BOLD
TENDENCIES

Bold Tendencies
Safeguarding Policy

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Preface

Bold Tendencies acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice requirements.

The policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and adults at risk:

- have a positive and enjoyable experience of the arts at Bold Tendencies in a safe and aware environment
- are protected from abuse whilst participating in our workshops or when watching events as part of our audience

Bold Tendencies acknowledges that some children and adults, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Bold Tendencies will:

- promote and prioritise the safety and wellbeing of children and adults at risk
- ensure everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to be able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals

- ensure robust safeguarding arrangements and procedures are in operation
- ensure we report all allegations to the relevant authorities

The policy and related procedures will be widely promoted and are mandatory for everyone involved in Bold Tendencies. Failure to comply with the policy and procedures will be addressed and may ultimately result in dismissal/exclusion from the organisation.

Reporting

The following policy is set out as per our safeguarding reporting structure outlined in section 5. Roles and Responsibilities.

Monitoring

The policy is reviewed a year after development and then every three years. It will also be reviewed in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event

(First developed March 2017; last reviewed May 2026)

Bold Tendencies Policy for The Safeguarding of Children and Adults at Risk

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1. Purpose

This policy defines how Bold Tendencies (BT) operates to safeguard children and adults at risk. We are committed to the protection and safety of children and adults at risk as visitors and as participants in all of our activities both on and off site. We also want to protect and support our staff who work or come into contact with these groups.

For the purposes of this policy, the term 'adult at risk' refers to The Care Act 2014 which identifies an adult at risk as someone over the age of 18 who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

Children are defined as those persons aged under 18 years old.

This policy will apply to all staff, contractors and volunteers and will be used to support their work. This has been drafted in line with guidance from the National Society for the Prevention of Cruelty to Children (NSPCC), the London Safeguarding Children Board and the Local Authority. None of these bodies accept any responsibility for the implementation and application of the policy and procedures.

2. Introduction

Every year children and adults visit Bold Tendencies and we wish to ensure that all visitors are safe and protected from harm whilst on our premises.

BT wishes to ensure its staff, contractors and volunteers operate best practice standards. The guidelines in this policy will ensure that there is clarity about our obligations and standards.

Where necessary, we will refer any issues or concerns involving protection to the appropriate agencies. If we encounter a safeguarding issue that constitutes, or may constitute a crime, the police will be informed.

3. Policy Statement

We believe that:

- The welfare of the child or adult at risk is paramount
- All children and adults at risk have the right to protection from abuse
- All safeguarding allegations need to be raised with the relevant authorities
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by staff to maintain standards may be dealt with using BT's Disciplinary Procedures. Artists, contractors and/or volunteers may be asked to leave BT premises and be dealt with according to the relevant procedures.

BT will therefore ensure that:

- All staff are aware of the safeguarding policy and procedures for the safeguarding of children and adults at risk
- Group leaders, service providers and any other interested parties are given information about BT procedures regarding the safety of children and adults at risk whilst at BT; teachers, group leaders and other interested parties are provided with information about our expectations regarding protection and safe supervision responsibilities whilst visiting BT
- A risk assessment template is supplied to assist with the planning of a visit to Bold Tendencies
- All suspicions and allegations of abuse will be raised with the relevant external authorities and investigated and dealt with swiftly and appropriately.

4. Legal Context

Children

The Children Act 1989 provides the legislative framework for child protection in England. Key principles established by the Act include:

- the paramount nature of the child's welfare;
- the expectations and requirements around duties of care to children.

This is strengthened by the Children Act 2004, which encourages partnerships between agencies and creates more accountability, by:

- placing a duty on local authorities to appoint children's services members who are ultimately accountable for the delivery of services;
- placing a duty on local authorities and their partners to co-operate in safeguarding and promoting the wellbeing of children

Both of these acts are amended by the Children and Social Work Act 2017.

Central Government produces policy and guidance on safeguarding for children, the most important of which are:

Working together to safeguard children (Department for Education, 2018)

The Department for Education (DfE) published an updated version of the key statutory guidance for anyone working with children in England in July 2018. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children. This latest guidance updates the previous version published in 2015.

