



ROYAL  
OPERA  
HOUSE

## ROYAL OPERA HOUSE Policy for the Protection of Children and Adults at Risk

### **Audience**

The policy applies to all staff, paid or unpaid at the Royal Opera House, as well as partner organisations and their staff engaged in Royal Opera House activities.

This policy covers and positively benefits all children and adults at risk who engage with the Royal Opera House in any capacity. The policy is underpinned by the values and behaviours:

Treat everyone with **R**espect

Be **O**pen

Value the **H**ighest standards

The policy is first mandatory for all staff, regardless of their role. Managers should ensure their teams have read and understood the policy.

Next review date: June 2022

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### **Policy statement for protecting children and adults at risk**

The Royal Opera House believes that safeguarding is everyone's responsibility. We recognise that the care, protection and welfare of children and adults at risk is paramount and that these groups have the right to be protected from all types of harm.

The Royal Opera House recognises that it has a fundamental duty of care towards all children and adults at risk who participate in Royal Opera House activities, whether as a performer, visitor or through an activity or project. This applies to everything the Royal Opera House does regardless of where it is delivered and includes online / digital delivery. This includes a duty to protect people from abuse.

A child is defined in the Royal Opera House as anyone who has not reached their 18<sup>th</sup> birthday (UNCRC 1989) irrespective of the age of majority in the country where the child is, or in their home country.

An adult at risk is defined as those aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

#### The Royal Opera House is committed to

- Valuing, respecting and listening to children and adults at risk; preventing anything which contradicts their dignity and rights
- Ensuring safe recruitment practices are followed when employing staff
- Developing and maintaining appropriate systems to protect children and adults at risk from abuse
- Training staff to ensure there is a common understanding of recognising abuse and, reporting concerns
- Sharing information about concerns with appropriate agencies, involving children and parents as appropriate, while maintaining confidentiality
- Developing an environment of safety and security, operating to the City of Westminster's guidelines for the care of children in stage performances.

#### The Royal Opera House's work is guided by the following principles:

- Considering the best interests and welfare of children and young people as paramount, and are factored into decision making
- Ensuring a child-centred and rights-based approach is used to ensure children are in focus during planning, project delivery and performances
- Providing equality of opportunity, and protection from abuse to all children and young people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity
- Maintaining strict confidentiality to ensure sensitive personal data is protected and people will be informed about issues on a need to know basis
- Recognising elements of risk and taking all necessary steps to reduce this risk
- Ensuring suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately, and that all staff are aware of how to report an issue.

## **Glossary and definitions**

### **Child:**

In line with the United Nations Convention on the Rights of the Child<sup>1</sup> (UNCRC), 1989, a child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday, regardless of the age of majority in the country they live in.

**Child Performers:** Young people (Under 18) engaged by the Royal Opera or The Royal Ballet to perform a specific role as a part of a production, this includes all students from the Royal Ballet School regardless of their age / school year.

**Child Protection:** refers to the actions taken in order to prevent or stop all behaviours considered dangerous for the physical and psychological health of Children.

### **Adults at Risk from Harm:**

This term is normally shortened to Adults at Risk and replaces the term 'Vulnerable Adults'.

An adult at risk is defined as those aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

The Care Act 2014 makes it clear that abuse of adults links to circumstances rather than the characteristics of the people experiencing the harm. Labelling groups of people as inherently 'vulnerable' is seen to be disempowering.

### **Adults at Risk abuse:**

This is defined by the department of health and Social Care as "...a violation of an individual's human and civil rights by any other person or persons which results in significant harm."

### **ROH employees / staff:**

Those employed on a permanent or fixed-term basis.

### **Contingent workforce:**

Guest artists, freelancers, casuals, volunteers, work experience etc.

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<sup>1</sup> The United Nations Convention on the Rights of the Child (UNCRC) is the international framework which sets out the rights of children, including the right to protection. This was ratified by the UK in 1991.

## **What is a Policy for protecting children and adults at risk?**

This policy is the Royal Opera House's commitment to protect children and adults at risk from abuse, exploitation and organisational negligence.

