

Abbey Theatre Trust (St Albans) Limited Safeguarding Policy and Procedures

Scope

This policy applies to The Abbey Theatre Trust (St Albans) Ltd, including its resident theatre companies: the Company of Ten, Company of Teens, St Albans Youth Music Theatre ("SAYMT") and any other theatrical companies established from time to time, collectively known as "ATT" or the Trust.

This policy applies to anyone working on behalf of ATT, including the Theatre Manager, the Board of Trustees/Management Committee, paid staff, volunteers, sessional workers, agency staff and students.

Purpose

The ATT recognises it has safeguarding obligations in respect of our staff, volunteers, members and others who come into contact with it through their work. It aims to create and maintain the safest possible environment for all members involved in any of their activities and they recognise that all members have the right to freedom and protection from all types of abuse.

The ATT recognises that it has particular responsibilities whenever it works with children, young people and adults at risk at, or outside the ATT.

Definitions

- *Safeguarding* – the responsibility to ensure and promote the welfare of children, young people and adults at risk.
- *Safeguarding incident* – witnessing or becoming aware of the possibility of abuse or neglect.
- *Children* – anyone up to the age of 18.
- *Young People* – anyone up to the age of 18.
- *Adults at risk* – this is defined by the Care Act 2014 and encompasses anyone over the age of 18 who is, or may be in need of, care services by reason of disability, age or illness; who is experiencing or at risk of abuse or neglect; and who is unable to protect themselves against either risk or, or the experience of harm, abuse, or neglect.

The term 'adults at risk' is used throughout this policy. While the ATT acknowledges that 'adults at risk' (those with vulnerabilities) may be at additional risk of harm, this may not always be apparent, and the Trust is conscious that any adult could be at risk of harm at some point in their life. The ATT's approach is to encourage a culture of safeguarding that recognises the importance of keeping everybody safe.

- *Abuse* – any action by another person that causes significant harm to a child, young person or adult at risk. This could be physical, sexual, emotional or the result of neglect.
- *Neglect* – the ongoing failure to meet the basic needs of a child, young person, or adult at risk.

Protecting Children, Young People and Adults at Risk

Everyone at the ATT has a responsibility to promote the safety and welfare of children, young people and adults at risk taking part in activities. This includes being aware of the possibility of abuse or neglect and knowing what to do if you suspect abuse or if it is disclosed or reported to you.

There is also a specific Child Protection Policy including Procedures which applies to all young people under the age of 18. Please read that Policy in conjunction with this Policy and set of Procedures, when dealing with any aspect related to safeguarding of children and young people.

All children, young people and adults at risk, regardless of gender, age, ability, ethnicity, disability, sexuality or beliefs have the right to protection from all types of harm or abuse. No person or group of people should be treated less favourably than others in being able to access services which meet their particular needs.

The safety and welfare of members should always be of paramount importance, whatever the circumstances.

The ATT will value, listen to and respect children and adults at risk in considering their needs.

Everyone at the ATT is expected to:

- Treat all children, young people and adults at risk who work, volunteer, visit, learn or play here with respect.
- Note that during Rehearsals, Workshops, Training Sessions or any events:
 - there must be no rough physical or sexually provocative games.
 - there must be no sexually suggestive conversation.
 - individuals must not be touched inappropriately or intrusively.
 - individuals must never be ridiculed or used as a scapegoat.
 - that every child or young person is different and it should never be assumed that an individual is comfortable with a particular activity or issue because their peers are,
- Understand that no one should put themselves into a one-to-one situation with a child, young people or adult at risk, and they should always have another adult present, wherever possible.

- Understand that no one should give a lift to a child, young people or adult at risk when there is no one else in the car. In a situation where this is unavoidable then a child, young people or adult at risk should sit in the back of the vehicle.
- Understand their individual responsibility. No one should assume that safeguarding is someone else's job.
- Be aware of the possibility of abuse or neglect, and know what to do if they suspect abuse or if it is disclosed or reported to them.
- Speak up immediately if they see or hear of a safeguarding issue, however trivial, and know who to speak to.
- Safeguard and promote a child, young people or adult at risk's welfare, particularly when it comes to protecting an individual from abuse.
- Take special care when dealing with a child, young people or adult at risk whose age, inexperience or physical or mental state makes them particularly vulnerable to abuse.
- Sufficient training must be made available to volunteers to provide them with the necessary knowledge to ensure safe care is always maintained.