What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)

This describes the indicators of abuse and neglect and the actions to take if anyone thinks a child is being abused or neglected. It is relevant for

anyone who comes into contact with children and families while working and applies to the statutory, voluntary and independent sectors.
Mandatory reporting of female genital mutilation (FGM) (Home Office, 2016)

This guidance gives health and social care professionals, teachers and the police information on their responsibilities under the female genital mutilation mandatory reporting duty.

Adults at Risk

The primary legislation governing adults who might be at risk is the Care Act 2014. This Act aims to ensure the wellbeing of people in need of care and support services.

Prior to the introduction of the 2014 Care Act, the No Secrets statutory Guidance (2000) which covered adult safeguarding, used a broad definition of a 'vulnerable adult' as a person: "who is or 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".

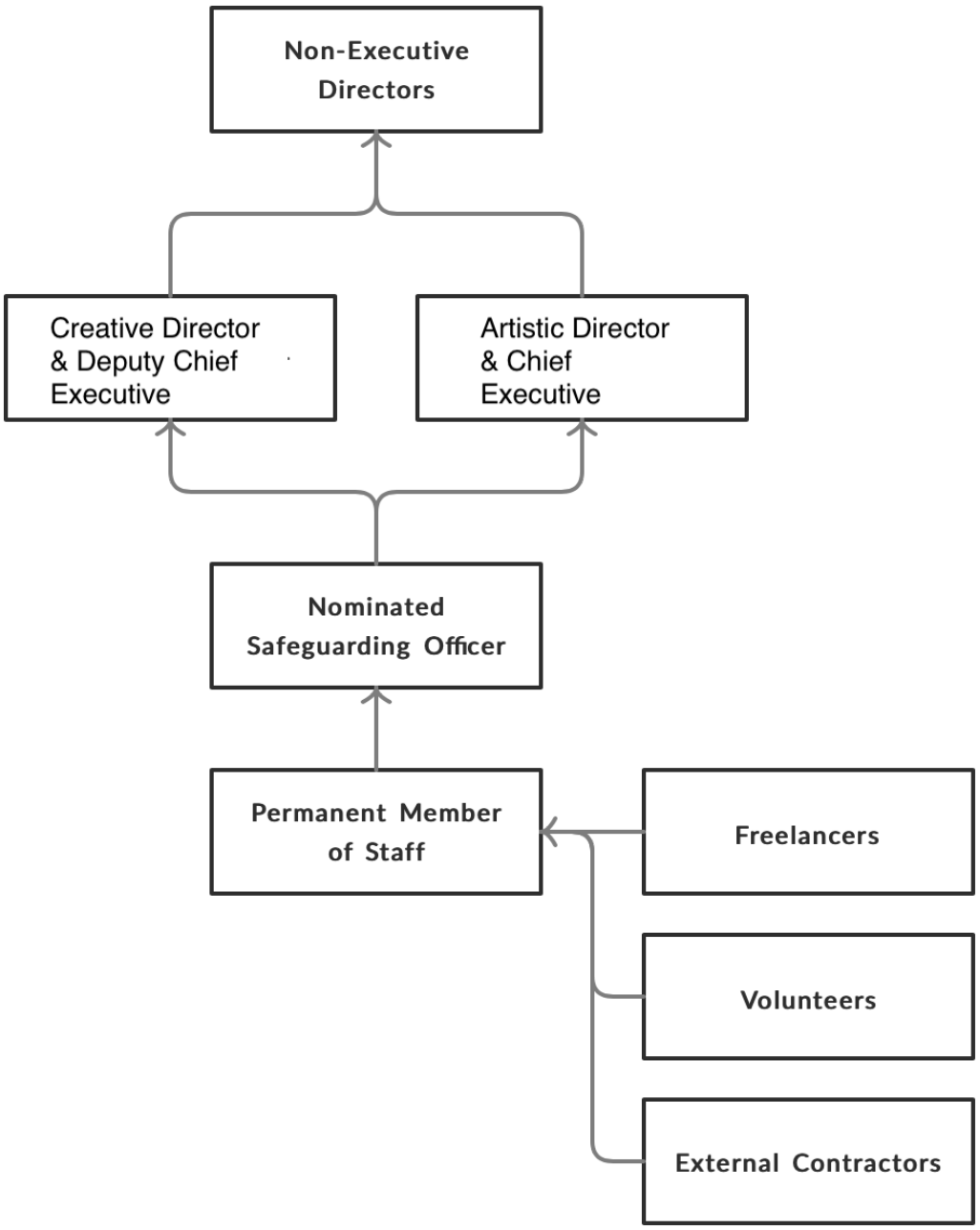
The Care Act 2014 has superseded this, and section 42 now identifies 'an adult at risk.' An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

