



# Fourth Monkey

Actor Training Company

## Safeguarding Policy

### Policy Management

Policy Scope: Children Young People & Vulnerable Adults  
Policy Application: Any applicable Fourth Monkey Provision  
Policy Availability: <https://www.fourthmonkey.co.uk/policies/>  
Policy Manager: Jonathan Maydew-Gale, Executive Director of Development  
Policy Approval: Steven Green, Artistic Director & CEO  
Charleen Qwaye, Head of Training & Deputy CEO

### Document Control

Policy Implemented: September 2019  
Review Frequency: Annual  
Next Review Date: August 2023  
Policy Version: 3.0  
Policy Storage: Office Shared Drive/ Policies  
Related Documents: N/A

### Version Control

Date	Version	Action	Amendment	Staff
01/09/2019	1.0	Created	n/a	SG
01/03/2021	2.0	Update	Format & Policy Manager	JMG
09/09/2022	3.0	Update	Format & Draft	SG

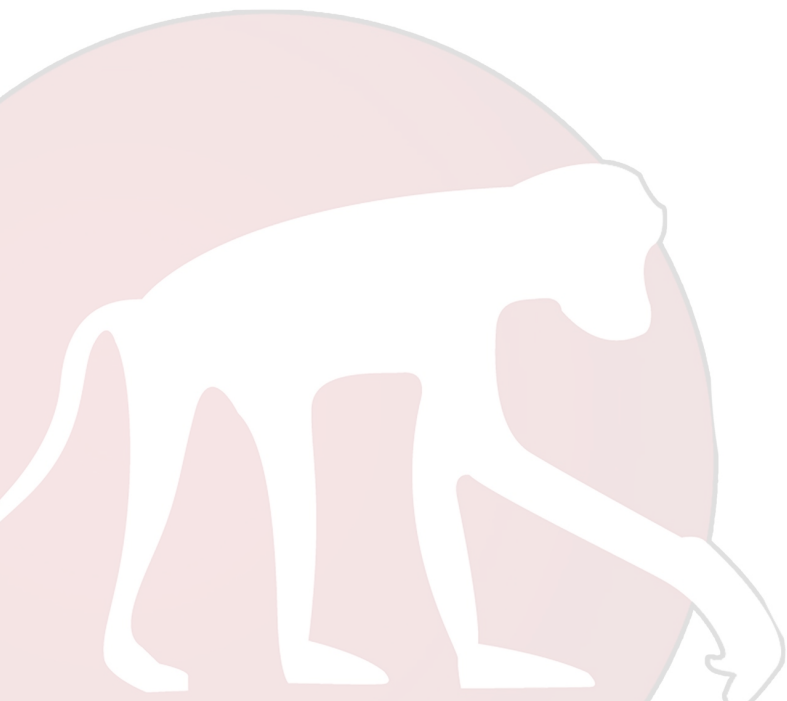




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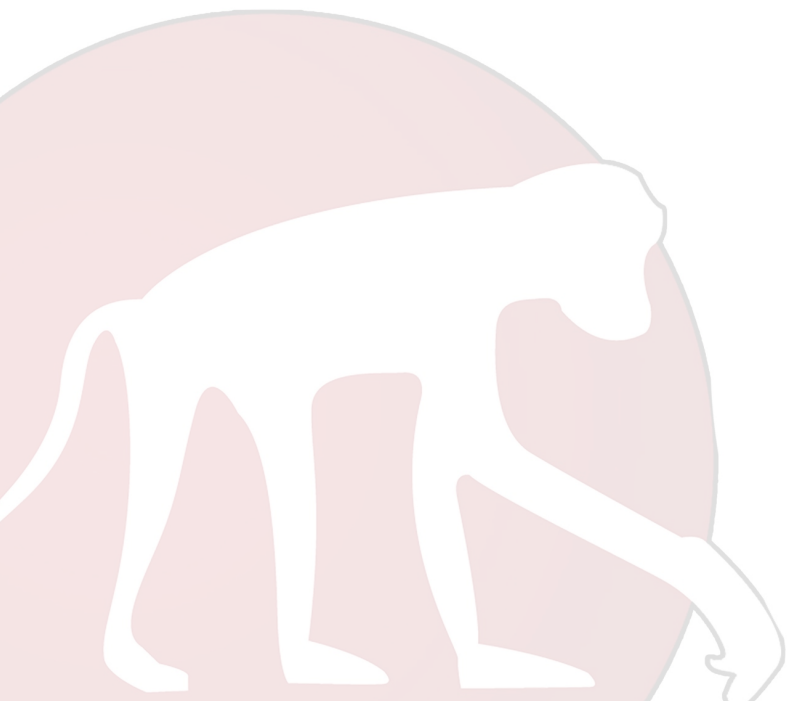




