

## ORGANISATIONAL STATEMENT

The International Entertainment Collective Ltd (IEC) (SC434231) is the legal entity responsible for safeguarding, PVG membership, Duty to Refer obligations, information sharing, data protection, insurance and statutory compliance. The organisation delivers classes, workshops and performance activities under the trading name By the Collectives (BTC).

“By the Collectives” is a trading name only and is not a separate legal entity. All legal responsibilities rest with IEC. BTC is used throughout this policy to describe the programmes, activities, students, staff and volunteers operating under the brand.

## 1. SAFEGUARDING PRINCIPLES

The International Entertainment Collective and its associated trading names and partnered companies (By the Collectives, Fierce Theatre Schools, The Beyond Broadway Experience, Beyond Broadway Associates, Broadway Breakthrough, Talent Collective and Kids Collective) are committed to keeping children, young people, and adults at risk\*, safe from harm. Safeguarding is everyone’s responsibility. Our approach is inclusive, respectful, and supportive for all, regardless of age, disability, race, religion, sex, sexual orientation, or gender identity.

### Key points for staff:

- No child, young person or adult at risk should experience abuse, neglect or exploitation
- Every attempt must be made not to be alone with a single student. If unavoidable, ensure the environment is visible to others (open door, nearby colleague, or online supervision tools, e.g. Teams)
- Always act in the best interests of students and participants
- Report any concerns about safety or wellbeing immediately

## 2. SCOPE

### This policy applies to:

- All IEC/BTC employees, Board members, freelancers, and volunteers
- Students, participants, and visitors
- Consultants, contractors, and external organisations involved in BTC activities
- All BTC-led activities, including classes, rehearsals, performances, workshops, trips, and online learning

\*Adult at risk: someone who needs care and support (whether or not they currently receive it), is experiencing – or is at risk of – abuse or neglect, and cannot protect themselves from abuse or neglect because of their care and support needs. IEC recognises there are many different factors that may result in an adult being vulnerable to exploitation, radicalisation or abuse, without them coming within the legal definition of an Adult at Risk, e.g. relationship breakdown, financial problems, physical or mental ill-health and social isolation.

## Safeguarding covers protection from:

- Physical, emotional or sexual abuse, or neglect
- Bullying or cyberbullying
- Exploitation, radicalisation, or extremism (Prevent duty)
- Discrimination, harassment, or other harmful treatment

## 3. KEY SAFEGUARDING ROLES AND CONTACTS

### KEY SAFEGUARDING CONTACTS

#### BTC Designated Safeguarding Officer (DSO)

Laura Proudfoot	laura@bythecollectives.global
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#### BTC Managing Director

Drew Gowland	drew@bythecollectives.global
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These roles are performed within BTC on behalf of the legal entity IEC.

#### DSO Responsibilities:

- Lead implementation of safeguarding policy
- Undertake Level 3 safeguarding training and refresher every 2 years
- Provide safeguarding training to all staff every 3 years
- Offer advice, support, and guidance on concerns
- Liaise with social services, police, and other agencies
- Maintain safeguarding records securely
- Review and update policy annually and after any incident

#### Employee Responsibilities:

- Understand and follow this policy as required by IEC
- Complete safeguarding training as required
- Report concerns promptly to the DSO and use Safeguarding Concern Reporting Form (see Appendix A)
- Contact social services or police directly in urgent cases

#### Participant Responsibilities:

- Be aware of safeguarding guidance
- Report concerns about themselves or others
- Treat others respectfully and contribute to a safe environment

#### Whistleblowing:

- Employees must report unsafe practices or breaches of safeguarding to the DSO
- MD must report any harmful behaviours by employees to Disclosure Scotland
- IEC supports reporting in confidence without fear of retaliation

## 4. RECOGNISING ABUSE

**Staff should be alert to signs of abuse:**

- **Physical:** unexplained injuries, burns, fear of touch
- **Sexual:** inappropriate sexual behaviour, self-harm, pregnancy
- **Emotional:** low self-esteem, withdrawal, extreme behaviours
- **Neglect:** poor hygiene, hunger, untreated medical needs
- **FGM or harmful cultural practices**

**Important:** Staff don't need to determine abuse – **observe, record, report.**  
(See appendix B for procedure flow-chart.)

