Learning and Participation Manager to reach agreement on what guidance should be communicated to the host venues who will then advise patrons and whether there should be any restricted entry.

6. Learning and participation events and projects

Tavaziva is responsible for making appropriate arrangements for suitable venues and spaces to operate in and proper supervision of children, young people and vulnerable adults during events and projects, as this is one of the most effective ways of minimising opportunities for children, young people and vulnerable adults to be at risk whilst in Tavaziva’s care. Tavaziva will liaise with partners regarding the carrying out of risk assessments and health & safety responsibilities.

6.1 Planning

- Project leaders/artists should plan and prepare a detailed programme of activities for the children, young people and vulnerable adults involved in the project.
- Planning should ensure that all children, young people and vulnerable adults should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, guardian consent to children and young people joining an organised project.
- Guardians should be given full information about a project/event, including details of the programme of events, the activities, and the supervision ratios.

6.3 Supervision

- Tavaziva must be satisfied that those workers and adults who work on projects are fully competent to do so and that appropriate checks have been made, including DBS.
- Children and young people must be supervised during sessions, preferably by two or more adults. Supervision during breaks and lunches is at the discretion of parents/carers and project managers.
- Any activity using potentially dangerous equipment or substances, e.g. aerosol cans, should have constant adult supervision.

7. Photography and filming

The permission for all photographs and film footage of children, young people and vulnerable adults participating in Tavaziva events will be first obtained in writing and agreed with the school/parent/carer (see Appendix D for proforma media consent form). The images will be kept securely, stored in limited access files and used only in accordance with the consent provided. The details of images will be used sensitively and will avoid the use of children's names or other personal details.

Any photographs or film footage is to be deleted from staff devices once uploaded to Tavaziva server, following all workshops and projects.

Photography and filming in public spaces with large numbers of participants will only be allowed with clear signage to inform the public that if they enter the space they are agreeing to the possibility of being filmed.

When working with professional photographers/press, Tavaziva will always issue written expectations to photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to safeguarding. Photographers/film-makers will not be allowed unsupervised access to children, young people and vulnerable adults.

8. Working with partnership organisations

Tavaziva often works in partnership with external organisations such as schools, youth groups, universities, community groups or arts and cultural organisations. All partner organisations when working with Tavaziva will be issued with a copy of the Safeguarding Policy. Each group will be responsible for the children, young people and vulnerable adults in their care and must follow their own Safeguarding/Child Protection policy. The teacher/group contact is the designated responsible person for the participants.

9. Communications and safe social networking

Tavaziva acknowledges that social networking sites are a key tool for communication and marketing of its performances and participatory projects and can act as effective recruitment tools for projects and events. However, all staff and contractors should limit communication with individuals to official Tavaziva communications channels. Staff should not use their personal mobile devices for communication with children, young people or vulnerable adults unless in an emergency. If it is necessary to call from a personal device, staff should block their number as 'no caller ID' by dialing *67 followed by the phone number.

Staff should not have any current project participant or student as their 'friend' on any social networking sites such as Facebook, Instagram and Twitter. All staff personal social media accounts should be private with restricted access.

10. Data and record keeping

The Company Manager is responsible for the management of data relating to employees and will manage records of DBS certificates for contractors working on projects, as well as personal details of children, young people and vulnerable adults participating in Tavaziva projects in accordance with The GDPR and Data Protection Act 2018.

All personal information relating to children, young people and vulnerable adults participating in Tavaziva events must be kept securely in a restricted access folder according to their individual consents. Personal information will be kept in compliance with the The GDPR and Data Protection Act 2018.

11. Recognising abuse

Adults looking after children, young people and vulnerable adults should be aware of the risks of abuse (by adults or other young people), taking steps to reduce those risks in their working practice. Recognising child abuse is not easy. A list of signs and symptoms can serve as indicators of possible abuse, but this is not fail-safe. Government guidelines in *Working Together to Safeguard Children (2018)* and *Keeping Children Safe in Education (2019)* categorises abuse as: Physical abuse; Emotional abuse; Sexual abuse and Neglect. There is usually an overlap between the signs and symptoms of the different types of abuse. Within each category there are both physical and behavioral signs and changes to be aware of. Appendix B provides guidance on what to look for.