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## Introduction

This policy has been drawn on the basis of legislation, policy and guidance in England. This policy incorporates child protection and refers to Fourth Monkey's engagement with children, young people and vulnerable adults. It also applies to all staff who are working on behalf of Fourth Monkey and students studying with Fourth Monkey.





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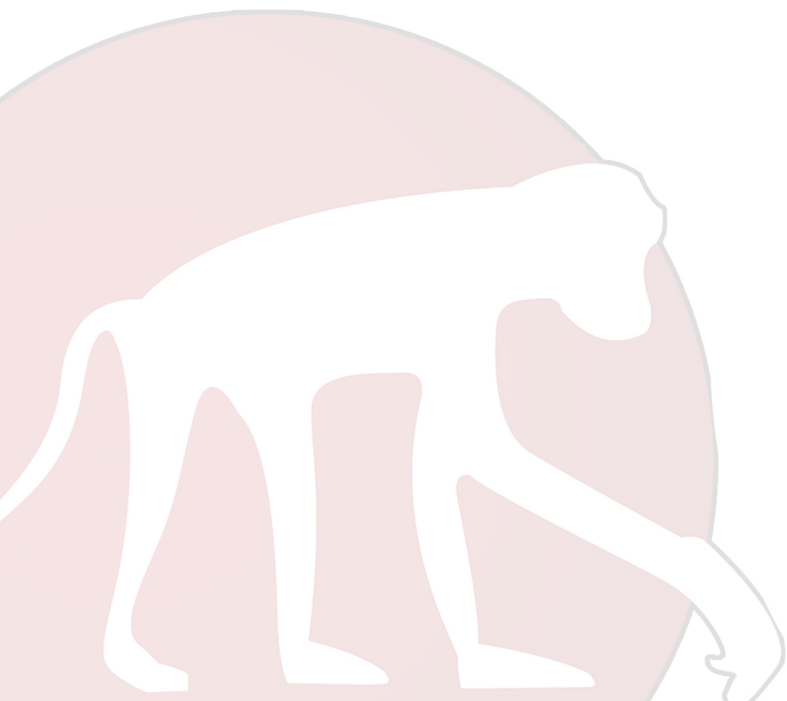
## Purpose & Scope

Fourth Monkey Education Ltd works with children, young people and vulnerable adults as part of its activities. These include, but are not limited to any on site or off site engagements with external organisations and with our own training courses.

The purpose of this statement is:

- To protect children, young people and vulnerable adults who receive Fourth Monkey's services.
- This also includes the children of staff who use our services
- To provide all staff engaging with these services an overarching set of principles that act as a guide to approach child protection and safeguarding

Fourth Monkey Education Ltd's DSO/ CPO is the Executive Director of Development. In their absence, the member of staff leading the project/ cohort will serve in ex officio and fulfil the role.





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### Policy

This policy is as a provision to safeguard children, young people and vulnerable adults from physical, sexual and emotional harm, or neglect whilst engaging with activities with Fourth Monkey.

This policy is also in support of staff acting on behalf of Fourth Monkey.

These members of staff have a responsibility to take reasonable steps to ensure participants take part in a safe and supported environment.

Fourth Monkey believes that children, young people and vulnerable adults should never experience abuse of any kind and that we as an organisation, have a responsibility to promote the welfare of individuals within our care, to keep them safe and practice in ways which protect them accordingly.

