

THE GAIETY

**CHILD
PROTECTION AND
VULNERABLE
ADULT
SAFEGUARDING
POLICY**

CREATED APRIL, 2026

REVIEW DUE MARCH, 2027

AYR GAIETY PARTNERSHIP (AGP)

CHILD PROTECTION AND VULNERABLE ADULT SAFEGUARDING POLICY

CREATED AND APPROVED BY AGP BOARD

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The Gaiety Theatre, Carrick St, Ayr KA7 1NU

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1. Introduction	4
2. Referral procedures and reporting abuse	8
3. Our Definitions	15
3. Statement of policy	22
4. Training and Supervision	25
5. Whistle Blowing	29
6. AGP's Code of conduct	30
7. Photography and video	33
8. Online and digital safeguarding	34
10. Links to forms	35

1. INTRODUCTION

Ayr Gaiety Partnership (AGP) is committed to safeguarding and promoting the interests of Children, Young People and vulnerable and protect adults. AGP works with Children, Young People and Protected Adults as part of our core activities. We recognise that their safety and wellbeing are of utmost importance and must come before any other considerations or interests. This policy is designed to provide clear guidance for our staff, freelancers, volunteers and board of trustees, ensuring that everyone can participate within a safe, secure and supportive environment.

Scope

This policy relates to **children and young people** up to the age of **18 years** and **vulnerable or protected adults**.

This policy applies to **all staff**, including senior management and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, interns or **anyone working on behalf of AGP** - hereby known in this document as **“The Gaiety Team”**.

Context

This policy has been written to comply with and compliment Scottish legislation, policy and guidance that seeks to protect children, young people and protected adults including:

- The Children [Scotland] Act 1995
- Children and Young People (Scotland) Act 2014
- Adult Support and Protection (Scotland) Act 2007
- Protection of Vulnerable Groups (Scotland) Act 2007

This policy also acknowledges and takes best practice from:

- Getting It Right For Every Child (GIRFEC)
- UN Convention on the Rights of the Child
- Early Years Framework
- National Guidance for Child Protection 2021 (updated 2023)

AGP seeks to continually evolve its understanding and employment of best practice models.

Legal requirements

In addition to general safeguarding guidance all performance work carried out by the Gaiety Team must **comply with licensing, guidance and regulations** which ensure the wellbeing of **children involved in performances**, including:

- The Children (Performances and Activities) (Scotland) Regulations 2014
- The Children (Performances and Activities) (Scotland) Regulations 2014 guidance on Risk Assessment – Risks and Mitigation
- Getting it Right for Young Performers
- Creating Safety: Child Protection Guidelines for Scotland's Arts, Screen and Creative Industries

All work carried out by the Gaiety Team must comply with the UN Convention on the Rights of the Child (1991):

“1. In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, **the best interests of the child shall be a primary consideration.**”

Article 3

“1. States Parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, **the views of the child being given due weight** in accordance with the age and maturity of the child.”

Article 12

“1. The child shall have the right to **freedom of expression**; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.”

Article 13

“1. States Parties recognize the **right of the child to rest and leisure**, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

2. States Parties shall respect and promote the right of the child to **participate fully in cultural and artistic life** and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.”

Article 31

THE BOARD OF AYR GAIETY PARTNERSHIP ARE ULTIMATELY RESPONSIBLE FOR THE CORRECT APPLICATION OF THE ORGANISATION'S CHILD PROTECTION POLICY. THEY ARE COMMITTED TO REVIEWING THE POLICY REGULARLY TO KEEP IT IN LINE WITH LEGAL AND ORGANISATIONAL CHANGES.