In the context of this policy, when we talk about 'safeguarding or protecting' we do not mean preventing accidents as this is covered by Health and Safety.

This policy is mandatory and must be applied in all situations where the Royal Opera House works with children or adults at risk. The ROH has a zero-tolerance risk approach to safeguarding, meaning all efforts must be made to comply with this policy.

### Policy Aims

The Royal Opera House aims to implement the principles of the Government's 'Working Together to Safeguard Children' guidance, which underpins child protection and safeguarding in the United Kingdom, and also includes guidelines from the NSPCC and other sources such as SafeCIC, NNCEE (National Network for Children in Employment) and Social Care Institute for Excellence (SCIE).

The Royal Opera House Policy for the Protection of Children and Adults at Risk applies to all staff in any capacity, whether paid or unpaid and includes 3<sup>rd</sup> party contractors. It is also relevant to people with whom we engage, including children and their parents / guardians. Its purpose is to:

- Demonstrate its commitment to the welfare of children and staff.
- Outline the legal requirements, organisational procedures and best practice for the protection and safeguarding of children and adults at risk.

The policy has two aspects of intervention:

- **PROACTIVE / PREVENTATIVE** – providing guidance to ensure steps are taken to reduce the likelihood of harm or abuse to children and/or adults at risk.
- **REACTIVE / RESPONSIVE** – ensuring plans are in place to respond to concerns of harm or abuse, to ensure the child/adult at risk is supported, and the ROH reviews and puts measures in place to prevent this situation happening again.

Proactive / preventative measures are in place for different scenarios. It is essential we plan and risk assess all our work with children and adults at risk, and while background checks are in place where appropriate for those working closely with children / adults at risk, this is part of a wider matrix of measures, and should not be considered a 'silver bullet' as it only gives information about the individual at the point of requesting the checks.

This policy should be read alongside other policies, in particular: Bullying and Harassment, Health and Safety, Recruitment, Whistleblowing, and Data Protection policies.

### Adults at risk (formerly 'Vulnerable Adults')

This Policy will also relate to Adults at Risk, as similar principles of care and protection apply to this group.

It is recognised that adults can make informed choices for themselves, protecting this group balances their right to be safe with their rights for making their own choices, while making sure their wellbeing is promoted.

Protection of and safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

### **Our Roles and Responsibilities**

The Royal Opera House has a duty of care for any child or adult at risk with whom it interacts, regardless of the nature of the interaction, as well as a responsibility to act in the person's best interests if it becomes aware of a risk of harm. This is the case even if the risk lies away from the Royal Opera House.

Everyone shares responsibility for promoting the welfare of children and adults at risk regardless of their specific role. The Exec are accountable for safeguarding within their area of work, and report to The Board of Trustees who hold ultimate accountability for safeguarding at the ROH.

The Royal Opera House has specific legal obligations under UK law related to children and adults at risk. We are required to report any serious safeguarding incident to the Charity Commission, and failure to report could result in regulatory action.

Everybody working for the Royal Opera House, whether as a permanent, casual or freelance member of staff, or as a volunteer, and regardless of seniority or role, has a responsibility to safeguard children and adults at risk. Everyone must be vigilant to the signs that may indicate harm or a risk of harm, and must report any disclosures or concerns, as soon as possible, through the safeguarding manager or confidential email: [ROHSafeguarding@roh.org.uk](mailto:ROHSafeguarding@roh.org.uk)

### **[The ROH reporting process](#)**

In the case of contractors, visiting companies, creatives and consultants, it is incumbent upon the relevant Head of Department that all appropriate persons are made aware of this policy and comply with it.

Any person who works with or deals with children or adults at risk in The Royal Opera House in any capacity must read and ensure they understand this policy and are aware of and implement the procedures and protocols relevant to their role.

## **Creating a safe environment for children and young people<sup>2</sup> at the ROH**

All adults working with children have a duty of care to safeguard and promote their welfare. It is vital you maintain professional standards of behaviour, so children feel safe and supported. Sadly, misunderstandings can and do occur, and can have very serious consequences for staff. The following guidance should be applied to your working life. You should recognise that a failure to do so may result in formal disciplinary action.