Fourth Monkey Education Ltd recognises that:

- The welfare of individuals participating with us is of paramount importance
- All children, young people and vulnerable adults regardless of age, disability, gender reassignment, race, religion or belief, sex (or sexual orientation) have the right to an equal measure of protection from harm or abuse whilst in our care
- Working in partnership with all stakeholders regarding an individual's care and safety is essential in promoting the welfare of individuals

Fourth Monkey Education Ltd will seek to safeguard children, young people and vulnerable adults by:

- Valuing, listening and respecting them
- Respecting rights to personal privacy
- Providing a good example of acceptable behaviour
- Trying to ensure that staff's actions cannot be misunderstood or cause offence and are acceptable and appropriate within the context of a trusting working relationship
- Showing understanding when dealing with sensitive issues
- Ensuring that there is more than one adult present during activities
- Ensuring that no adult engages with private or personal tutorials
- Providing effective management for staff through supervision
- Recruiting all staff safely
- Remembering that all staff are accountable for those in our care
- Developing best practice regarding safeguarding and child protection
- Using procedures to share concerns and relevant information with agencies who need to be informed
- Creating and maintaining a safe environment
- Using appropriate means to manage any allegations against staff
- Ensuring staff are aware of effective and appropriate complaints and whistleblowing measures



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- Recording and storing information professionally and securely

### Staff Training

Training and support will be offered through team meetings, induction and any further specific courses which are appropriate for staff to engage with.

### Guidance for Staff

Fourth Monkey Staff members should never:

- Permit abusive behaviour
- Have inappropriate physical or verbal contact with others
- Jump to conclusions or make assumptions about others without checking
- Encourage inappropriate behaviour in any guise
- Show favouritism
- Share personal and private contact information with participants or fraternise with students in social settings
- Engage in any digital discussion with participants
- Befriend participants virtually or otherwise
- Arrange private tutorials or meetings
- Make suggestive remarks or actions, even in jest
- Deliberately place themselves or others in compromising or uncomfortable situations

If a member of staff suspects an individual is being abused physically, sexually or emotionally or neglected, they should:

- Remain calm and appear to act normally
- Not investigate or question directly
- Not challenge parents or careers, or notify them in their absence
- Never agree to keep a secret. The DSO/ CPO must be informed
- Listen carefully and attentively and accept what is said, offering immediate understanding and reassurance. Explain that an appropriate third party must be informed
- Advise the DSO/ CPO of the incident and agree on actions to be taken, should this be required
- The DSO/ CPO should take any/ all necessary subsequent action
- Record all details in writing at the earliest convenience with signature and date. Confidential information is to be stored appropriately and securely



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### Suspected Abuse by a Staff Member

At all times, the protection of children, young people and vulnerable adults is paramount.

If a member of staff suspects another of abuse, it must be reported immediately to the DSO/ CPO.

The CPO should then:

- Ensure this individual makes a written record of what they have observed, witnessed or been informed of immediately. It is important that this is factually accurate. The report must be signed and dated by the originator and the DSO/ CPO and stored securely
- That the person suspected is at all times accompanied when working with participants
- That the LADO is asked for advice and it is followed. If they, or the Police advise it is appropriate
- to inform the person that an allegation has been made against them, the individual should be informed and suspended from further work with Fourth Monkey Education Ltd until advised otherwise
- by authorities involved. Staff should also note that the matter will be pursued even if a resignation takes place
- Advice may be sought from Children's Services/ Social Care regarding any information disclosed
- confidentially to other colleagues

If the DSO/ CPO is the subject of the complaint, they will be replaced through the investigation via a member of the Board of Trustees.

### Nominated DSO/ CPO

Jonathan Maydew-Gale, Executive Director of Development

Tel: 02072810360

Email: [jonathan@fourthmonkey.co.uk](mailto:jonathan@fourthmonkey.co.uk)

### Useful Contacts

- NSPCC – 0808005000
- Child-Line - 08001111
- Emergency - 999
- Islington Children's services - 02075277400
- Emergency Duty Team - 02072260992
- Local Authority Designated Officer (LADO) 02075278102
- Child Abuse Investigation Team (CAIT) - 02087336495 or 02087336500