If you are involved in a production as a Director or Stage Manager, or if you are planning an event, it is your responsibility to consider:

- Are children, young people and/or adults at risk likely to be involved? If so how?
- What are the potential risks? Who may pose a risk? What situations may increase risk?
- Do you have a plan to manage safeguarding? Who is the safeguarding lead for the project?
- Who is working on the project? Is a DBS or Enhanced DBS check required?

If a child, young person or adult at risk discloses information that worries you, your responsibility is to report it:

- You should act in accordance with the "4 R's" Recognise, Respond, Record, Report.
- You should be alert to the possibility of abuse and be able to recognise the signs of abuse.
- You should listen carefully and not ask any leading questions (i.e. ones that don't prompt a simple yes/no answer).
- Reassure them that they have done the right thing in telling someone.
- Tell them it's not their fault. Abuse is **never the victim's fault**, and they need to know this.
- Remain calm and try not to become emotional.

- When you respond, never agree to keep anything you have been told secret and tell them you cannot keep the information a secret.
- Say you will take them seriously. A victim could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the victim has told you could make the situation a lot worse for them.
- Explain what you'll do next. If age appropriate, explain you'll need to report the abuse to someone who will be able to help.
- Write down and record what you have seen or heard immediately after the incident or conversation. If recording a disclosure, try to use their words.
- Do not try to handle the issue by yourself. Report what you have seen or heard to the Designated Safeguarding Lead, Fiona Davidson by calling 01727 861924 or 07834 826604 or by emailing fionad.d@btopenworld.com
- In an emergency, or if someone is at immediate risk, dial 999.

Managing Safeguarding at the ATT

The Designated Safeguarding Lead for the ATT is Fiona Davidson. You are welcome to raise any safeguarding concerns with her, however minor they may seem. All concerns and allegations of abuse will be taken seriously. You can contact her on:

Email: fionad.d@btopenworld.com

Telephone: 01727 861924 or 07834 826604

If you raise a safeguarding concern or pass on an allegation, you have a duty to ensure your concern is received and taken seriously. If you remain concerned, you should escalate the matter to the Board of Trustees/Management Committee.

Please, however, note that you will likely not receive any feedback or detailed information regarding any resolution of your safeguarding concerns. This is due to the need to keep matter confidential and it does not mean that your concerns have not been taken seriously. You should receive reassurance from the Safeguarding Lead that the matter is being investigated and dealt with.

Approved by the Executive Committee of the Abbey Theatre Trust (St Albans) Ltd

Policy and Procedures for the Photographing and Filming of Children and Young People

Purpose

The ATT works with children and families as part of its activities. These include the provision of workshops and training and taking part in performances. The purpose of this policy statement is to:

- protect children and young people who take part in ATT's services, events and activities, specifically those where photographs and videos may be taken.
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities.
- ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with ATT.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

[Online abuse legislation and guidance](#)
[Child protection legislation and guidance](#)

The ATT believes that:

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

The ATT recognises that:

- it is important that children and young people feel happy about their achievements and have images of their special moments for both them and their families to look back on.
- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation.
- the welfare of the children and young people taking part in our activities is paramount.
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are

fully aware of the potential risks associated with the use and distribution of these images.

- there are potential risks associated with sharing images of children online.

The ATT will seek to keep children and young people safe by:

- always asking for written consent from a child and their parents or carers before taking and using a child's image. Please see the model consent form at **Appendix 1**.
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- making it clear that if a child or their family withdraw consent for an image to be shared, we will do our best to ensure that all material we store is deleted immediate; however, it may not be possible to delete images that have already been shared or published.
- where images are being used in our published material, not naming the child.
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo).
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - using images that positively reflect young people's involvement in the activity.
- developing a procedure for reporting the abuse or misuse of images of children as part of our Child Protection Procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for ATT's use

The ATT recognises that our youth group leaders and directors may use photography and filming as an aid in our charitable activities.

Children, young people, parents and carers must be made aware that photography and filming is part of the programme and be asked to provide their written consent. As set out below, if children, parents and/or carers do not consent to photographs being taken, we will respect their wishes.

The ATT has a team of authorised photographers who take photographs for publicity purposes. All photographers are briefed on an annual basis of the need to review with the Director and chaperone when photos can and cannot be taken and they are expressly told that photographs cannot be used as part of any personal portfolio without express permission being granted from the actor or the actor's parent or guardian.