12. Disclosure and response procedures

Tavaziva recognises the importance in having clear procedures available to enable staff to handle situations where an appropriate response is needed as a safeguarding concern. The term 'disclosure' is generally used to describe what happens when a child/vulnerable person tells an adult that they are being abused. It is not the responsibility of anyone working for Tavaziva, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Designated Responsible Person for Tavaziva, and, where appropriate, the responsible authorities. There are other ways that a concern may arise, including when a disclosure is made by another child or adult. Any disclosure, and whoever makes that disclosure, should be taken seriously.

Staff and artists working for Tavaziva have been instructed and should adhere to the procedures outlined below and in Appendix C.

Responding to a child, young person or vulnerable adult – The Four Rs

Receive

- Listen to them
- Take them seriously
- Keep an open mind

React

- Stay calm, stay professional
- Ask open questions
- Don't criticise
- Explain the next steps
- Contact one of Tavaziva's Designated Responsible Persons

Reassure

- “You’ve done the right thing”
- Be honest about outcomes
- Never promise confidentiality – find an appropriate early opportunity to explain it is likely that information will need to be shared with others

Record

- Make brief notes immediately and keep them secure, use Appendix C as a checklist of details that should be recorded
- Record specific words used by the child/young person/vulnerable adult
- Record impartially

Tavaziva – Safeguarding Action Plan

Objectives	Action	Who	Timescale	Sign-off	Costs
Enhanced DBS (Disclosure and Barring Service) disclosure certificate is required for all employees and freelancers of the Learning and Participation programme including interns and volunteers.	<p>100% of employees, freelancers, interns and volunteers to have a DBS.</p> <p>Monitor collection of DBS on the Tavaziva Staff DBS Record.</p> <p>Keep working practice prior to Enhanced DBS clearance to a minimum and ensure they are accompanied by someone with a DBS.</p>	Company Manager	<p>Where possible, apply or obtain DBS ahead of contract.</p> <p>Throughout year</p> <p>Apply or obtain DBS as soon as possible and monitor how long it takes using Tavaziva Staff DBS Record.</p>		Within existing budgets
Make staff aware of Tavaziva’s Safeguarding commitments and keep up to date with changes in legislation and current advice.	<p>Policy issued to all staff to be read and understood</p> <p>Circulate any up-dates at the earliest opportunity</p> <p>Regularly monitor updates and up-date staff</p> <p>Review Policy every year</p>	Company Manager & Executive Director	<p>December 2019 and then on-going for new starters</p> <p>Every 4-6 months</p> <p>December 2020</p>		Within existing budgets
Tavaziva will provide suitable training and guidance to all employees and volunteers with specific responsibilities in relation to children, young people and vulnerable adults	<p>Staff complete Educare online Safeguarding training modules</p> <p>Keep a log of training completed and when training should be renewed</p>	Company Manager & Executive Director	<p>At point of recruitment and then ongoing.</p> <p>Ongoing. Training renewed every two years</p> <p>Annually</p>		Within existing budgets

Objectives	Action	Who	Timescale	Sign-off	Costs
	Assess specific training needs during staff appraisals				
Create awareness around safeguarding	Have safeguarding as a regular agenda item at team and board meetings	Executive Director	Ongoing		£0

APPENDIX A: Tavaziva Good Practice Guidelines for Safeguarding

Tavaziva has a duty to act responsibly to ensure that policies and procedures promote safe working practices, and a clear understanding of what to do if abuse is suspected or disclosed. In addition, there is responsibility to ensure all staff and volunteers are not placed in a situation where abuse might be alleged.

All Tavaziva personnel should be encouraged to demonstrate exemplary behaviour in order to promote children, young people and vulnerable adults' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a safe, positive culture and climate for effective working.

Good practice in **planning an event/project** means:

- Undertaking, at the outset of the event/project planning, a risk assessment and then monitoring the risk throughout the project.
- Identifying the people with Designated Protection Responsibility
- Putting systems in place to create and manage good relationships with parents/carers and other stakeholders.
- Be aware of the content of the work and share with appropriate staff or organisers, any issues that could effect and impact the children, young people and vulnerable group.
- Knowing how to get in touch with local authority social services, in case you have to report a concern to them.