## 5. REPORTING SAFEGUARDING CONCERNS

**Immediate risk:** call **999** and notify the BTC DSO

**Non-urgent concerns:** email the BTC DSO: [laura@bythecollectives.global](mailto:laura@bythecollectives.global)

**Staff should:**

- Listen carefully without judgment
- Reassure the student they are not to blame
- Avoid giving guarantees of confidentiality
- Use open-ended questions only
- Record concerns immediately using the Safeguarding Concern Reporting Form and provide a copy to the BTC DSO

The BTC DSO acts on behalf of IEC, which holds the statutory duty for safeguarding and child protection.

## 6. RECORD KEEPING AND CONFIDENTIALITY

- Keep accurate, factual records saved in IEC's secure Microsoft 365 cloud platform
- Share information only with those who need to know
- Information may be shared externally if necessary to protect a student or adult at risk

## 7. ALLEGATIONS AGAINST STAFF

- Report allegations to the DSO (or MD/Board if the DSO or MD are involved)
- Suspension is a neutral procedural step if there is risk of harm
- Investigations are fair, timely, and confidential, in cooperation with Police and Social Work
- Disciplinary action follows IEC's Staff Handbook procedures

## 8. ONLINE SAFETY

- Children and adults must be protected from online risks, including cyberbullying and inappropriate content
- Staff should follow behaviour code in the **Staff Handbook** and the **IEC IT Policy**
- Students should be supervised when using IEC devices or platforms
- Students should only communicate with staff via official channels and follow the **IEC IT Policy**
- Report online safeguarding concerns immediately to the DSO
- BTC captured images of children/yp/adults and families are only used after written permission is obtained, and only for the purpose/s for which consent has been given (i.e. completion of BTC photography and video consent form: see Appendix C)
- Online safety compliance, including Prevent related duties, rests with IEC

## 9. PHYSICAL CONTACT GUIDANCE

- Only use minimal contact necessary for safety or teaching technique
- Explain any physical correction to students at the start of sessions
- Students can refuse contact; respect their wishes and seek guidance from the DSO if needed

## 10. SAFER RECRUITMENT AND EXTERNAL GUESTS

- All staff must undergo Disclosure Scotland checks, references, and ID verification
- Visiting creatives are always accompanied by BTC staff if interacting with students
- A central register tracks all vetting information
- IEC ensures legal compliance with PVG requirements

## 11. STAFF CODE OF CONDUCT

### Staff must:

- Demonstrate high professional standards
- Maintain appropriate boundaries
- Treat students and colleagues with respect
- Put student safety and welfare first
- Avoid behaviour that could damage BTC's reputation

## 12. GIRFEC AND SHANARRI FRAMEWORK

BTC uses the GIRFEC approach and SHANARRI indicators to assess and support student wellbeing:

- Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included
- Staff consider these indicators when observing concerns

## 13. TRAINING REQUIREMENTS

- **All staff:** mandatory safeguarding training every 3 years
- **DSO:** Level 3 refresher training every 2 years
- **Training includes:** recognising abuse, online safety, Prevent duty, and safe working practices

## 14. POLICY REVIEW AND RETENTION

- DSO reviews policy annually and after incidents
- Safeguarding records retained as legally required
- Staff are informed of updates or changes

Policy Owner: **Training & Education Collective Director (DSO)**

Review Frequency: Annually, as minimum

Next Review Due: February 2027

Signed: 


**Laura Proudfoot** on behalf of:

The International Entertainment Collective Ltd (IEC)

*Trading as By the Collectives (BTC)*

Date: 09 February 2026

## APPENDIX A: COPY OF SAFEGUARDING CONCERN REPORTING FORM



### Safeguarding Concern Reporting Form

This form should be used to record safeguarding concerns relating to children, young people and/or vulnerable persons/adults at risk. In an emergency please inform the Police or social services immediately.