All staff at the Royal Opera House regardless of their role must read and act upon the Safeguarding Policy, always speak up about any safeguarding concern, and read and understand the Whistleblowing Policy.

You should treat everyone with respect and dignity, regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity. Do not use language or other behaviour to humiliate, demean or undermine a child and do not use swear words when they are present. Be especially careful of the use of sarcasm, as this can be misinterpreted and is not easily understood by those for whom English is not their first language.

To protect yourself, it is important that you always act in a professional and transparent manner around children you and are careful not to behave in a way that could reasonably be subject to misinterpretation.

Do not meet children you have interacted with through the ROH socially in person or online, and do not share personal information such as phone numbers. Be mindful of accepting any gifts and hospitality from children, young people, parents or guardians. Do not show favouritism to one child or group of children over another. Giving special attention to children might be construed as grooming. Giving gifts can be subject to misinterpretation and may be considered bribery or grooming. It is important to discuss any gifts or rewards used in your professional life with your line manager to ensure that they are acceptable.

Should you become aware that a child is behaving towards you in a way that suggests that they may have become infatuated, you must ensure your own behaviour cannot be subject to misinterpretation. Advise your line manager and/or the safeguarding manager immediately so that appropriate and sensitive action can be taken. It is never appropriate for a member of staff to have a personal or sexual relationship with a child or young person.

Avoid unnecessary or inappropriate physical contact with a child and follow the guidance in the Policy for the Protection of Children and Adults at Risk around physical contact with children if you are in a role where contact is necessary as part of your job.

If at any point you feel concerned about a situation that might compromise your professional standing; or you are concerned about the behaviour of another adult or child, talk to your line manager or the Safeguarding Manager, or report using the confidential inbox: [ROHSafeguarding@roh.org.uk](mailto:ROHSafeguarding@roh.org.uk)

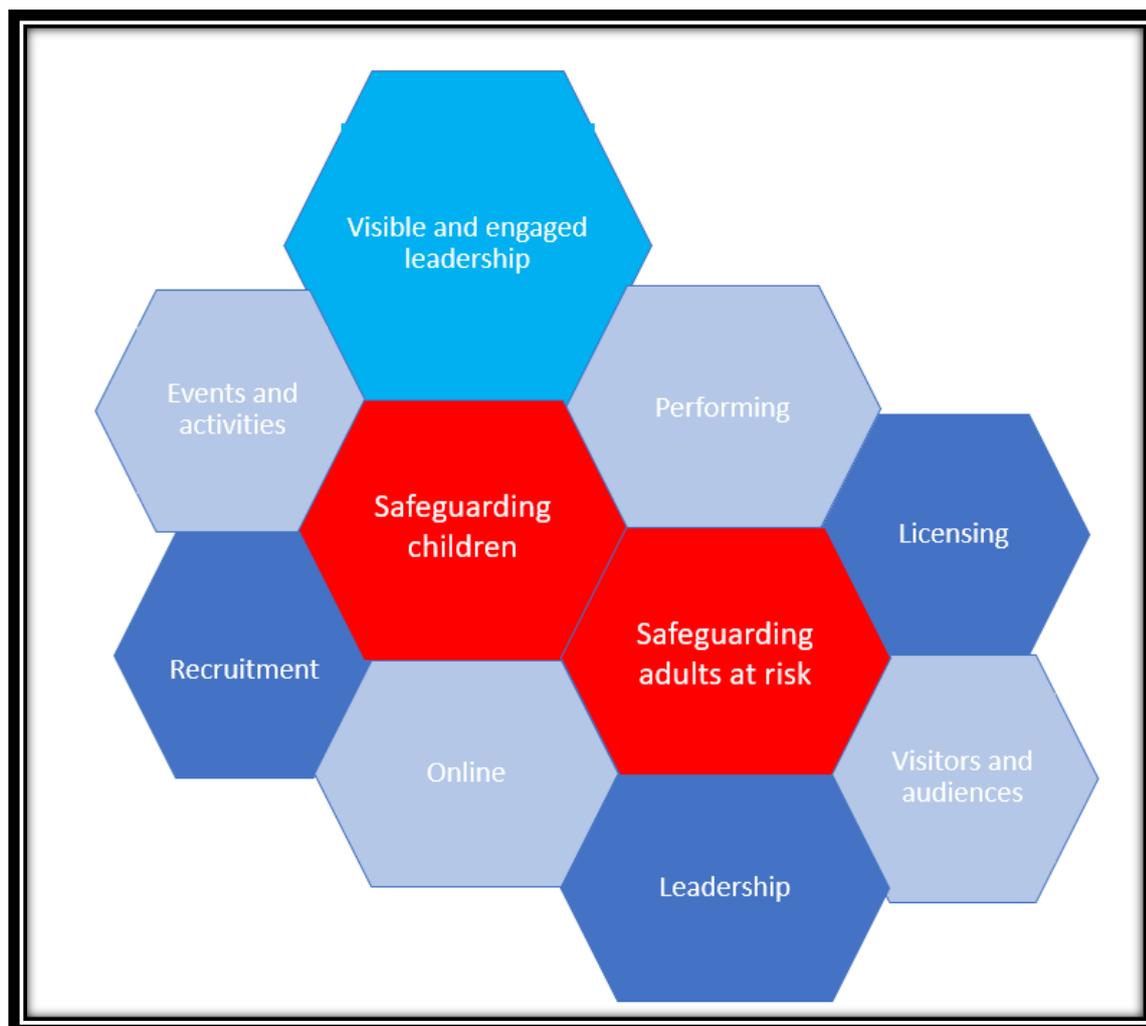
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<sup>2</sup> This includes students from The Royal Ballet School who are 18 or older. Referred to as "children" through the remainder of this document

