



SAFEGUARDING POLICY

1. Introduction

The International College of Musical Theatre (The ICMT) is committed to ensuring all reasonable steps are taken to protect and safeguard all students, staff, freelancers, and contractors. We believe that all members of the ICMT community have the right to study, work and relax in an environment where they are free from any form of sexual violence, physical violence, abuse, and harassment, and where their body and personal boundaries are respected. We must all act where necessary to ensure everyone at our College can enjoy the ICMT without experiencing these behaviours.

2. Who does this policy apply to?

This policy applies to all staff and students of the ICMT.

Failure to adhere to the guidelines and procedures outlined in this policy may lead to disciplinary action being taken.

3. Legal Framework

This policy is based on legislation from:

- The Children's Act 1989
- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- The Rehabilitation of Offenders Act 1974
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education 2015
- The Counter-Terrorism and Security Act 2015
- The Care Act 2014

Also, the ICMT committed to the following principles in all aspects of its safeguarding work, as outlined by the Office of the Public Guardian:

- Empowerment - putting people first and helping those who lack mental capacity feel involved and informed.
- Protection - supporting victims so they can take action.
- Prevention - responding quickly to suspected cases of abuse.
- Proportionality - making sure what we do is appropriate to the situation and for the individual.
- Partnership - sharing the right information in the right way.
- Accountability - making sure all agencies have a clear role.

4. Definitions

Safeguarding

Safeguarding is the action that is taken to promote the welfare of individuals and protect them from harm.

Safeguarding means:

- protecting individuals from abuse and maltreatment.
- preventing harm to an individual's health or development.

- ensuring individuals are given the provision of safe and effective care.
- taking action to enable all individuals to have the best outcomes.

Student

An individual who undertakes any course or programme offered by the ICMT.

Staff

An individual who is employed and works for the ICMT, including freelance teaching staff.

Abuse

Abuse and neglect take many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. Abuse can be physical, financial, verbal, or psychological. It can be the result of an act or a failure to act. Abuse is a misuse of power and control that one person has over another. Where someone is dependent on another, there is the possibility of abuse or neglect unless enough safeguards are put in place.

Abuse can fall into the following categories:

- | | |
|-------------------------|--------------------------------|
| • Physical | • Modern slavery |
| • Domestic | • Discriminatory |
| • Sexual | • Organisational |
| • Psychological | • Neglect and acts of omission |
| • Financial or material | • Self-neglect |

5. General Principles

The ICMT recognises that it has obligations to safeguard the wellbeing and safety of all its individuals. All suspicions and allegations of abuse or maltreatment will be taken seriously by the ICMT.

To fulfil its duties, the ICMT will:

- Appoint an appropriate member of staff as the designated Lead Safeguarding Officer (LSO).
- Ensure this policy and its procedures are reviewed regularly.
- Ensuring all staff and students are aware of and understand this safeguarding policy.
- Involve external agencies when deemed necessary.
- Keep accurate records relating to individuals, ensuring they are kept private and confidential with restricted access.

6. Safeguarding, Responsibilities and Guidance

If anyone has safeguarding concerns relating to students or staff, they must report it immediately to the Designated Safeguarding Lead (DSL).

The responsibilities of the Designated Safeguarding Lead are to:

- Listen and record notes of the allegation, regardless of risk.
- Ensuring records are properly stored and archived.

- Support the individuals concerned and ensure all relevant parties are kept informed.
- Assess the immediate level of risk or harm and ensure appropriate referrals are made. This may include emergency services or local authorities.
- Work with individuals and staff to implement appropriate support measures.
- Continue to monitor and record concerns and actions.

Guidance for students

- You should let us know straight away if you have any concerns about your own or someone else's welfare or safety. We understand that this can be difficult, but sharing a problem early is a positive step.
- Any concerns that you raise will be listened to and treated seriously. Whilst the information will be treated with confidence, if there is a risk of danger to anyone, other members of staff or external agencies may need to be informed.
- How to let the ICMT 'know'
 - Talk to a member of staff, either administrative or academic.
 - Communicate either in person, telephone, email, or Microsoft Teams chat.

Guidance for staff

A student may disclose a safeguarding concern to a member of staff (including freelance teachers). All staff must:

- Listen and treat the concern seriously.
- Report the concern, regardless of the risk to the Designated Safeguarding Lead.
- Be impartial and allow the student to talk freely.
- Get an accurate written record at the point of disclosure.
- Not interrogate the individual, just clarify, record facts and observations.
- Not promise confidentiality.
- Not display shock or disbelief.
- Explain what actions you must take next, following the procedures in this policy.
- If the situation is urgent, you should take action to protect the student. This may involve:
 - Calling an ambulance.
 - Calling the police.

Examples of Safeguarding concerns:

The following are indicative examples of situations which may present safeguarding concerns and initiate the reporting procedure:

- An individual raises an allegation of current abuse, harm, neglect or other inappropriate behaviour.
- An individual discloses information involving themselves, family members or any other person which gives rise to concerns that an individual may be harming or abusing an individual.
- There are suspicions or indications that an individual is being abused or harmed or is at risk of exploitation (including radicalisation), harm, neglect, or abuse.

- There are observable changes in an individual's appearance or behaviour that may be related to exploitation, harm or abuse, including radicalisation.
- A significant/substantiated concern is raised that an individual presents a risk of abuse or harm towards others.
- A historic disclosure of sexual or physical abuse is made.