DATE AGREED: 20 April 2026

DATE OF NEXT REVIEW: March 2027

SIGNED BY:

INSERT NAME HERE

Board of Trustees Safeguarding Lead:

2. REFERRAL PROCEDURES AND REPORTING ABUSE

All concerns relating to children, young people and vulnerable adults **must be brought to the attention of the Ayr Gaiety Designated Safeguarding Lead(s).**

Designated Safeguarding Lead (DSL)

LEAD

Jacqui Gavigan (Head of Creative Engagement)

jacqui.gavigan@ayrgaiety.co.uk

07354843742

DEPUTY

Laura Scott (Box Office Manager)

laura.scott@ayrgaiety.co.uk

01292 270922

Board of Trustees Safeguarding Lead:

NEED VOLUNTEER

their.email@ayrgaiety.co.uk

08000000000

In the absence of a DSL the Ayr Gaiety's **Creative Director and CEO will deputise.**

Recording and Reporting Information

At AGP, **it is not our role to investigate** concerns about abuse. However, we do have a responsibility to take all concerns seriously and to support anyone who shares information with us.

Always follow the procedures outlined below.

Concerns

You may sometimes feel concerned about a child, young or vulnerable person's wellbeing **without them directly disclosing anything**. This could be due to a change in behaviour, something they say, or something you notice about their appearance. These concerns may be unclear or feel like a “gut feeling”

In these situations, complete a **Niggle Form** and pass it to the Designated Safeguarding Lead as soon as possible. They will decide what action to take next. The DSL will also keep a record of **repeated Niggle Forms**, so that in the event an initial Niggle is deemed to require no further action **subsequent repeated concerns will flag further review**.

Disclosure of Abuse

If someone tells you they are experiencing abuse:

- Stay calm and **listen** carefully without judging.
- **Reassure** them that they have done the right thing in telling someone and they are not to blame.
- Do not interrupt, prompt, or ask leading questions.
- Be clear and tell them that **you cannot keep this information a secret**.

- Record everything as soon as possible, including dates, times, what was said, any visible injuries or signs of abuse, any observations of other Gaiety Team members or partner workers present, and any actions taken. Use a **Referral Form**.
- **Report** the information to the Designated Safeguarding Lead immediately.
- **Contact** a parent or carer if appropriate (consult the Designated Safeguarding Lead in any doubt)

The Gaiety Team will be asked to **provide the Designated Safeguarding Lead with a referral** (a written note of concern) within 24 hours of the concern arising. **All of the referral form templates can be found on the Gaiety's Website, and the links are at the end of this document.** The DSL will gather any additional information, including (where required) discussing the referral with the Gaiety Team to complete the recording of the allegations/concerns of abuse and determine the suitable course of action.

Wellbeing Disclosure

If a child, young person, or protected adult shares information about their mental or emotional wellbeing, you must complete a **Referral Form** and submit it to the DSL as soon as possible.

If you believe they may be at **immediate risk of harm to themselves or others, contact their parent or carer straight away.**

What Happens Next?

All concerns, including disclosures and completed Niggle Forms, must be **passed to the DSL** as soon as possible.

SAFEGUARDING GUIDE

(QUICK REFERENCE FOR GAIETY TEAM)

Do you have a **concern** about a **child, young person, or protected adult**?

YES

NO

Continue normal practice, stay alert

Is the person in **immediate danger**?

YES

NO

Most senior staff (AGP or partner) to Call **POLICE (999)** immediately

What **type** of concern is it?

Disclosure

Wellbeing concern

Low level Niggle

Complete a Referral Form

Complete a Referral Form

Complete a Niggle Form

Record details and Inform the Designated Safeguarding Lead ASAP

The Designated Safeguarding Lead will then:

- Review the concern
- Decide next steps
- Refer to lead agency (e.g. the school), social work or police if required

In most cases, they will decide whether to make a **referral to social work**. If there is an **immediate risk of harm**, the most senior person on site (this may be a staff member of a partner organisation) should **contact the police without delay**.

What about concerns that arise where AGP are not the leading organisation concerned?

If the concern has been raised where another organisation or body is leading on the activity (for example for workshops delivered with a school and particularly on their premises) it may be appropriate to pass the concern to them as the lead organisation. These concerns must still be reported in the **normal fashion** to AGP's **Designated Safeguarding Lead** who will follow up to confirm that the referral has been received and that action is being taken. In the event the action taken by the lead agency is felt to be unsatisfactory normal procedure and escalation routes will be followed by the DSL.