All the information gathered must be treated as confidential and reported to the Designated Safeguarding Officer within one working day, or the next working day if it's a weekend.

This form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken.

Please complete the form as fully as possible.

**1 Your details (the person completing the form)**

Name

Position

Telephone  Email

**2 Details of the person affected**


Name

Address

Telephone  Email

**3 Details of the incident (describe in detail using only the facts)**

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### Safeguarding Concern Reporting Form

**4 Other present or potential witnesses**

Name

Address

Telephone  Email

**5 Additional relevant information that you believe to be helpful or important**

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

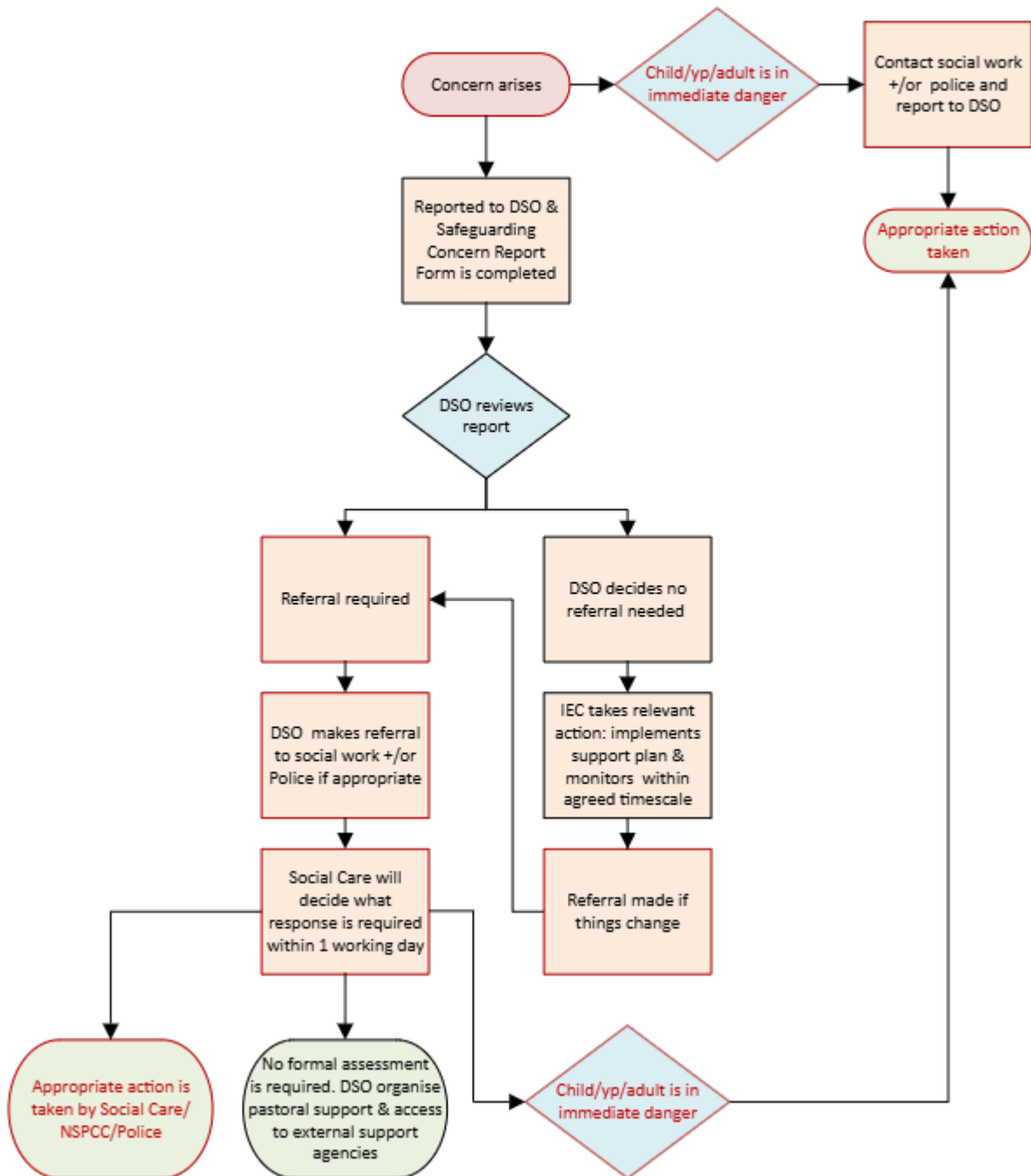
Print name

Signature

Date

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## APPENDIX B: PROCEDURE FOR REPORTING CONCERNS FLOW-CHART



## APPENDIX C: COPY OF PHOTOGRAPHY AND VIDEO CONSENT FORM

**IEC** Publicity Material Disclaimer and Contribution Consent Form

Please feel free to take independent advice in relation to this form and the required declaration and consent below and, if happy to proceed, complete all sections (also see last section for more details).

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

1. Participants Full Name: \*

Enter your answer

2. Participants Full Address: \*

Enter your answer

3. Participants DOB: \*

Please input date (dd/MM/yyyy)

4. Age at 1st July \*

Enter your answer

5. Primary Email Address: \*

Enter your answer

6. Secondary Email Address:

Enter your answer

7. Mobile Number: \*

Enter your answer

Next

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**IEC** Publicity Material Disclaimer and Contribution Consent Form

\* Required

**Declaration and Consent**

The participant (or their parent, guardian, carer or other responsible person where the student is under the age of 18) consents to the following:

8. **Use of the Videos and Images**

To the filming, recording, photography and/or broadcasting of the participant (the "Contributions") and the use and storing by IEC of the Contributions as described overall and in the IEC Privacy Notice (which is available on the IEC website). \*

I agree

I disagree

9. **Identification in the Videos and Images**

To the identification of the participant within the Contributions (for example, including their name underneath a picture of them or crediting them in a post-performance credit roll like in films) \*