### **The 'Child Protection Matrix'**

There is no 'silver bullet' for eliminating safeguarding risk, therefore we need embedded measures across all our work, and safeguarding needs to be understood by all staff and contingent workers.

Below is an example of some of the different areas of our work which are integral to keeping children and adults at risk safe in the Royal Opera House.



## **Understanding abuse**

The NSPCC defines child abuse as:

***Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect.***

Abuse of Adults at Risk is defined by the department of Health and Social care as:

***"...a violation of an individual's human and civil rights by any other person or persons which results in significant harm."***

The vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, Neglect and exploitation. Note that people with capacity can be at risk.

Abuse can happen in different settings (home, community, youth group, school, hospital) and the perpetrator is normally someone known to the child, such as a family member, youth worker, or teacher.

Abuse can also happen in an environment such as the Royal Opera House where we work with children as performers, audiences, in workshops and so on. It is essential that all staff understand the signs and symptoms of abuse, regardless of their role, and know how to report concerns.

The categories of abuse apply to adults at risk, but they may also encounter financial, organisational or discriminator abuse.

[Definitions and indicators of abuse](#)

## **Legislative Framework**

This policy complies with, and is underpinned by the requirements of the following:

- Children Act 1989 and 2004
- Data Protection Act 2018
- Equality Act 2010
- Human Rights Act 1998
- The Mental Capacity Act 2005
- The Protection of Children Act 1978
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- Working Together to Safeguard Children Statutory Guidance 2018
- The United Nations Convention on the Rights of the Child (UNCRC) 1989.

### **Other documents relevant to this policy**

There are specific processes and protocols which should be applied when working with children and/or adults at risk in any context related to our work, and these should be adhered to by all staff. They outline specific approaches to children who we connect with across the ROH.

- Procedures and Protocols for Protecting Children in Performance Activities
- Procedures and Protocols for Protecting Children in Non-performance Activities
- Photographing Children at the Royal Opera House

### **Responding to allegations and concerns**

The Royal Opera House has a duty of care to ensure we respond appropriately to situations of actual or suspected abuse, with the primary focus being the best interest of the child or adult at risk who is the victim of abuse or alleged abuse.

All allegations or concerns must be taken seriously, regardless of who the alleged perpetrator and alleged victim(s) are, and regardless of the situation.

Talking about any form of abuse is difficult, not only for the victim, but also for the person they make their disclosure to. People tend to disclose to someone they consider a *trusted adult*, for example a teacher or police officer, however they may disclose to anyone they feel they have that connection with.

