

Shakespeare's Globe Safeguarding Policy

Introduction

Shakespeare's Globe is committed to safeguarding and promoting the welfare of children, young people and adults at risk who engage with our activities, services and spaces.

Safeguarding means taking all reasonable steps to prevent harm, abuse or neglect, and responding appropriately when concerns arise. Protecting children, young people and adults at risk is everyone's responsibility.

Safeguarding applies to all children and young people, including those living in kinship care or extended family arrangements, and where relevant includes consideration of unborn children where concerns are identified.

This policy is underpinned by relevant legislation and statutory guidance, including but not limited to the Children Acts 1989 and 2004, Working Together to Safeguard Children 2026, the Care Act 2014, the Data Protection Act 2018, the Equality Act 2010, and the Charities Act 2011.

Purpose of this Policy

This policy sets out how Shakespeare's Globe safeguards children, young people, and adults at risk who participate in, attend, or are otherwise involved in Globe-led activity.

It explains:

- our safeguarding commitments
- how safeguarding concerns should be recognised and reported
- the responsibilities of our workforce and trustees, and
- how safeguarding concerns are managed and escalated.

This policy does not address staff wellbeing, higher education student welfare, or audience care arrangements. These matters are covered by separate policies and procedures.

1 | Safeguarding Policy January 2026

***References to the designated Safeguarding Officer (DSO) throughout this document include the Deputy Designated Safeguarding Officer (DDSO) when the DSO is unavailable or has delegated responsibility.

Safeguarding Statement

Shakespeare's Globe believes that all children and young people have an equal right to protection from harm, abuse and neglect, regardless of age, disability, gender identity, sexual orientation, race, religion or belief.

We also recognise that some adults may be at risk of abuse or neglect and are entitled to protection, dignity and respectful support.

We are committed to:

- providing a safe environment for children, young people and adults at risk
- listening to and taking seriously their views, wishes and feelings
- acting promptly and proportionately on safeguarding concerns,
- actively promoting anti-discriminatory and anti-racist safeguarding practice
- recognising and addressing structural inequalities that may affect children's and young people's safety, and
- working in partnership with statutory agencies where necessary.

Safeguarding is everyone's responsibility. The Board of Trustees retains ultimate accountability for safeguarding at Shakespeare's Globe.

Definitions

Child

A child is anyone under the age of 18.

Young People

A young person is anyone under the age of 18.

Adult at risk

An adult at risk is a person aged 18 or over who:

- Has care and support needs (whether or not these are being met)
- Is experiencing, or is at risk of, abuse or neglect, and
- Is unable to protect themselves because of those needs.

2 | Safeguarding Policy January 2026

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Safeguarding

Safeguarding means protecting people's health, wellbeing, and human rights and enabling them to live free from harm, abuse and neglect.

Workforce

The workforce includes all individuals working for or on behalf of Shakespeare's Globe, including:

- Staff
- Volunteers
- Trustees
- Freelancers, and
- Contractors

Contextual Safeguarding

Contextual safeguarding recognises that harm can occur outside the home, including in public spaces, peer groups and online environments. Shakespeare's Globe considers environmental and situational risks associated with its sites and activities and takes steps to identify, assess and mitigate those risks.

Children and Young People Attending Performances

Children attending performances at Shakespeare's Globe remain the legal responsibility of their parent(s) or guardian(s) at all times.

Children under the age of 16 must be accompanied by a responsible adult and should remain with that adult throughout the performance and associated visit.

Young people aged 16 and 17 may attend performances unaccompanied. Where safeguarding concerns arise in relation to a child, young person or adult at risk during a performance or event, these will be managed in accordance with established safeguarding procedures.

Safe Recruitment and Vetting

Shakespeare's Globe is committed to safer recruitment and selection practices.

3 | Safeguarding Policy January 2026

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All roles are risk assessed to determine the appropriate level of pre-engagement checks. This may include:

- Disclosure and Barring Service (DBS) checks, including barred-list checks where roles involve regulated activity
- verification of identity, right to work and relevant qualifications, and
- appropriate references.

DBS checks are reviewed periodically and renewed where required due to role changes or identified risk.

Expectation of Our Workforce

All members of the workforce must:

- complete mandatory safeguarding training and attend refresher training as required
- adhere to this policy and related safeguarding procedures
- act in ways that promote the wellbeing and safety of children, young people and adults at risk,
- maintain professional curiosity and appropriately question, explore and escalate concerns where risks may be hidden, minimised or unclear, and
- treat everyone with dignity, respect and fairness

Safeguarding practice must be inclusive and responsive to individual needs. This includes making reasonable adjustments, respecting identities and cultural backgrounds, and maintaining confidentiality where disclosure may increase risk.