Allegations Against the Gaiety Team

If an allegation is made against a member of the Gaiety Team, **AGP will take this very seriously**. The individual will be temporarily **removed from their role while the concern is looked into**. This removal is neutral and does not imply guilt.

All allegations will be handled fairly, thoroughly, and without bias, following the appropriate procedures. For more information on how allegations against the Gaiety Team are handled please refer to the Staff/Volunteer Handbook and relevant policy. Support will be offered to both the person(s) raising the concern and the individual subject to the allegation.

AGP will

- not conduct internal investigations where statutory agencies are involved
- Cooperate fully with external investigations
- Maintain confidentiality as far as possible
- Keep clear, accurate, and secure records

AGP understands that in addition to making a referral to Disclosure Scotland (via this [link](#)), Child Protection issues concerning Gaiety Team members, children, young people and vulnerable adults **must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.**

If you become concerned that a member of the Gaiety Team is acting in a harmful way you should, in the first instance, report the concern to the Designated Safeguarding Lead, Jacquii Gavigan, and AGP's Creative Director and CEO, Laila Noble. If you do not feel able to report to either you may go straight to the **Board of Trustees Safeguarding Lead** **XXXXXXXXNEED A PERSON XXXXX**. In the event you require an external referral route the contacts for South Ayrshire are below.

You **do not need permission** to report a safeguarding concern. The **safety of the individual must always come first** and concerns must be reported without delay. You should still keep a written record of everything, including your actions and, where possible, the DSL should be informed, unless doing so would present further risk.

Contacts for reporting

The DSL will make the decision referrals to social work. If you remain concerned and need to bypass internal routes the social work team can be contacted via:

South Ayrshire Councils Children and Families Social Work

01292 267675 or email

InitialResponseTeam@south-ayrshire.gov.uk

Monday to Thursday 8:45am to 4:45pm and Friday 8:45am to 4pm.

Ayrshire Out of Hours Social Work

0800 328 7758

South Ayrshire Health and Social Care Partnership Adult Support and Protection

01292 616102

Monday to Thursday 8:45am to 4:45pm and Friday 8:45am to 4pm.

NSPCC Helpline

0808 800 5000 or by emailing help@nspcc.org.uk.

Their child protection specialists can talk through concerns give expert advice.

If in immediate danger contact Police Scotland 999 in an emergency

3. OUR DEFINITIONS

For the purposes of clarity we have included some definitions of key terms included in this policy below.

What do we mean by SAFEGUARDING?

Ayr Gaiety Partnership are committed to creating a **culture where people are respected and protected at all times.**

AGP are responsible for making sure that everyone involved with our work helps **keep children, young people, and protected adults safe.** This means not putting them at risk of harm, abuse, neglect, or discrimination, and making sure any concerns about their safety are reported to the right authorities.

- **What do we mean by CHILD PROTECTION?**

AGP views **Child Protection as a key part of safeguarding**, not something separate. It involves keeping children and young people safe who are known to be, or may be, at risk of serious harm due to abuse or activities within our programs.

It also covers the systems and actions we put in place to prevent abuse and respond effectively if it occurs.

- **What do we mean by a CHILD, YOUNG PERSON, VULNERABLE AND PROTECTED ADULT?**

The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG) provides for the protection of two vulnerable groups: children (which includes young people), and protected adults.

Definition of a child

A child is defined under the **PVG Act** as someone **under the age of 18**

(Protection of Vulnerable Groups Act, 2007)

Members of the Gaiety Team may sometimes prefer to use the term ‘ young person’ to describe teenagers, in acknowledgement of the importance of agency and respect for young people. This term is not acknowledged in law and it is important to be clear that an individual remains a child up to their 18th birthday. Many of the young people engaging with AGP will transition into adulthood during their time participating with our activities and services and we acknowledge the importance of this legal definition.