Staff are not responsible for deciding whether abuse has taken place, but must report concerns, even where there is no real clarity, for example when intuition tells us something is not right.

Staff must not agree to keep information related to concerns or suspected abuse private, this applies to the alleged victim and the alleged abuser.

Where appropriate, referrals will be made by the Royal Opera House to the relevant authorities, for example child welfare or law enforcement agencies. The decision to refer should be made by a panel convened by the Safeguarding Manager, staff should not make this decision in isolation, unless a child or adult at risk is at risk of immediate harm.

Any safeguarding matter should be referred to the Safeguarding Manager, Gaynor Evans  
Tel: 0207 212 9653

E-mail: [Gaynor.Evans@roh.org.uk](mailto:Gaynor.Evans@roh.org.uk)) or E-mail: [ROHSafeguarding@roh.org.uk](mailto:ROHSafeguarding@roh.org.uk)).

[Handling a disclosure](#)

[The ROH reporting process](#)

[Reporting form](#)

Whenever you have a concern that you should report:

Don't think "What if I do?"

Think "What if I don't?"

## **Online safeguarding**

The Royal Opera House is committed to respecting the rights of children, young people and adults at risk featured in its online communications, the correct handling of data, and enabling a safe online environment for all users.

The Royal Opera House works in the digital space and captures and communicates content online to and about children and young people. We recognise that while the online world has huge benefits, there are also significant risks which must be addressed to ensure we are keeping the people we work with safe from harm.

When considering the use of a new project in the digital space, social media site, platform or any digital product, the manager should use the [e-safety risk assessment](#)<sup>3</sup>, to assess the viability of the digital product in terms of safeguarding.

Online safeguarding and the camera and image processes should be read together as they are interlinked.

## **Photographing Children at the Royal Opera House**

There is specific guidance for the use of recording equipment and images (including audio recordings), and these should be referenced by anyone considering any form of recording children and/or adults at risk.

The guidance supports a 'do no harm' approach, where ROH takes all reasonable measures to avoid exposing people to additional risks through our action.

The guidance covers:

- The risk
- Our responsibilities
- Procedures
- Taking photographs
- Using photographs
- Commissioning photographs
- Media
- Storage and disposal of images.

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<sup>3</sup> This is only available internally and for internal use

## **Appendix 1: Handling a Disclosure from a child or adult at risk**

Anyone receiving a disclosure must follow this guidance.

### **Receive:**

- Listen to what is being said without displaying shock or disbelief. Reacting negatively may cause the child to will shut down.
- Accept what is being said without judgement.
- Allow the child the space to talk without asking too many questions.
- Take them seriously.

### **Reassure:**

- Reassure the child, as far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now".
- Tell them they did nothing wrong by talking to you and you take it seriously.
- Don't promise confidentiality. You have a duty to report your concerns.
- Tell the child that you need to tell others, but only those whose job it is to help them.
- Acknowledge how difficult it must have been to talk and how brave they have been – it takes a lot to come forward about abuse.

### **React:**

- Listen quietly, carefully and patiently. Do not assume, speculate or jump to conclusions.
- Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation.
- Let the child explain to you in his or her own words what happened, don't ask leading questions.
- Ask open questions like "Is there anything else that you want to tell me?"
- Communicate with the child in a way that is appropriate to their age. This is especially important for children with specific needs and for children whose mother tongue is not English.
- Do not ask the child to repeat what they have told you to another member of staff. Explain what you will do next and who you have to talk to.
- Seek advice from the safeguarding manager
- In an emergency, seek help and contact relevant local authorities including police and social services
- Support the child, they will continue to look to you for support since you know about the situation, and the child will see you as a safe person.

### **Record:**

- Make some brief notes at the time and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by a Court.
- Record full information about the child and disclosure on the disclosure reporting form.
- Record the date, time, place, words used by the child and how the child appeared to you – be specific. Record the actual words used, including any swear words or slang.
- Record statements and observations, not interpretations or assumptions – be factual.

