



Safeguarding Policy

Children, young people and vulnerable adults.

Policy agreed on January 2026

A handwritten signature in black ink, appearing to be 'J. McGowan', is centered within a white rectangular box.

Signature.....Chair of Trustees

Reviewed by Alison McGowan (Trustee and Safeguarding Lead) -
December 2025.

Next review date December 2026

1.Introduction

36 Lime Street makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

36 Lime Street encounters children and vulnerable adults through the following activities:

Classes and workshops Performances and events.

Drop-in sessions and social activities.

This policy seeks to ensure that 36 Lime Street undertakes its responsibilities regarding the protection of children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support 36 Lime Street artists in their practices and clarifies the organisation's expectations.

2. Legislation

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

“Working Together to Safeguard Children 2015”.

“Framework for the Assessment of Children in Need and their Families” 2000.

“What to do if you are worried a Child or vulnerable adult is being Abused” 2015 Newcastle Safeguarding Board guidelines.

Equality Act (2010)

3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is an act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse

- Bullying
Neglect
Domestic Abuse.
Harmful Practices Contextual Safeguarding Financial (or material abuse)
- Radicalisation
- Human trafficking/modern slavery
- Forced marriage.
Fabricated or induced illness
- Female genital mutilation.
- Child exploitation.

Definition of a child: a child is under the age of 18 (as defined in the United Nations convention of the rights of a Child).

Definition of a vulnerable adult: a vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include, but is not limited to, a person who:

- Is elderly or frail.
- Has a mental illness including dementia.
- Has a physical or sensory disability.
- Has a learning disability.
- Has a severe physical illness.
- Is a substance misuser.
- Is homeless.

4. Responsibilities

All artists have responsibility to follow the guidance laid out in this policy and to pass on any welfare concerns using the required procedures.

We expect all 36 Lime Street artists working alongside schools or with vulnerable adults (and/or all 36 Lime Street artists) to participate in identified training, promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities:

The Board of Trustees

The Board of Trustees have the responsibility to ensure that:

The policy is in place and is appropriate.

Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented.

The Designated Lead Officer/s

The designated lead officers are Alison McGowan (Studio 2c Level 2) and Emma Whitenstall (Studio Manager).

The designated lead officers have the responsibility to ensure that:

- The policy is accessible.
- The policy is monitored and reviewed annually.
- The welfare of children and vulnerable adults is promoted within the organisations culture.
- 36 Lime Street artists have access to appropriate training/information and this is recorded.
- They receive concerns about safeguarding and respond to all seriously, swiftly and appropriately making onward referrals as necessary to the police and or appropriate social services.
- They keep up to date with local arrangements for safeguarding and CRB.
- They develop and maintain effective links with the Newcastle Safeguarding Board.
- They take forward concerns about responses.
- They keep records of concerns and actions.

- They ensure effective exchange of policies and information with all partners and third-party users of building and ensure that organisations have appropriate safeguarding policies in place.

5. Implementation

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

Grievance and disciplinary procedures - to address breaches of procedures/policies.

Health and Safety policy, 36 Lime Street artists working alone in the community, mitigating risk to 36 Lime Street artists and participants.

Equal opportunities policy- ensuring safeguarding procedures are in line with this policy, around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory.

Data protection - (how records are stored and access to those records)

36 Lime Street artists and employee's induction.

36 Lime Street artists and employees training.

Safe Recruitment

Thirty Six Lime Street Ltd ensures safe recruitment through the following processes:

Job or role descriptions for all roles involving contact with children and vulnerable adults will contain references to safeguarding responsibilities.

Safeguarding statement on all recruitment adverts Shortlisting is based on formal application processes.

Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.

Enhanced DBS checks will be conducted for identified roles which involve regular unsupervised access with children and vulnerable adults.

Enhanced DBS checks will be conducted for any 36 Lime Street artists/staff with line-management responsibility for roles which have unsupervised access with children and vulnerable adults even if they themselves do not have such access.

Disclosure and Barring Service Checks

Thirty Six Lime Street Ltd maintains and reviews a list of roles across the organisation which involve contact with children and vulnerable adults. This will be reviewed annually by Alison McGowan and Emma Whitenstall.

Thirty Six Lime Street Ltd will ensure that the established staff and roles are regularly reviewed through:

A three year rolling programme of re-checking DBS's is in place for holders of all identified posts.

Existing 36 Lime Street artists (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children and vulnerable adults will be subject to a DBS check. This will be at the discretion of the schools/ organisations who are working with the 36 Lime Street artists.

Partner organisations/ schools will have their own safeguarding policies and procedures which they must adhere to.

Communications training and support for staff

Thirty Six Lime Street Ltd commits resources for induction, training of 36 Lime Street artists (paid and unpaid), effective communications and support mechanisms in relation to safeguarding.

Induction will include:

Discussion of the safeguarding policy at general meetings (and confirmation of understanding).

Discussion of other relevant policies.

Familiarisation with reporting processes and the role of the Designated Safeguarding Leads.