AGP also **acknowledges that care experienced young people can remain vulnerable** past the definition of childhood. AGP understand that best practice acknowledges an extension of the protection(s) within the PVG Act to care experienced young people up to the age of 25. AGP remains committed to best practice and will consider such young persons to be protected by this policy, whilst maintaining their legal and social status as adults.

Definition of a Vulnerable Adult

A **vulnerable adult** is a person **over the age of 18 years** who is or may be **in need of community care services** by reason of **learning or physical disability, age or illness**; and who is or may be **unable to take care of themselves, or unable to protect** themselves **against significant harm or exploitation**.

(3rd VA Bill Consultation, Scottish Executive, 2005)

AGP recognises that there is no single, fixed definition of **vulnerability in adults**. While factors such as learning disabilities, mental health conditions, or age-related frailty may contribute to vulnerability—whether permanent, temporary, or acquired—these characteristics alone do not automatically make someone vulnerable.

It is important not to make assumptions, particularly in relation to disabled or older people, and to respect their rights by recognising that vulnerability depends on context rather than identity alone.

A **protected adult** is defined more specifically as an adult who is receiving certain types of care, support, or welfare services. This includes services such as:

- Registered care
- Health services
- Community care
- Welfare support

An individual is considered a protected adult only while they are receiving such services, meaning that many people may fall into this category at different points in their lives—for example, during a hospital stay or while receiving care in later life—rather than as a permanent status.

Vulnerability can also come from our circumstances, not just personal factors. For example, someone might be at risk if they're homeless, in an abusive relationship, or experiencing a mental health crisis. AGP understands that someone **isn't vulnerable just because of who they are** - vulnerability is defined by **how their personal characteristics or situation interact with their ability to keep themselves safe** at this moment in time.

- **What do we mean by HARM?**

Safeguarding action is needed whenever there's a concern that someone might be, or could be, seriously harmed.

The law says that significant harm **"is the threshold which justifies compulsory intervention in family life in the best interests of the child" [or vulnerable adult] (Children Act 1989)**

In these cases, **the local authority is the agency with the legal responsibility for safeguarding children and vulnerable adults**, and for assessing their risk for serious harm. This includes risks such as abuse, neglect, or being drawn into harmful activities like radicalisation or extremism.

Sometimes, **Gaiety Team concerns might not feel serious enough to involve the local authority immediately, but they still matter, and require action.**

Harm can include anything that affects a person's physical, emotional, mental, or social wellbeing, their social or behavioural development, or even the effects of seeing or hearing abuse and ill treatment happening to someone else.

Even small concerns should never be ignored. At AGP, our **Designated Safeguarding Leads (DSLs)** decide what action is needed.

All Gaiety Team members must report any concerns using the procedures in this policy. **Don't make decisions on your own—always discuss and report concerns through the proper channels.**

- **What do we mean by ABUSE?**

“Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect.” (**NSPCC, Definitions and signs of child abuse, 2020**)

Abuse can be a single incident or a repeated pattern of harm or exploitation. It may happen through intentional actions, neglect, or lack of awareness.

Abuse can take many forms, including physical, verbal, psychological, or emotional harm, as well as neglect—when a child or vulnerable adult's basic physical or emotional needs are not met.

Abuse can also involve being pressured into financial agreements or sexual relationships that they do not, or cannot, fully understand or consent to.

Abuse can happen in many different situations and can be carried out by a variety of people. Children can even be abused by other children.

There are five main types: physical, emotional, sexual, neglect, and financial abuse - AGP recognise this list is not exhaustive and are committed to recognising harm and abuse in all of its forms.

The NSPCC advises that many of the signs of child abuse are the same regardless of the type of abuse and AGP recognises the importance of being able to recognise the signs. The NSPCC lists these signs as including a child:

- **being afraid of particular places** or making excuses to avoid particular people
- knowing about or **being involved in ‘adult issues’** which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having **angry outbursts** or behaving aggressively towards others
- becoming **withdrawn or appearing anxious, clingy or depressed**
- **self-harming** or having thoughts about **suicide**
- showing **changes in eating habits** or developing eating disorders
- regularly **experiencing nightmares** or sleep problems
- regularly **wetting the bed** or soiling their **clothes**
- running away or regularly **going missing from home or care**
- not receiving adequate **medical attention after injuries**.