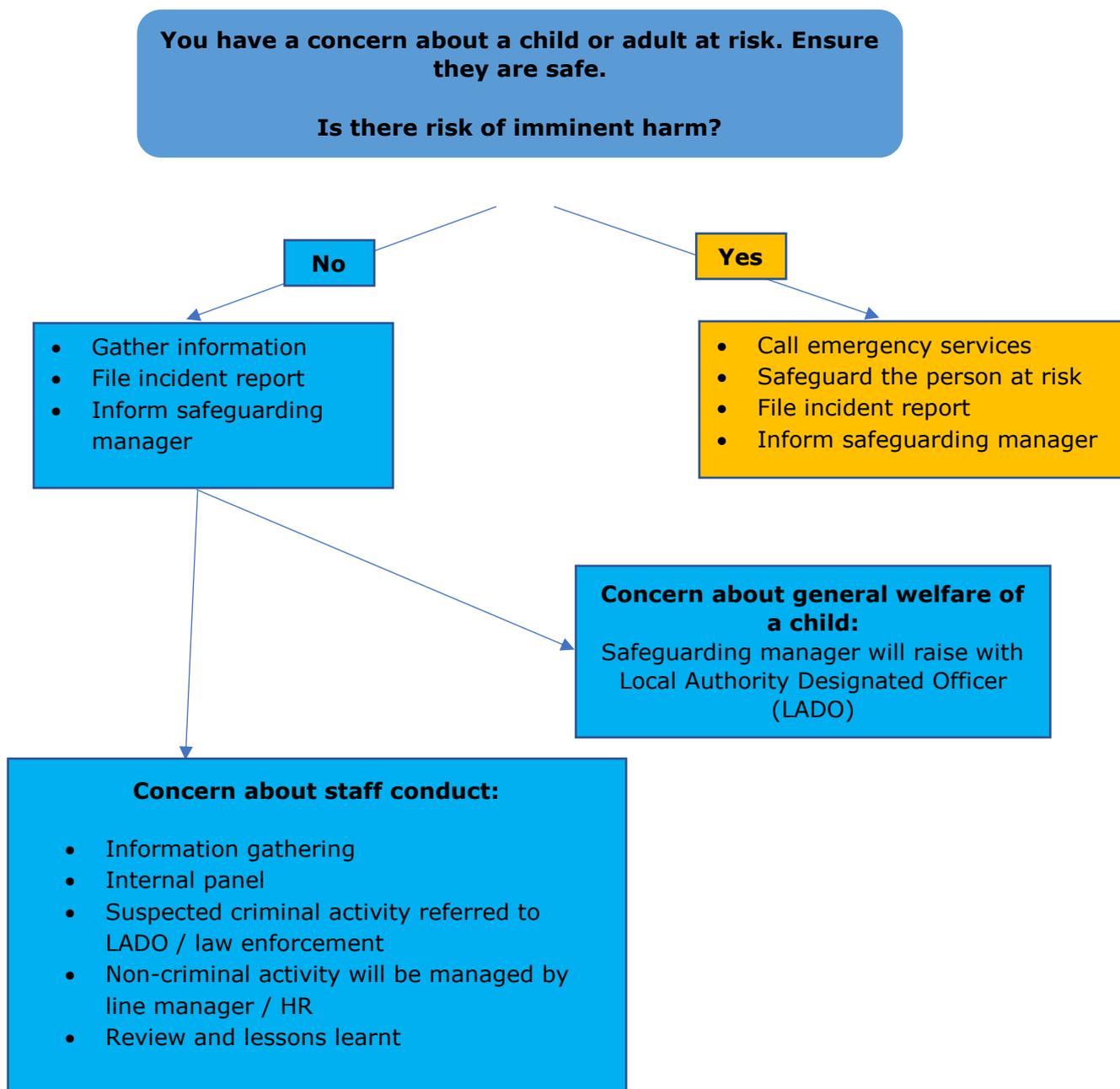
Any disclosure should be handled on a need to know basis. This should only be discussed with the Safeguarding Manager, and not other colleagues. It is natural to feel distressed if you receive a disclosure, and if you are struggling, you should contact Care First.

