RADA

Safeguarding Policy & Procedures
Quick Guide

RADA applies safeguarding procedures to students who may be at risk of significant harm regardless of whether they are legally considered a child or vulnerable adult.

What to do if you have a concern about a student or young person at risk of harm:

If the student or young person is in immediate danger **call 999**.

If you are unsure speak to the Duty Officer or Safeguarding Lead.

Designated Safeguarding Lead
Axa Hynes
axahynes@rada.ac.uk
07510 08 13 18

Safeguarding Officer
Tracy Keating
tracyleating@rada.ac.uk
07814 71 00 24

If you are worried about a child (under 18) the NSPCC helpline is 0808 800 5000.

A RADA student has disclosed that they are being harmed or abused. You are approached by a child (under 18) or vulnerable adult with a disclosure that she or he is being harmed or abused.	You have concerns that a RADA student might be at risk of harm. You are concerned that a child or vulnerable adult is or may be subject to abuse or harm.	You have concern about the behaviour of a member of staff or other volunteer within RADA.

- Stay calm and keep an open mind. Let the student or young person know that you will have to pass this information on, you can't keep what they're telling you secret.

- Get in touch with one of the Safeguarding Leads within 24 hours, or pass the information to your line manager.

- Don't question the individual except to clarify what they are saying.

- Make a written and dated note of any observations.

- Inform one of the Safeguarding Leads as soon as possible and within 24 hours, who will investigate and make any necessary referrals.

- If the behaviour of a member of staff or other person (including other students) is potentially threatening the well-being of a RADA student, child or vulnerable adult, you can speak in confidence to one of the Safeguarding Leads or your Line Manager.

- Any concerns about a member of staff will be passed to HR.

- You must pass on any concerns as soon as possible.

Always notify one of the safeguarding officers within 24 hours of any incident or concerns.

At RADA all individuals have the right to learn and develop in a safe environment. We are committed to protecting our students and participants from harm or exploitation. RADA applies safeguarding procedures to any student who might be at risk of significant harm even if they might not legally be considered a vulnerable adult.

RADA has a full Safeguarding Policy which can be found on SharePoint and our website here.

Definitions

Safeguarding: Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.

Duty of care: A Higher Education Institution has a general duty of care to act reasonably to protect the health, safety and welfare of its students. To take reasonable steps to remove /reduce the risks of which the institution is aware, or should reasonable be aware.

Student at risk: A student who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.

Child: A child is anyone who has not yet reached their 18th birthday.

Vulnerable Adult: is a person who is 18 years or over and who is or may be in need of community care or health care services by reason of mental or other disability 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.

RADA's key contacts

Designated Safeguarding Lead
Axa Hynes
Director of Access & Participation
020 7908 4707
axahynes@rada.ac.uk

Safeguarding Officer Tracy Keating
Student Wellbeing Manager
020 7908 4793
tracykeating@rada.ac.uk

Director of Actor Training
Lucy Skilbeck
020 7908 4753
lucyskilbeck@rada.ac.uk
(all HE acting students)

Director of Technical Training
Mel Purves
020 7908 4865
melpurves@rada.ac.uk (all HE technical students)

Director of Short Courses
Geoff Bullen
020 7908 4748
geoffbullen@rada.ac.uk
(all short courses, including Foundation)

Director of Access & Participation
Axa Hynes
020 7908 4707
axahynes@rada.ac.uk
(A&P students)

HR Manager
Deirdre Ward
020 7908 4896
deirdreward@rada.ac.uk

Operations & Front of House Manager
Lorna O'Leary
020 7908 4719
lornaoleary@rada.ac.uk

Safeguarding Procedures

Managing a disclosure

Telling someone about an experience of bullying, harassment or abuse can be difficult for someone. Students or young people may worry that they won't be believed or taken seriously. It's important to listen carefully and respond sensitively. Creating a safe space to talk is crucial in overcoming barriers to disclosure. The list below offers some guidance.

Do

- Stay calm, even though you are likely to feel somewhat anxious.

- Listen carefully, try not to interrupt to ask for more information. Listen actively, repeating back to the person what you heard them say.

- No secrets. Let them know that you have a responsibility to make sure that they and others are safe. You cannot keep this information secret.

- Explain what you will do next, ie speak to the Safeguarding Lead.

- Reassure, let them know that they have done the right thing in telling you this information. They may be frightened that they won't be believed, or that they will be judged.

Don't

- Panic or delay.

- Express strong feelings of upset or anger. Promise to keep anything they're telling you secret, even though this may feel uncomfortable for you.

- Ask lots of questions - you don't need to investigate the disclosure.

- Approach the person against whom an allegation may have been made.

- Discuss the disclosure with anyone other than your line manager or the Safeguarding Leads.

Reporting a concern

- If someone makes a disclosure to you about bullying, harassment or abuse you must pass this concern on within twenty-four hours. You can speak to your line manager, or one of the designated safeguarding leads, whose contact details can be found above.

- Ideally make some notes about the information given to you as it can be easy to forget details if emotions are running high. If convenient, you can use the form below. You must store any notes carefully and mark them as confidential.

- If you have a concern about a student or young person, you can pass this concern on even if the student or young person hasn't disclosed anything to you. You don't need evidence that someone may be at risk of harm, and you don't need to investigate. You can speak to your line manager or one of the safeguarding leads about any concern you might have.

- One of the safeguarding leads will follow up the concern and take any required action. You may not be given any further information about the case or any action taken.

- If the concern involves a member of staff, the Head of HR will follow up and take any necessary action. You may not be given any further information about the outcome of the issue raised.

Safeguarding Training

- Attending safeguarding training is mandatory for all RADA staff, including teaching staff, professional services staff, freelance tutors and visiting directors, designers and contractors.

- Training is offered in house and staff are paid to attend. Online training is also available and can be accessed on Sharepoint here.

- New members of staff must attend safeguarding training as part of their induction.

- Every member of staff must renew their safeguarding training every two years to ensure they are complying with any changes in policy and procedures.

RADA

Private and confidential
Student of Concern form

Cause for concern about a student
(Click on the grey boxes to complete)

Your name:

Email:

Telephone:

Date:

Student name:

Information about your concern, including what you perceive to be the risks to the person:

Does the student know you are sharing this concern?   Yes   No

Please save this form to your device and email as an attachment to:

Tracy Keating, Head of Student Wellbeing
tracykeating@rada.ac.uk

or Axa Hynes, Safeguarding Lead
axahynes@rada.ac.uk

If you print this form, please keep it private.

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