The following incidents must always be reported to a relevant person:

- If an individual is hurt or injured.
- If you are concerned that a relationship is developing with an individual which could represent an abuse of trust.
- If an individual misunderstands or misinterprets something you have done in a way which could be construed to be abusive or harmful.
- If you have to use reasonable physical restraint to prevent an individual from harming themselves or another, or from causing significant damage to property

7. Thresholds of need

Safeguarding procedures are based on an assessment of the needs of the individual. Statutory guidance groups needs are divided into four levels, with different duties at each level.

- | | |
|----------|---|
| Level 1: | Universal needs – the individual does not have any additional needs at the moment. |
| Level 2: | The individual's needs are low but they are vulnerable. The needs of the individual are not clear, not known or not being met. Triggers internal procedures. (Health, Wellbeing and Fitness to Study) |
| Level 3: | The individual's needs are high, immediate, or acute. This triggers appropriate external support. |
| Level 4: | The individual has complex or acute needs. This triggers emergency intervention. |

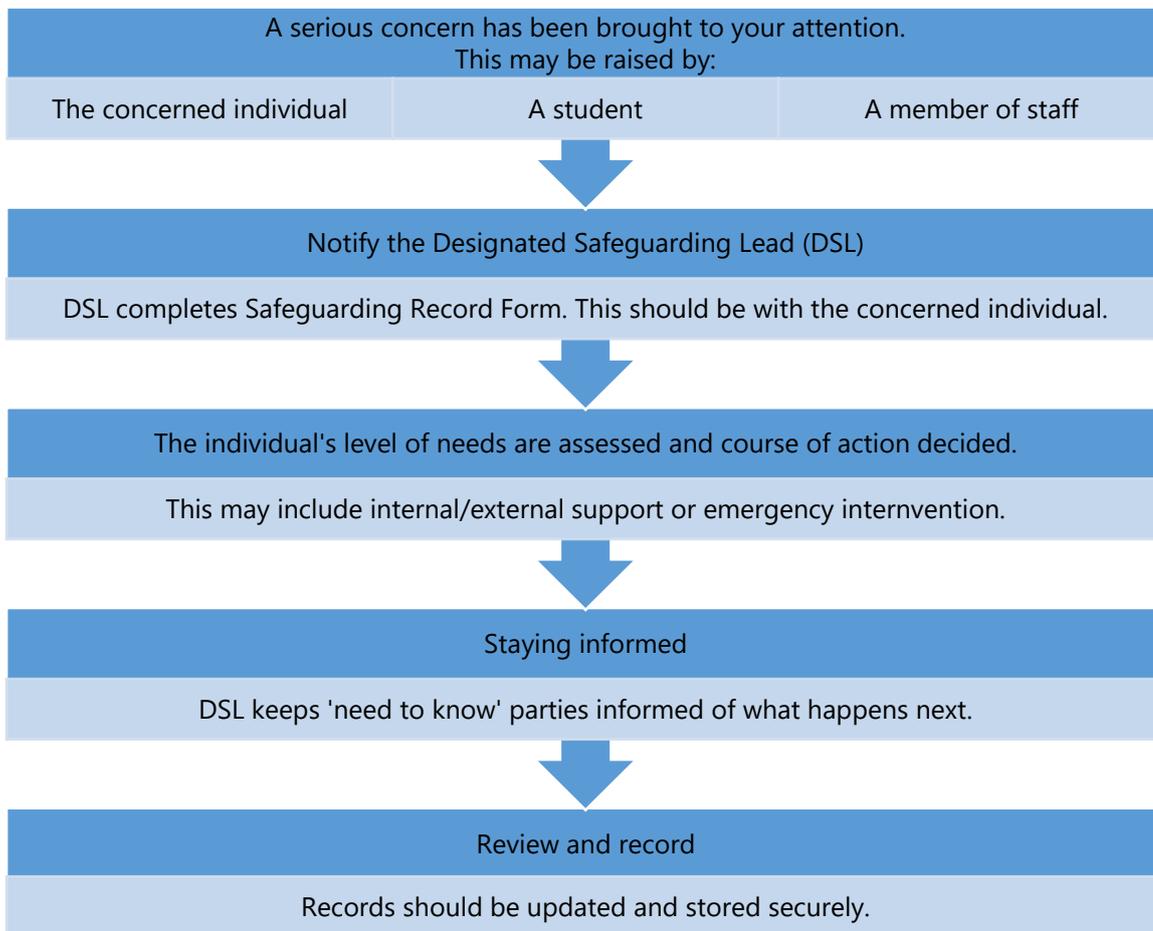
An individual's level of need can fluctuate. The aim is that, through appropriate action and support, the level of need goes down.

8. Safeguarding Procedure Flowchart

It's important to remember there is no set rule about how an organisation or its people decide on reporting safeguarding concerns. It is a process of listening, collecting evidence, assessing risk, and taking action. There are however two fundamental rules all members of the ICMT should adhere to:

- Do not ignore it.
- Do not work in isolation.

Basic Procedure



9. Information Management and Record-Keeping

Staff will keep a written record of any safeguarding concerns and raise these with the Designated Safeguarding Lead. Confidential information will be kept securely on the ICMT file store with restricted access. No hard copies will be stored. Any hard copies made must be scanned and then immediately destroyed. This information must be recorded as factually as possible. Confidential information will be kept for as long as deemed necessary by the General Data Protection Act.

Information on individuals regarding safeguarding will be kept confidential and in line with the ICMT's Privacy Policy, however, the Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping individuals safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of others.

10. Designated Safeguarding Lead Contact Details

Emma Clifford, emma@theicmt.com

0207 253 3118

General Enquiries, info@theicmt.com

0207 253 3118

11. Review

This policy will be reviewed annually by the Senior Management Team and the Designated Safeguarding Lead.