These signs do not automatically indicate that a person is being abused, nor is this an exhaustive list (more information can be found [here](#)). There might be other reasons for a change in a child’s behaviour (for example bereavement or a relationship breakdown in the home). **Always follow this policy for guidance and if in doubt, report to your DSL.**

“ANY CHILD CAN EXPERIENCE ABUSE OR NEGLECT. THEY MAY EXPERIENCE HARM IN A FAMILY ENVIRONMENT, OR IN AN INSTITUTION OR COMMUNITY SETTING SUCH AS A SCHOOL OR SPORTS CLUB. THEY MAY KNOW THE PERSON WHO IS ABUSING THEM OR, MORE RARELY, EXPERIENCE ABUSE FROM A STRANGER. ABUSE CAN HAPPEN IN PERSON OR ONLINE, OR THROUGH A COMBINATION OF THE TWO.

CHILDREN CAN ALSO EXPERIENCE MORE THAN ONE TYPE OF ABUSE, AND THIS CAN HAVE SERIOUS AND LONG-LASTING IMPACTS ON THEIR LIVES.” [NSPCC](#)

3. STATEMENT OF POLICY

At The Gaiety we believe that:

- Children, young people, and protected adults **have the right to live free from abuse, to feel safe, and to have their voices listened to.**
- AGP and The Gaiety Team have a responsibility to support the safety and wellbeing of children, young people, and protected adults, and to **act in ways that keep them protected.**

We recognise that:

- Every child, young person, and protected adult has the **right to equal protection**, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation.
- Some children, including **those with disabilities, may face a higher risk of abuse.** Children with multiple disabilities are particularly vulnerable to both abuse and neglect, and they may have difficulty communicating their experiences.
- All Gaiety Team members should understand how adult behaviour can affect children, young people, and protected adults, and **be fully aware of their responsibilities in keeping them safe.**
- **Working closely with children, young people, protected adults, their parents or carers, schools, and other agencies** is vital to promoting safety and wellbeing.

We are committed to:

- Treat children, young people, and protected adults with **respect, listen to them, and value their views**.
- **Carefully selecting, screening, training, and supervising** all members of the Gaiety Team.
- **Recruit** Gaiety Team members only after appropriate shortlisting, interviews, satisfactory references, receipt of a PVG/Disclosure Record (where required), and completion of a self-declaration form.
- Ensure that Gaiety Team Members working in regulated roles with children or protected adults are members of the **PVG scheme**.
- Appoint a **named Designated Safeguarding Lead** to monitor this policy and ensure compliance.
- Make sure all Gaiety Team Members are **aware of this policy** and receive **appropriate training** and support for its implementation.
- **Share safeguarding information appropriately** with service users, families, carers, and relevant agencies while maintaining confidentiality.
- Keep safeguarding and child protection policies **up to date** and aligned with best practice.
- Establish and implement a **clear code of conduct** for all Gaiety Team members.
- Have procedures in place to **handle any concerns or allegations** about Gaiety Team Members.

- Provide **safe and confidential** ways for complaints or concerns to be raised, including whistleblowing.
- Offer information about safeguarding and child protection **best practice to Gaiety Team members, service users, and families.**
- Provide ongoing **supervision, support, training, and quality assurance measures** to ensure Gaiety Team members are supported and safeguarding is effective.
- Ensure all **child protection information is stored securely**, treated confidentially, and shared only with authorised personnel and appropriate authorities.
- Maintain a **safe and healthy environment**, with all projects and events risk-assessed in line with current Health and Safety legislation and AGP policy.

4. TRAINING AND SUPERVISION

Training

All Gaiety Team members will receive **induction training**. This will include:

- An overview of the organisation, including its purpose, values, services, and structure.
- Information about their specific role and responsibilities.
- Safeguarding and child protection procedures and guidelines.
- Health and safety procedures.
- Confidentiality and data protection guidance.
- Reporting structures and how to raise concerns.