The following six principles underpin all adult safeguarding:

1. Empowerment: people being supported and encouraged to make their own decisions and give informed consent
2. Prevention: it is better to take action before harm occurs
3. Proportionality: the least intrusive response appropriate to the risk presented
4. Protection: support and representation for those in greatest need
5. Partnership: local solutions through services working with their communities
6. Accountability: accountability and transparency in safeguarding practice

5. Roles and Responsibilities

Figure 1. Safeguarding Reporting Chart



i) All staff, contractors and volunteers have a responsibility to maintain appropriate standards of behaviour and to report lapses in these standards by others. All Freelancers, Volunteers and External Contractors should discuss concerns immediately with a Permanent Member of Staff, who will raise this with the Nominated Safeguarding Officer. Any safeguarding concerns that are raised should be documented using the Safeguarding Incident Report Form.

ii) Any operational issues such as a lost child must be referred as quickly as possible to a Permanent Member of Staff who will inform the Safeguarding Officer, responsible for ensuring that those who raise a concern are provided with the necessary support and complete all required documentation (e.g. Safeguarding Incident Report Form, see Appendix 3.) and are also supplied with a Safeguarding Receipt of Referral (see Appendix 4).

iii) The Safeguarding Officer, supported by the Directors and Chief Executive, will be responsible for implementing procedures relating to selection, vetting, training and induction, and for advising on any disciplinary action required. They will also be responsible for undertaking any investigation required. A central database of all Safeguarding Incident Report Forms will be maintained and monitored by the Safeguarding Officer.

iv) Any allegations of inappropriate behaviour (e.g. breach of the Safeguarding Code of Conduct) by staff, contractors, volunteers or visitors must be reported by staff to the Safeguarding Officer who will decide on the appropriate course of action. In these circumstances the role of the Safeguarding Officer is to:

- Assess information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- To make a formal referral, if required, to a statutory child protection agency or the police; and if so, liaise in parallel with the Director and/or Chief Executive
- Consult with BT's Non-Executive Board, and where appropriate with other statutory bodies

It is not the role of Bold Tendencies to decide whether a child / adult at risk has been abused or not; this is the task of the Social Services Department which has this legal responsibility (in case of children), or of

the police. Bold Tendencies passes information on to the relevant authorities who have the necessary expertise to make the required decisions about the action required.

In all cases involving safeguarding issues, the Safeguarding Officer must be contacted as soon as possible, even if the incident takes place at the weekend.

v) Permanent Members of Staff will be briefed on the BT safeguarding policy and procedures, together with the flow chart of reporting

Example for Incident Reporting

1) **Volunteer** or **Freelancer** or **any Employee** becomes suspicious and concerned for a child or adult at risk of well being or safety on site, or they are approached by a child or adult at risk on site who divulges concerning information. They must take immediate appropriate action to safeguard the child or adult concerned. If in immediate danger then the police should be called on 999
2) **Permanent Member of Bold Tendencies Staff** (this could be the Safeguarding Officer) is notified of the concern and fills in an Incident Report Form with information provided by said Volunteer or Freelance or Employee and any other relevant witnesses
3) The **Safeguarding Officer**, if not already aware, is notified of the issue and sent the Incident Report Form
4) The Safeguarding Officer fills in and provides receipt of referral for Incident Report Form and decides upon the appropriate next step (e.g. informing the police)
5) If appropriate, the Safeguarding Officer will notify the **Creative Director & Deputy Chief Executive** and/or the **Artistic Director & Chief Executive**.
6) If appropriate the Creative Director & Deputy Chief Executive and/or Artistic Director & Chief Executive will decide on any next steps and if necessary notify the **Non-Executive Board of Directors**.