Good practice in appropriate **physical contact** means:

- Maintaining a safe and appropriate distance from participants.
- Due to the nature of a dance workshop it is accepted that there will be physical contact during a class, however this should be for correctional purposes only and the artist should seek permissions from the individual before physical contact is made.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Any unusual events/ happenings are to be reported to the management.

Good practice in **interpersonal dealings** means:

- Treating all persons with respect and dignity.
- Always putting the welfare of each participant first, before achieving goals.
- Building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Being an excellent role model for dealings with other people.
- Communication with children, young people or vulnerable adults should be via Tavaziva email address, Tavaziva mobile or Tavaziva Facebook account only. Staff should not have any current project participant or student as their 'friend' on any of the social networking sites such as Facebook.
- Recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people.

- Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children/young people/vulnerable adults or on/near the premises.

Good practice in **managing sensitive information** means:

- Having a policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults
- Careful monitoring for use of web-based materials and activities.
- For marketing purposes we do not use surnames, locations or other information which may lead to a child/young person/ vulnerable adult being identified.
- Agreed procedures for reporting any suspicions or allegations of abuse.
- Ensuring confidentiality in order to protect the rights of employees, contractors and volunteers, including safe handling, storage and disposal of any information provided about artists or workshop facilitators (or others involved in projects) as part of the recruitment process (GDPR and Data Protection Act 2018)

Good practice in **professional development** means:

- Keeping up to date with health and safety practices
- Undertaking relevant development and training

Good practice in **residential-based safeguarding** means:

- Employing services of appropriately qualified and checked chaperones.
- Undertaking a thorough risk assessment of all residential-based activities to include project schedules, meal times, leisure time and accommodation arrangements.
- Ensure accommodation arrangements are suitable to the needs of the group.
- At the beginning of the child/young person/vulnerable adult's involvement/contract - securing parental consent in writing to act in loco parentis, should the need arise at a later time to administer emergency first aid and/or other medical treatment.
- Ensure that if children/young people/vulnerable adults of mixed genders are to be supervised they should always be accompanied by a male and female member of staff.
- Ensuring a code of conduct is supplied to children/young people/vulnerable adults and their parents/carers to prepare them for residential situation
- Maintaining a safe and appropriate distance with children and young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child/young person/vulnerable adult, and to share a room with them).
- Ensuring that at residential events, adults should not enter children or young people's rooms or invite children or young people into their rooms.
- Question any unknown adults who enter the premises and attempt to engage with the children/young people/vulnerable adults.

APPENDIX B: Recognising abuse

Neglect

Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the severe impairment of the person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Physical signs to look out for:

- Unusual tiredness
- A change in appetite – a significant and prolonged increase or decrease; being constantly hungry and sometimes stealing food from others; loss of weight or being constantly underweight
- Unexplained patterns of lateness or illness
- Sudden changes in behaviour or mood e.g. hyperactivity, extreme passivity or depression
- Acting out of aggressive, disruptive, unacceptable or inappropriate behaviour in such a way as to indicate stress or turmoil
- Inappropriate clothing or poor personal hygiene; being in an unkempt state; frequently dirty or smelly; being dressed inappropriately for the weather conditions
- Untreated medical conditions – not being taken for medical treatment for illnesses or injuries
- Reluctance to change in front of peers and others of same gender
- Fear of medical treatment
- Having few friends
- Being left alone or unsupervised on a regular basis
- Stories of a 'friend' who suffers from abuse

Physical abuse

Physical abuse includes hitting, shaking, throwing, poisoning or misuse of medications, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child they are looking after.

Physical signs to look out for:

- Injuries which the child/young person/vulnerable adult cannot explain, or explains unconvincingly
- Injuries which have not been treated or treated inadequately
- Injuries on parts of the body where accidental injury is unlikely, such as the cheeks, chest or thighs
- Bruising which reflects hand or finger marks
- Cigarette burns, human bite marks
- Scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child/young person/vulnerable adult, or 'tide marks' – rings on arms, legs or body where they have been made to sit or stand in very hot water

Behavioural signs to look out for:

- A child is reluctant to have their parents/carers contacted
- Aggressive behaviour or severe temper outbursts
- A child who runs away or shows fear of going home
- A child who flinches when approached or touched
- Reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- Covering arms and legs even when hot

- Depression or moods which are out of character with the child's general behaviour
- Unnaturally compliant to parents or carers

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve making the individual feel or believe that they are worthless, unloved or inadequate. It may also involve causing the person to feel often frightened or in danger. It may involve exploitation or corruption.