Ongoing training and support will be provided, with **specific safeguarding and child protection training, based on this policy, refreshed at least annually**.

Members of the Gaiety Team who come in regular contact with children and vulnerable adults as part of their role, in particular the Creative Engagement department, will receive external training from a recognised 3rd party provider (for example NSPCC or through our relationship with Voluntary Action South Ayrshire) at least every 2 years. All other Gaiety Team Members will receive training on this policy and general child protection guidance, delivered in house by the DSL, Jacquii Gavigan, on an annual basis. The DSL(s) will receive external child protection training from approved 3rd sector

partnerships including but not limited to training available through VASA.

All paid Gaiety Team members will have access to the **AGP Staff Handbook**, which contains all policies and procedures. Volunteers will have access to the **AGP Volunteers Handbook** which will contain this policy, and volunteer friendly versions of all relevant policies and procedures.

Supervision

Every paid staff member will have a designated Line Manager who provides regular feedback and support. Annual reviews will be held to discuss performance, skills, motivation, and expectations. Minutes of these reviews will be recorded and a copy provided to the individual.

Volunteers will be managed by the Volunteer Coordinator, **Amanda Nicol**, and offered group check ins, one to one catch ups and intervention as required.

Legal Obligations

- It is an offence for anyone who is barred to undertake regulated work.
- AGP must not allow barred individuals to undertake regulated work, and must remove any individual from regulated work if notified that they are barred.
- AGP must refer individuals to Disclosure Scotland where the legal grounds exist.

Performers working with children

As part of AGPs work we will sometimes produce work with both adult performers and children. For performers undertaking work with children, for example within our annual

pantomime, we ensure that a chaperone is always present during their time working with AGP.

Performers will be provided with a brief introduction to this policy and shown where to locate it on our website, alongside printed copies of the flowchart and cheat sheets being visible and accessible in communal areas.

In addition to registered chaperones, and our DSL(s), AGP will perform PVG checks on members of the team to ensure that adequate cover is in place in the unlikely event that the Chaperone(s) need to split their attention (e.g. in the event of injury or emergency).

SAFEGUARDING QUICK REFERENCE GUIDE

IF YOU HAVE A CONCERN

1. Is someone in immediate danger?

 **YES** → Call **999**

Then complete a referral and inform Safeguarding Officer

 **NO** → Go to Step 2

2. What type of concern is it?

◆ Low-level concern

Complete *Niggle Form*

Send to Safeguarding Officer

◆ Wellbeing/abuse concern

Complete *Wellbeing Referral*

Send to Safeguarding Officer

Disclosure or suspected abuse

 Listen carefully

 Do NOT investigate

 Reassure (not their fault)

 Record exact words

 Complete *Referral Form*

 Report **immediately**

IF SOMEONE DISCLOSES TO YOU

✓ Stay calm

✓ Listen

✓ Believe them

✓ Record exact words

✗ Do NOT investigate

✗ Do NOT promise confidentiality

✗ Do NOT ask leading questions

WHO TO CONTACT

Safeguarding Officers:

- Jacqui Gavigan (lead)
07354843742

- Laura Scott (deputy)
01292 270922

If unavailable CEO Laila Noble will deputise

If you need to escalate for any reason contact **Police (999/101)** or **Social Work**

KEY RULES

- Safeguarding is everyone's responsibility
- Always **report concerns** (no matter how small)
- Record facts only
- Act **immediately** if risk is serious
- You can report externally without permission

FORMS TO USE

- Niggle Form
- Referral Form
- Incident Reporting Form (staff allegations)

REMEMBER

It is always better to report a concern that turns out to be nothing than to miss a child or vulnerable person at risk.

5. WHISTLE BLOWING

AGP is committed to creating an open and transparent culture where concerns can be raised safely. For full details on whistleblowing at AGP please consult the Whistleblowing policy, found in the Employee and Volunteers handbook. Below is a brief statement on protecting and encouraging whistleblowing in a child protection context.