It is important that at whichever level of reporting the original suspicion, witness or otherwise discovery of a potential risk to the safety or wellbeing of a child or adult at risk is detected, the Safeguarding Officer must be notified.

6. Recruitment and Selection of Staff, Contractors and Volunteers

Legislation provides that individuals may be disqualified from working with children or adults at risk by inclusion on one or more of the adults and children's barred list maintained by the DBS. It is a criminal offence for any employer to knowingly recruit a disqualified individual into a post working with children. This also extends to volunteers and contractors. The Safeguarding Vulnerable Groups Act 2006 places requirements on employers and individuals who are involved in regulated activity. Regulated activity applies to some of our staff, contractors and volunteers. This is defined as an activity, which involves, frequent or intensive contact with children or adults at risk and is of a specified nature e.g. teaching, training, and supervision or is in a specified place such as schools:

- The frequent contact test will be met if the work takes place once a week or more.
- The intensive contact test should be met if the work takes place on 4 days in one month or more, or overnight.

As part of the recruitment process, all relevant applicants will be required to complete a Disclosure Application Form. The level of the disclosure will be dependent upon the extent to which a BT post involves working with children or adults at risk. They will be advised, after the interview stage, which Disclosure Application Form they will be required to complete.

There are three types of Disclosures; Basic, Standard and Enhanced. The majority of job applicants and contractors will be asked to complete a Basic Disclosure Application Form online. Basic Disclosure is the lowest level of disclosure which will show details of all convictions considered to be unspent under the Rehabilitation of Offenders Act 1974 or state that there are no such convictions. As part of this application process, they will also be asked to provide three forms of identification, one of which must include their address details, for example, utility bill, rental agreement / mortgage or bank statement and attach copies of your chosen identification to the application form. Supervisors will be

required to complete the Standard checks and Volunteers will not work with children without the presence of a supervisor.

Once a conditional offer of employment has been made, all job applicants will be responsible for discussing DBS requirements with senior staff, completing and submitting their application form to the DBS for processing.

Job applicants who have been successful at interview and whom BT wishes to make an offer of employment to, volunteers or contractors who will be regularly required to work with children and adults at risk will be required to complete an Enhanced Disclosure Application Form. This is a more detailed disclosure that is job specific / job related.

This application form will be sent out for completion. An Enhanced Disclosure requires a BT Registered Person to complete a section of the form. BT's Registered Person is the **Senior Curator & Producer: Creative Learning**. Once this form has been completed it will be forwarded to the relevant body that will process their application. Upon completion, two disclosures will be issued, one to the applicant and one to the Registered Person.

Until this check has been completed and security clearance has been granted, employees will not be eligible to work with children or adults at risk.

At the interview all applicants will be required to account for any gaps in employment history.

7. Online Safety Policy

Bold Tendencies' work with children and families includes online and digital projects. The purpose of our online-specific policy is to:

- ensure the safety and wellbeing of children is paramount when adults or children are using the internet, social media or mobile devices;
- provide staff and volunteers with the overarching principles that guide our approach to online safety;
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and adults and anyone involved in Bold Tendencies activities.

We believe that:

- children should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children safe online, whether or not they are using Bold Tendencies network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare and in helping them to be responsible in their approach to online safety.

We will seek to keep children safe by:

- nominating an Online Safety Officer
- providing clear and specific housekeeping and directions to staff and volunteers on how to behave online
- supporting and encouraging children using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with children and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation

We will seek to reduce the risk of online abuse by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation

- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term

Related procedures

This policy statement should be read alongside our organisational procedures, including:

- Safeguarding procedures for responding to concerns about a child's wellbeing
- Dealing with allegations of abuse made against a child
- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Photography and image sharing guidance

Copies of the aforementioned procedures are available on request.

8. Training

We will provide and explain the content of this policy to all new staff and volunteers in the induction process. Basic, and where appropriate, enhanced child protection awareness training will be given to some members of staff and volunteers dependent on their roles and responsibilities.