## **Appendix 2: Reporting a concern or disclosure**

This form should be filled in when you have any concerns about a child or adult at risk, a disclosure, or someone's behaviour towards them which you feel is inappropriate. Complete as much information as you can, but do not delay due to missing information. Once complete, send to [ROHSafeguarding@roh.org.uk](mailto:ROHSafeguarding@roh.org.uk)

<b>Your details (person making the report)</b>	
Name and job title	
Date	
Contact number(s) and email	
<b>Details of child / adult at risk affected</b>	
Name	
Gender	
Date of birth	
Date and time of incident	
Location incident took place	
<b>Nature of alleged concern (tick all that apply)</b>	
Suspicion of abuse outside ROH	Physical abuse
Allegation of abuse outside ROH	Sexual abuse
Suspicion of abuse by staff member	Emotional Abuse
Allegation of abuse by staff member	Neglect
	Online abuse
	Other
<b>Summary of concern (what was said, observed state of person disclosing etc)</b>	
<b>Action taken</b>	
<b>Media</b>	
<p>Are the media aware?  <i>If Yes, please give information as to who they are and what they know. If the media are not aware are they likely to be made aware?</i></p>	
<b>Any other relevant information</b>	
<b>Declaration</b>	
<p>The above is a true and accurate record of the concern.</p> <p>Name and signature:  Date:</p>	

**Appendix 3: The reporting system**



**If you have any concerns, even if they seem small, ACT:**

**ACT** in the interest of the child / at risk adult

**COLLECT** information and do not discuss with others

**TELL** the safeguarding manager via an incident report /

[ROHSafeguarding@roh.org.uk](mailto:ROHSafeguarding@roh.org.uk)

#### **Appendix 4: Definitions and indicators of abuse**

<b>Definition<sup>4</sup></b>	<b>Indicators</b>
<p><b>Physical Abuse:</b> when someone hurts or harms a child or young person on purpose. Examples include hitting, punching, burning</p>	<ul style="list-style-type: none"> <li>• Unexplained recurrent injuries, burns, bites, bruises, broken bones, or black eyes</li> <li>• Seems scared or suspicious of adults</li> <li>• Improbable excuses or refusal to explain injuries</li> <li>• Aggression towards others</li> <li>• Withdrawn behaviour</li> <li>• Is always watchful and “on alert,” as if waiting for something bad to happen</li> <li>• Shies away from touch, flinches at sudden movements</li> </ul> <p><i>In the ROH setting, staff may see a parent or carer being physical with their child, for example someone visiting the house, attending an event or performance, or during a project setting.</i></p>
<p><b>Emotional Abuse:</b> any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Emotional abuse is often part of another type of abuse making it harder to spot the signs.</p>	<ul style="list-style-type: none"> <li>• Sudden speech disorders</li> <li>• Extreme fear of any new situations</li> <li>• Physical / mental / emotional lags in development</li> <li>• Acts inappropriately either as an adult (taking care of other children) or infantile (rocking, thumb-sucking)</li> <li>• Self-harm</li> <li>• Overreaction to mistakes</li> <li>• Continual self-depreciation ('I'm stupid, ugly, worthless, etc')</li> <li>• Shows extremes in behaviour</li> </ul> <p><i>In the ROH setting, emotional abuse could easily occur if a child/adult at risk is pushed too far, made to take part in or witness unpleasant or disturbing experiences, or bullied or mistreated.</i></p>