How to Report a Safeguarding Concern

If anyone is in immediate danger, call **999**.

All safeguarding concerns must be reported as soon as possible and on the same day to the Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (DDSO) by:

- email to safeguarding@shakespearesglobe.com
- completing the **Safeguarding Disclosure Form**

4 | Safeguarding Policy January 2026

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The DSO/DDSO will determine whether a referral should be made to the relevant local authority, based on:

- the nature of the concern, and
- the borough in which the child, young person, or adult at risk lives, or where the incident occurred.

Acting On and Responding to Concerns

All members of the workforce must:

- recognise safeguarding concerns at the earliest opportunity
- respond appropriately, without investigating or promising confidentiality
- report concerns promptly to the DSO/DDSO, and
- escalate concerns without delay where there is a risk of harm.

Concerns must be recorded accurately and shared only with those who need to know in order to safeguard individuals.

Information may be shared without consent where there is an appropriate lawful basis and where necessary to safeguard a child, young person or adult at risk. Concerns about data protection must not prevent appropriate safeguarding information sharing.

Accountability for Safeguarding

Board of Trustees

The Board of Trustees has ultimate accountability for safeguarding at Shakespeare's Globe. The Board ensures it promotes an inclusive, anti-discriminatory safeguarding culture, providing effective challenge and oversight of safeguarding arrangements.

At least one Trustee is appointed as Board Safeguarding Lead.

Designated Safeguarding Officer (DSO)

The DSO has strategic and operational responsibility for safeguarding across Shakespeare's Globe, including policy implementation, reporting and liaison with external agencies.

The DSO will notify the Chief Executive and Board Safeguarding Lead of any serious safeguarding concern without delay and within 24 hours.

Deputy Designated Safeguarding Officer (DDSO)

5 | Safeguarding Policy January 2026

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The DDSO supports the DSO and acts in their absence.

Department Safeguarding Leads (DSLs)

DSLs support staff within their departments to recognise and respond to safeguarding concerns and escalate them appropriately.

Board Safeguarding Lead (BSL)

BSL provides oversight and receives regular reports from the DSO.

Allegations Against People Who Work with Children or Adults at Risk

Shakespeare's Globe follows the statutory guidance for managing allegations against individuals who work or volunteer with children, young people or adults at risk.

Where a concern is raised about a member of the workforce:

- Immediate action will be taken to protect any child, young person or adult at risk
- The concern will be reported to the DSO/DDSO on the same day
- Referrals to the Local Authority Designated Officer (LADO), police or other agencies will be made as required
- The Chief Executive and Board Safeguarding Lead will be informed, and
- Detailed records will be maintained in line with data protection legislation

Where a concern meets the Charity Commission's definition of a serious incident, a Serious Incident Report (SIR) will be submitted without delay.

Prevent Duty

Shakespeare's Globe fulfils its duties under the Counter-Terrorism and Security Act 2015 (Prevent Duty). Concerns relating to radicalisation or extremism must be reported immediately to the DSO/DDSO.

Whistleblowing

Safeguarding concerns may also be raised under the Whistleblowing Policy. Individuals who raise concerns in good faith will be protected from victimisation.

6 | Safeguarding Policy January 2026

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Information Sharing and Confidentiality

Information is shared with statutory partners only where necessary to safeguard children, young people or adults at risk.

Consent is not required where there is a lawful basis to share information for safeguarding purposes. Information will be shared in line with the Data Protection Act 2018 and UK GDPR. Where appropriate, individuals will be informed unless doing so would increase risk.

Review and Governance Oversight

This Policy will be reviewed every two years, or sooner if required due to legislative changes or significant safeguarding incidents.

The Board will receive annual safeguarding assurance reports, including trend analysis, consideration of disproportionality (race, disability and vulnerability), and serious incident reporting.

All Trustees must complete safeguarding training on appointment and re-appointment.

Further Guidance

A set of detailed procedures which give in depth information on aspects of safeguarding are found on the staff intranet. If you are a member of staff, volunteer, freelancer, trustee or contractor, please make sure you have read and followed the relevant guidelines.

Date Policy Adopted: *January 2026, minor amendments May 2026*

Date for Review: *January 2028*

7 | Safeguarding Policy January 2026

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8 | Safeguarding Policy January 2026

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