## **FAQs: Safeguarding**



### What is the Globe's safeguarding policy?

Please see our guidance for Faculty below. Our full Safeguarding policy is available on our website: https://www.shakespearesglobe.com/policies/safeguarding-policy/

#### How should I interact with students in person?

Faculty should avoid touching students at all times. If this is necessary, ensure you have explained the reason and gained explicit consent from the student before proceeding.

Faculty should ensure they are never alone in a space with a student unless it is 1:1 time scheduled by the Higher Education team. If you need to have a private conversation with a student, please move the conversation into a public space (e.g. into the reception or foyer).

In accordance with our Code of Conduct, Faculty are not to speak offensively or maliciously to students.

#### Can I interact with students online?

It is forbidden for any Faculty to exchange personal email addresses or telephone numbers, or to connect on social media with our students. Faculty should ensure that their own account settings on social networking sites are set to private/friends only/protected.

Faculty should ensure they are never alone in an online space with a student unless it is 1:1 time scheduled by the Higher Education team. All communication must be channelled through the Higher Education team. Any course-specific communication should go via your Company Manager.

If you need to contact a student outside the framework provided by these guidelines, please speak to the Higher Education Management.

#### What should I do if I am concerned about an adult at risk?

Please see the flowchart on the next page and the relevant contacts on the page after. You can find a copy of this in any Course Information Sheet you receive.

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#### What to do if you are concerned about a child/adult at risk or colleague

#### is the person in immediate danger?

Agree with the DSL to contact Police Public Protection Unit 020 7601 2941 (or in an emergency 999).

If you are approached by a child/adult, with a current or historic disclosure that they are being or have been harmed or abused

If you suspect or are concerned that a child/adult is, or may be subject to risk / neglect / abuse or harm If you are concerned that a student, colleague, visitor, or actor is in danger of being radicalised

If you have a current or historic safeguarding concern about a member of staff



Stay Calm

Don't promise to keep the information a secret

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

Report Immediately to the DSL or DSO & record the Information as per the procedure on the following page

Include as much Information as you can (date, time, persons present etc) Immediately Inform the DSL in your department following the procedure on the following page If you have concerns that someone may be vulnerable to radicalisation and/or recruitment to a terrorist ideology / immediately contact the DSO who will advise on next actions

If the behaviour / comments of a member of staff / volunteer is inappropriate / threatening or potentially putting a child or adult at risk, you must report your concerns immediately to the DSO.

Any safeguarding allegations concerning a member of staff will be referred to the LADO who will decide on further action

# Please report any concerns even if you are unsure whether it is a safeguarding issue.

If you have a concern and are unable to reach the Department Safeguarding Leads, Designated Safeguarding Officer, or Deputy Designated Safeguarding Officer do not hesitate to contact MASH, Adult Services or the police and inform the Designated Safeguarding Officer of any such referrals.

Contact details can be found on page 6.

Conor.B@shakespearesglobe.com

Our Safeguarding contacts in Education are as follows:

**Email Address** 

Department Safeguarding Lead (DSL)

Conor Baum,

Senior Learning Manager

**Deputy Designated Safeguarding Officer (DDSO)**Lucy Cuthbertson,

Co-Director of Education (Learning)

Email Address

Lucy.C@shakespearesglobe.com

Designated Safeguarding Officer (DSO)

Niki Cornwell,

Chief Operating Officer

Email Address Niki.C@shakespearesglobe.com