Permanent staff will be briefed to ensure that they fully understand the contents of these policies and procedures and know what to do in practical terms in different circumstances.

Any BT staff member who enters into an agreement with a contractor to provide a service on BT premises is also obliged to make the contractor aware of this policy and their duty to abide by it.

BT is committed to ensuring that changes to the policy or to the safeguarding regulatory framework are disseminated effectively.

Appendix 1. Definitions of Abuse

Although the legal context is different for adults at risk, much of the following information on types of abuse and neglect for children does apply for adults at risk too.

Abuse and Neglect - Children

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse, and neglect. Each has its specific warning indicators. *Working Together to Safeguard Children (2015) statutory guidance* DofE and *What to do if you are worried a child is being abused* (2015) DofE provide detailed definitions of which the following are short summaries:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness. An important indicator of abuse is where bruises or injuries are unexplained or the explanation does not fit the injury.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child‟s emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It may involve seeing or hearing the ill treatment of others. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact

activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child‟s basic emotional needs.

Bullying

Bullying may come from another child or an adult. It can be defined as - deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

There are four main types of bullying.

1. Physical (e.g. hitting, kicking, slapping)
2. Verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages
3. Emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group),
4. Sexual (e.g. unwanted physical contact or abusive comments).

Please note that some of the above may be deemed a crime and warrant investigation by the Police.

For the purposes of this policy, BT views bullying as another form of abuse.

Additional Information

Some children and adults at risk may be particularly vulnerable to abuse. For example there is research which has found that disabled children are three times more likely to be abused than non-disabled children. Reasons for this might include disabled children and adults at risk:

- Having fewer outside contacts than other children ·Having an impaired capacity to resist or avoid abuse
- Requiring intimate care from a number of carers which may both increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries
- Using different communication methods or lack of appropriate vocabulary - which might provide a barrier for being able to communicate their concerns

Some studies suggest children from minority ethnic groups may be at increased risk of abuse through factors such as stereotyping, prejudice and discrimination.

Abuse of Adults at Risk - Definitions

The term 'adult at risk' refers to The Care Act 2014 which identifies an adult at risk as someone over the age of 18 who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. Abuse of an Adult at Risk is:

- A violation of an individual's human and civil rights by any other person or persons
- Any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights.
- Abuse may be physical, sexual, emotional, financial or through neglect or discrimination.
- Abuse may be perpetrated by an individual, a group or an organisation.
- Discriminatory abuse is harassment or discriminatory or derogatory treatment which is racist, sexist or refers to disability or any of the other protected characteristics covered by the Single Equality Act.
- Institutional abuse or Practice abuse is neglect due to bad or poor care practice or unsatisfactory
- Financial Abuse includes having money or property stolen, being defrauded or scammed, being put under pressure in relation to

money or other property or having money or other property misused

Appendix 2. Our Promise to Children and Adults at Risk

All of us at BT are committed to making sure you have the best time possible whilst you are visiting us. We believe that you have a right to feel safe and comfortable whilst you are with us, and we will do our very best to live up to the promises that we make to you.

We promise to:

- Make you feel welcome and safe
- Always strive to meet your needs
- Treat all children and adults at risk with dignity and respect
- Make sure that all our staff, contractors and volunteers are familiar with the appropriate policies and procedures to ensure your wellbeing
- Listen to what you want to tell us
- Do our best to make sure you have a fulfilling time
- Respond to any safeguarding concerns you might raise with us

Appendix 3. Safeguarding Incident Report Form

Safeguarding Incident Report Forms are filled out by the person reporting the concern and includes the following information:

- Name of child / Adult at risk
- Age and D.O.B (if known)
- Any special factors (e.g. disability)
- Parent's / Carer's / Responsible Adult's Name(s)
- Home Address
- Telephone number(s)
- Venue the incident took place in
- Exact location where the incident happened (e.g. floor, area)
- Description of what has prompted concerns, including descriptions of any physical or behavioural indicators which have been observed.

A copy of our Safeguarding Incident Report Form is available on request.