Training

In addition to induction, staff, volunteers and Trustees who, if designated as part of their role, may be in unsupervised contact with children and vulnerable adults will be required to complete safeguarding training to an appropriate level as detailed below.

Adult safeguarding– Generalist training (Level 1) – provided online by Newcastle City Council every 2 years.

Child safeguarding – Generalist training (Level 1) – provided online by Newcastle City Council every 2 years.

Other online safeguarding specific training from Newcastle City Council.

Any staff with line-management responsibility for 36 Lime Street artists who has contact with children and vulnerable adults but do not themselves have such contact will nonetheless be required to complete training to the same minimum standard as anyone they line manage.

In addition to the training outlined above, Designated Safeguarding Leads will be required to maintain a higher level of safeguarding training, working towards Level 3 as best practice.

Restraint

It is not our policy to provide staff with industry recognised training in restraint, therefore no member of staff should carry out any form of restraint. If a situation occurs where these measures may be necessary 36 Lime Street artists/ staff should contact the emergency services.

6. Communications and discussions of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Trustee Meetings.
- Health and Safety Team Meetings.
- General Meetings.
- Working group Meetings.

- Project team meetings.

In all meetings open discussions will be encouraged to identify any barriers to reporting so that they can be addressed.

All 36 Lime Street artists/staff will be reminded of policies and procedures on an annual basis and informed when any changes or alterations are made.

Support

Thirty Six Lime Street Ltd. recognises that involvement in situations where there is risk or actual harm can be stressful for all concerned. The mechanisms in place to support 36 Lime Street artists /staff include:

Debriefing support for 36 Lime Street artists/staff so that they can reflect on the issues that they have dealt with.

Staff who have initiated protection concerns will be contacted one of the Designated Leads within one week.

Signposting to support services such as counselling.

The following policies also contain guidance on staff conduct:

Disciplinary and Grievance Policy.

If professional boundaries are breached this could result in disciplinary procedures including dismissal / withdrawal of lease.

7. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Thirty Six Lime Street Ltd.

Step One

Staff should report their concerns to the Designated Safeguarding Lead:

Alison McGowan: 07396213756 - alison@puppetship.com or alison@puppettherapy.co.uk

Emma Whitenstall: 07845791594 - info@36limestreet.co.uk

Step Two

The Designated Safeguarding lead will contact Newcastle City Council for advice via the LADO (Local Authority Designated Officer) or Safeguarding Officer.

Step Three

The Designated Safeguarding lead will then follow the advice provided
The full Local Authority process can be found at
@newcastlesafeguarding.org.uk

8. Allegations Management

Thirty six Lime street Ltd recognises its duty to report concerns or allegations against its Artists/staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Any member artist/staff (paid or unpaid) is required to report any concerns in the first instance to one of the Safeguarding Leads. A written record of the concern will be made by the Safeguarding Lead.

The Safeguarding Lead will contact the Local Authority Designate Officer for Child Protection within one working day.

The Safeguarding Lead will then follow advice provided.

9. Monitoring

Thirty Six Lime Street Ltd. will monitor the following safeguarding aspects:

- Safe recruitment practices.
- DBS checks undertaken.

- References applied for new staff
- Records made and kept of supervision sessions.
- Training- a training record of staff who have undertaken relevant training.
- Monitoring whether concerns are being reported and actioned.
- Checking that policies are up to date and relevant.
- Reviewing the current procedure in place.
- Two Designated Safeguarding leads are in post.

10. Managing Information

Information will be gathered, recorded and stored in accordance with the data protection policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Lead.

All 36 Lime street artists/staff must be aware that they cannot promise participants that or their families/carers that they will keep secrets.

11. Communicating and reviewing the policy

Thirty Six Lime Street Ltd. will make participants and customers aware of the Safeguarding Policy by the following means:

A link on the organisation website.

A copy of the policy clearly displayed on the notice board.

All 36 Lime street artists/staff will have access to the policy in the artists area on the website and issued a copy electronically.

This policy will be reviewed by the Designated Safeguarding Leads annually and when there are changes in circumstance or legal requirements.

Contacts Summary

Designated Safeguarding Lead 1 – Alison McGowan 07396 213756

alison@puppetship.com or alison@puppettherapy.co.uk

Designation Safeguarding Lead 2 – Emma Whitenstall: 07845 791594

info@36limestreet.co.uk

Reporting a concern takes place online through
www.newcastlesafeguarding.org.uk

Adults:

In an emergency or if you feel someone is in immediate danger contact the police by calling 999

For advice call 0191 278 8377 (Mon-Fri 8am to 5pm) 0191 278 7878 (evenings and weekends)

Children:

Initial Response Service 0191 227 2500

Emergency Duty Team 0191 278 7878

Northumberland Police 101 (in an emergency always dial 999)

NSPCC Helpline 0808 800 5000

Training Providers:

Newcastle City Council online training:

<https://newcastlesafeguardingchildren.org.uk/events/>