Physical signs to look out for:

- A failure to grow or to thrive (particularly if the child thrives when away from home)
- Sudden speech disorders
- Delayed development, either physical or emotional

Behavioural signs to look out for:

- Compulsive nervous behaviour such as hair twisting or rocking
- An unwillingness or inability to play
- An excessive fear of making mistakes
- Self-harm or mutilation
- Reluctance to have parents/carers contacted
- An excessive deference towards others, especially adults
- An excessive lack of confidence
- An excessive need for approval, attention and affection
- An inability to cope with praise

Sexual abuse

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the child, young person or vulnerable adult is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Sexual abuse also includes non-contact activities such as involving children, young people or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse may be same sex or opposite sex, may be by other children, young people or adults. People from all walks of life may be sexual abusers.

Physical signs to look out for:

- Pain, itching, bruising or bleeding in the genital or anal areas
- Any sexually transmitted disease
- Recurrent genital discharge or urinary tract infections without apparent cause
- Stomach pains or discomfort when the child, young person or vulnerable adult is walking or sitting down

Behavioural signs to look out for:

- Sudden or unexplained changes in behaviour
- An apparent fear of someone
- Running away from home
- Nightmares or bedwetting
- Self-harm, self-mutilation or attempts at suicide
- Abuse of drugs or other substances
- Eating problems such as anorexia or bulimia
- Sexualised behaviour or knowledge in young children or young people
- Sexual drawings or language
- Possession of unexplained amounts of money
- The child taking a parental role at home and functioning beyond their age level

- The child not being allowed to have friends (particularly in adolescence)
- Alluding to secrets which they cannot reveal
- Telling other children, young people or adults about the abuse
- Delayed or no learning progress
- Low self-esteem
- Acting in a sexually inappropriate way towards adults and/or peers
- Uneasiness or unusual behaviour with adults
- Drawings of a specific sexual nature

Specific safeguarding issues

All staff should have an awareness of safeguarding issues that can put children and young people at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children and young people in danger.

Peer on peer abuse

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

APPENDIX C: Checklist for Reporting Suspected Abuse

Name of child/young person/vulnerable adult	
Age and date of birth	
Religion	
Ethnicity	
First Language	
Disability	
Any special factors?	
Parent/carer name(s)	
Home address and phone number	
Reporting your own concerns or those of somebody else?	
Brief description: include dates, times etc. of any specific incidents	
Any physical signs?	
Behavioural signs?	
Have you spoken to the child/young person/vulnerable adult? If so, what was said?	
Have you spoken to the parent/carer(s)? If so, what was said?	
Has anybody been alleged to be the abuser? If so, give details.	
Have you consulted anybody else? If so, give details.	
Your name and position	
To whom reported and date of reporting	
Today's date	
Signature	

APPENDIX D: Consent form for the use of photographs and video – Learning and Participation

Tavaziva films and photographs selected learning and participation projects to support the creation of its work, to help review our work and raise standards and for archive and promotional purposes. These images may be used to advertise and promote the learning and participation work in printed documents and reports, for display in theatres/venues, on the Tavaziva website, or other learning or participation related websites.

We recognise the need to ensure the welfare and safety of all children, young people and vulnerable adults in our work. In accordance with our safeguarding policy, we do not permit photographs, video or other images of participants to be taken/used without the consent of the parents/carers of the children, young people or vulnerable adults.

Tavaziva will take all steps to ensure these images are used solely for the purposes they are intended, and are stored safely and securely.

Please complete and return the below form to:
Tavaziva c/o bbodance
Ensign House
Battersea Reach
Juniper Drive
London
SW18 1TA

If you would like to discuss this further please contact: 020 8237 7010

Participant Name: _____

Participant Contact Tel number: _____

Participant Contact Email: _____

Participant Postal Address: _____

Emergency Contact Name: _____

Emergency Contact Tel number: _____

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