Appendix 4. Safeguarding Receipt of Referral

A Safeguarding Receipt of Referral is issued to the person filing the Safeguarding Incident Report Form and includes the following information:

- Name of Nominated Safeguarding Officer
- Name of Person Reporting Safeguarding Incident
- Date Safeguarding Incident Reported
- Action Taken
- Next Steps

A copy of our Safeguarding Receipt of Referral is available on request.

Appendix 5. Group Leaders' / Teachers' Responsibilities when visiting BT

BT wishes to ensure that children and adults at risk are safeguarded and protected from harm whilst visiting us. In addition to the measures that BT have put in place, we ask that teachers and group leaders exercise their own responsibilities in relation to their groups.

In particular, all group leaders and teachers must:

- Book in advance of the visit to BT
- Ensure that they supervise the children and adults at risk in their care at all times
- Ensure that all children under the age of 11 and adults at risk remain with an adult at all times
- In case of an accident, they should contact a member of BT staff who will follow BT procedure
- In the case of a lost child, they should contact a member of staff who will follow BT procedure
- Inform their group of expected behaviour for the visit to an BT venue by ensuring compliance with the guidelines outlined in Appendix 6
- Be considerate of other visitors and groups visiting BT
- Observe BT fire evacuation procedures.

Teachers and group leaders are reminded that the children and adults at risk in their care remain their responsibility throughout a visit to BT.

We recommend the following ratio of adults to students:

- 1:3 for 0 - 2 years old
- 1:6 for 4 - 8 years old
- 1:8 for 9 - 12 years old
- 1:10 for 13 - 18 years old

In line with current guidelines, we reserve the right to refuse entry when the level of adult supervision falls short of any of the above ratios.

BT staff will communicate concerns to the group leader / teacher in charge (unless this person is the cause of concern), an Incident Report Form filed and, if required, follow this up with the school / organisation following the visit.

Concerns about the conduct of any teacher / leader will be reported directly to the school or organisation, an Incident Report Form filed, and the police informed where there is cause to believe a crime has been or may have been committed.

A risk assessment template for Group Leaders visiting Bold Tendencies is available on request.

Appendix 6. Group Conduct whilst visiting Bold Tendencies

BT wishes all visitors to have an enjoyable stay. We therefore expect all visitors to display courtesy and respect for others and for BT's property at all times.

Group leaders should therefore not allow members of their group to:

- Use threatening, abusive or violent behaviour
- Bully (verbally or physically)
- Make any sexist, racist, homophobic or other offensive remarks toward any person or other group
- Vandalise BT's property or works of art/installations/displays
- Use bad language
- Smoke
- Consume alcohol outside the licensed restaurants or use illegal drugs
- Leave litter on BT's premises
- Enter areas of BT that are marked as closed or cordoned off
- Take notice and follow BT signage
- Eat or drink apart from in cafes, restaurants and places set aside for eating
- In the event that any of the above are not followed, BT reserves the right to refuse admission and / or ask the group to leave

Appendix 7. Risk Assessments

Bold Tendencies regularly reviews and maintains detailed Risk Assessments for the site and activities on site.

Copies of the relevant Risk Assessments are available on request.

Appendix 8. Truancy

If staff become suspicious that a child visiting their venue is truanting, they should alert the Safeguarding Officer.

Children that are suspected of being truants should not be asked to leave the venue but their whereabouts within the venue should be discreetly monitored for their own safety.

On being advised that there may be a possible truant within the venue the Safeguarding Officer should, in the company of another permanent staff member, approach the child in a non- threatening manner, ask their name and try to establish the reason they are not at school at present, their date of birth and the name of their school. This information will be useful to the Education Welfare Officer should they need to be contacted. If the Nominated Safeguarding Officer is not present on site at the time of suspicion, two members of permanent staff should follow this procedure and the Safeguarding Officer immediately informed.

If, at this stage, there is still concern that the child is truanting then the Nominated Safeguarding Officer should report their concern to the Pupil Attendance and Education Welfare Service (PAEWS).

Children are not obliged to provide the information requested. However, if staff do suspect that a child at BT is truanting, they should still contact PAEWS even when the child in question does not provide the information requested.