If we hire an external photographer for one of our events, we will seek to keep children and young people safe by:

- ensuring the photographer is DBS checked and asking for evidence of this.
- providing the photographer with a clear brief about appropriate content and behaviour.
- ensuring the photographer wears identification at all times.
- informing children, their parents and carers that an external photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
- not allowing the photographer to have unsupervised access to children.
- not allowing the photographer to carry out sessions outside the event or at a child's home.
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We do not keep hard copies of images outside of those on display in the foyer. Once foyer photographs are removed from display, these are either kept within the COT archive or securely destroyed.

Electronic images are maintained in online galleries, which are set to be unsearchable, and all comment functions are turned off within each gallery. Each gallery also has restricted access settings and is only accessible with a direct link to the gallery page. General access to the galleries is only granted to authorised photographers and that list is controlled and managed by the Photography and Images Co-ordinator.

As the COT photographers are volunteers, each photographer uses personal equipment to photograph and subsequently edit images. Photographers are advised to only keep photos for one month after the end of a production - to allow time to retrieve additional photos if requested by an actor or director.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Photographers may occasionally have to take a photograph on a mobile phone where, for example, a particularly wide angle shot is required. Such photographs will be transferred and deleted from the phone during the routine processing of photographs for that event.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and try to ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

Related policies and procedures

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

- Child Protection Policy and Procedures.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

Photography and images co-ordinator

Name: Anne Frizell

Email: afrizell@mac.com

NSPCC helpline: 0808 800 5000

Record of Policy

Version	V1
Policy First Created	1 December 2025
Last Updated	
Review Frequency	Annual
Person/s responsible	Secretary Safeguarding Lead Photography and images co-ordinator
Associated Policies	Child Protection Policy and Procedures Company of Ten Directors' Handbook Data Protection Policy DBS Policy EDI Policy

This policy was last reviewed on: 2 December 2025

Appendix 1 - Photography and Filming Consent Form

Information for parents and carers

The Abbey Theatre Trust ("ATT") including its resident theatre companies: Company of Ten, Company of Teens and St Albans Youth Music Theatre ("SAYMT") aims to provide a safe and enjoyable experience for every child or young person.

To help us do this, please note the following important information:

- The ATT recognises the need to ensure the welfare and safety of all children.
- It has a written a policy statement which sets out how photographs and videos of children involved in our activities should be taken and shared. A copy of this is available from our Safeguarding Lead (Fiona Davidson).
- The ATT takes reasonable steps to ensure images of children are used solely for the purposes they are intended.
- If you become aware that these images are being used inappropriately you should inform our Safeguarding Lead (Fiona Davidson) immediately.
- The ATT will not take or share photographs, video or other images of children and young people without the consent of the children involved and their parents or carers. This agreement fits with our overarching Child Protection and Safeguarding Policies. If you would like to know more about this, please speak to our Safeguarding Lead (Fiona Davidson)

Child/Young Person: please read the following consent form and discuss it with your parents, carers and group leader, then fill in the form.

Parents and Carers: please read and discuss this consent form with your child and then fill it in, ask your child to fill it in, and return it to the group leader. If you have any questions or concerns, please speak to the Director of the production, or to our Safeguarding Lead (Fiona Davidson).

Parents/Carers

I **confirm** that I have read ATT's photography and filming policy [please tick]

I **agree to** [please tick]:

- my child's photograph being used within the ATT for display purposes
- my child's photograph being used within other printed publications for the purpose of marketing ATT events
- my child's photograph being used on the ATT's website
- my child being videoed for use on ATT's website
- my child's photograph being used on ATT's social media pages
- my child being videoed for use on ATT's social media pages

I understand [please tick]:

- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation
- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, ATT and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must not share any personal and/or unofficial/unauthorised photographs/videos taken during ATT's events on social media
- that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images

Child/young person

I have read or been told about ATT's photography and filming policy [please tick]

I agree to [please tick]:

- my photograph being used within ATT for display purposes
- my photograph being used within other printed publications for the purpose of marketing ATT events
- my photograph being used on ATT's website
- videos of me being used on ATT's website
- my photograph being used on ATT's social media pages
- videos of me being used on ATT's social media pages

I understand [please tick]:

- the potential risks from my image being used or shared online
- how these photographs or videos will be stored at ATT
- that at many events, ATT and others will want to take general photos of the event taking place
- that I must not share any personal and/or unofficial/unauthorised photographs/videos taken during ATT's events on social media
- that if I share images of myself or other children with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images
- that if I decide I don't want images of me to be used in the future, it may not be possible to delete images that have already been published or shared