<sup>4</sup> Definitions from: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Definition	Indicators
<p><b>Neglect:</b> the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care.</p>	<ul style="list-style-type: none"> <li>• Constant hunger and/or tiredness</li> <li>• Emaciation or being overweight</li> <li>• Skin sores, rashes, flea bites, scabies or ringworm</li> <li>• Pale/anaemic</li> <li>• Untreated medical problems</li> <li>• Poor personal hygiene</li> <li>• No social relationships</li> <li>• Lacks appropriate clothing for the weather</li> </ul> <p><i>As with physical abuse, in the ROH setting, this could be something seen by any member of staff in any situation.</i></p>
<p><b>Sexual Abuse:</b> when a child or young person is forced or tricked into sexual activities. There are 2 types of sexual abuse – contact and non-contact abuse.</p>	<ul style="list-style-type: none"> <li>• Being worried about clothing being removed</li> <li>• Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age.</li> <li>• Trouble walking or sitting</li> <li>• Being isolated or withdrawn</li> <li>• Extreme reactions, such as depression, self-mutilation, suicide attempts, anorexia</li> <li>• Trying to be ultra-good or perfect; overreacting to criticism</li> <li>• Making strong efforts to avoid a specific person, without an obvious reason</li> <li>• Personality changes such as becoming insecure or clingy</li> </ul> <p><i>In the ROH setting, examples of sexual abuse could also include sexual harassment or bullying, being exposed or taking part in sexually graphic acts, scenes of nudity, wearing sexually and/or age inappropriate costumes.</i></p>
<p><b>Online abuse</b> Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones.</p>	<ul style="list-style-type: none"> <li>• spending a lot more or a lot less time than usual online, texting, gaming etc</li> <li>• seeming distant, upset or angry after using the internet or texting</li> <li>• being secretive about what they are doing online</li> <li>• using sexualised language or behaviour that is inappropriate for their age.</li> </ul> <p><i>In the ROH setting, this may be comments on a picture of a child on our social media. Due to the nature of the announcements of casts, this could in an extreme example, lead to a young person being targeted in person.</i></p>

**Appendix 5: Useful contacts**

Any email referral should be followed up with a call to ensure it has been received.

<b>To report a concern about a child (Westminster):</b>	
<b>Westminster Access Team</b>	020 7641 4000
<b>Out of hours</b>	020 7641 6000
<b>E-mail</b>	AccesstoChildrensServices@westminster.gov.uk
<b>Westminster LADO consultations and referrals</b>	
<b>Duty Child Protection Adviser</b>	020 7641 7668 LADO@westminster.gov.uk
If CP advisor cannot be reached:	07823 532 538
<b>LADO Kembra Healy</b>	kembra.healy@rbkc.gov.uk
<b>To report a concern about a vulnerable adult (Westminster):</b>	
<b>Adult social care</b>	020 7641 2176
<b>Out of hours</b>	0207 7641 6000
<b>E-mail</b>	adultsocialcare@westminster.gov.uk
<b>Other useful contacts</b>	
<b>NSPCC advice</b>	0808 800 5000 or help@nspcc.org.uk
<b>FGM helpline</b>	0800 028 3550
<b>Forced Marriage Unit</b>	020 7008 0151 fmu@fco.gov.uk
<b>Anti-Terrorist hotline</b>	0800 789 321
<b>Police</b>	101 and request area. Emergency 999

<b>DOCUMENT HISTORY AND REVIEW</b>			
<b>Audience and Context</b>			
Document Owner	Director of Human Resources		
Applies to	All staff		
Related policies and procedures	Safeguarding at the Royal Opera House Summary of types of abuse and indicators Performance licenses at the Royal Opera House Guidance for chaperones at the Royal Opera House Safer recruitment at the Royal Opera House Children attending the Royal Opera House as visitors Safeguarding at events and activities at the Royal Opera House		
<b>Document History</b>			
Next review due	Nov 2020		
<b>Version and Approval History</b>			
<b>Version No</b>	<b>Version Date</b>	<b>Version Comments</b>	<b>Approved By</b>
1.0	March 2013		All staff
2.0	Sept 2015	Tabled at Child Protection Committee	Draft
3.0	Nov 2015	Reviewed by SafeChild	Draft
4.0	Jan 2016	Tabled at Health & Safety Committee	Final
5.0	July 2018	Tabled at Safeguarding Committee on 28.98.2018	Draft
5.0	July 2018	Tabled at Health and Safety management Group on 11.9.18	Draft

5.0	July 2018	Reviewed by SafeCIC 02.11.2018	Draft
6.0	Nov 2018	Tabled at H&S Committee 30.01.2019	Final
7.0	Dec2019	Updated and agreed by Safeguarding committee	Final
8.0	March 2021	Updated and agreed by Executive and Board of Trustees	Final