Gaiety Team members are encouraged to report concerns about:

- Poor safeguarding practice
- Unsafe behaviour
- Failure to follow procedures

Concerns can be raised with:

- The Designated Safeguarding Lead(s)
- A senior manager
- External agencies where appropriate

No individual will be treated unfairly for raising a genuine concern.

6. AGP'S CODE OF CONDUCT

This **Code of Conduct** sets out the expected behaviour for all Gaiety Team members working with children, young people, and protected or vulnerable adults at AGP. It is designed to help **keep everyone safe** and ensure a respectful and supportive environment.

You must always:

- Take **responsibility** for keeping children, young people, and protected adults safe.
- Respect participants, **listen**, and take concerns seriously.
- Treat all individuals **fairly** and without discrimination.
- Promote **positive** behaviour and act as a good role model.
- Respect **personal space, privacy, and dignity**.
- Respect cultural and religious **beliefs** and **identities**.
- **Report any concerns** to the DSL as soon as possible.
- Maintain clear and appropriate professional **boundaries** at all times.
- Keep physical contact to a minimum and ensure it is **appropriate and necessary**.
- Carry out activities in open and **observable** environments wherever possible.
- Follow AGP's Social Media **Policy**.

You must not:

- **Ignore** or delay responding to concerns, suspicions, or allegations of abuse.
- **Dismiss** or minimise concerns raised by others.
- Spend unnecessary time **alone** with children, young people, or protected adults.
- Arrange to meet or contact participants **outside agreed activities** or communication channels.
- Share **personal** contact details or connect through personal social media.
- Form personal, emotional, or physical **relationships** with children, young people or vulnerable/protected adults.
- Engage in rough play, horseplay, or **inappropriate physical** behaviour (including sexually provocative or inappropriate touching of any kind).
- Use **inappropriate**, sexual, sexually suggestive or offensive **language or behaviour**.
- Allow bullying, harmful behaviour, or inappropriate language to go **unchallenged**.
- **Discriminate** against or harass anyone.
- **Invite** participants to your home or visit them alone.

You must never:

- Engage in any form of **sexual behaviour** with a participant.
- **Touch** a participant in an inappropriate or sexual way.
- Act in a way that could be seen as **abusive, exploitative, or harmful**.

If you are unsure:

- Always seek **advice** from the DSL.
- **Record** and **report** any concerns as soon as possible.
- **Do not** deal with safeguarding concerns **on your own**.

7. PHOTOGRAPHY AND VIDEO

Ayr Gaiety Partnership will always ensure that **permission from parents/guardians is acquired before photographing** or filming children, young people and vulnerable adults for subsequent marketing or documentation purposes.

This will be obtained through a **signed consent form** completed by parents/guardians. If consent is not received from all parents/guardians and a performance is to take place, the audience will be asked to refrain from taking photographs/films before the performance begins.

8. ONLINE AND DIGITAL SAFEGUARDING

AGP recognises that safeguarding responsibilities extend to online and digital environments.

All Gaiety Team Members must:

- Use only approved organisational communication methods
- Never use personal accounts to contact children or protected adults
- Avoid one-to-one communication where possible
- Ensure online activities are appropriately supervised

Potential risks include:

- Online grooming
- Cyberbullying
- Sharing of inappropriate content
- Unauthorised recording or photography

Any concerns relating to online safety must be reported in line with this policy.

10. LINKS TO FORMS

Our policies and forms are available on our website, the below links are for ease of locating

a. **Niggle/Concern form**

[for use when you have a small concern or niggle]

b. **Safeguarding Referral form**

[for use when a child, young person or vulnerable/protected adult has made a direct disclosure to you or when you have made an observation that caused you concern of abuse]

c. **Incident reporting form**

[for use when an allegation is made against staff/volunteers of AGP]

d. **Action monitoring log**

[for use by the Designated Safeguarding Lead(s) to record actions taken, advice sought and referrals made]

e. **Photography Consent form**

[for use when filming or photographing participants]