I agree

I disagree

10. **Transfer of Intellectual Property Rights**

To the transfer by the participant to IEC of all present and future applicable intellectual property rights (e.g. copyright, performance rights, moral rights) the participant has or may have in the Contributions for as long as such rights exist to allow IEC to use and exploit the Contributions worldwide in all media formats known now or still to be developed in the future. \*

I agree

I disagree

11. **Individual waiving rights**

To the individual waiving any moral rights (i.e. personal rights that connect the creator of a work to their work) and any performers rights in the Contributions. \*

I agree

I disagree

12. **IEC's use of the Videos and Images**

To IEC, dealing in any way with the Contributions as it thinks fit, including any editing, copying or adapting of the Contributions. \*

I agree

I disagree

13. **Inclusion in Marketing Materials**

To be included in Contributions for any marketing, promotional or other related purposes. \*

I agree

I disagree

14. **Liability Waiver**

To not hold IEC liable or responsible for any unauthorised content produced, used, exploited or added by third parties to the Contributions (for example, someone downloading and editing a video of a performance from the internet). \*

I agree

I disagree

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**IEC** Publicity Material Disclaimer and Contribution Consent Form

\* Required

**e-Sign and Confirm**

I have read, understand and accept the terms and conditions of the Privacy Notice which can be found at the IEC website: <https://www.entertainmentcollectives.com/communications>

NOTE: This form must be completed by a parent, guardian, carer or other with responsibilities of the participant, where the participant is under the age of 18.

By entering your name below, you are confirming that you have read and accept the terms stated on this form. The text of your name will be accepted as an electronic signature.

15. Signed: \*

(Please insert your full name)

Enter your answer

16. Date: \*

Please input date (dd/MM/yyyy)

17. Relationship to Participant: \*

Enter your answer

18. Email and Mobile Number if different from above:

Enter your answer

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**IEC** Publicity Material Disclaimer and Contribution Consent Form

**How will the Contributions be used?**

IEC regularly films, records or takes images of individuals ("Contributors") in order to produce, on behalf of both IEC and its participants information for (a) the SQA of exam performances and other course work; (b) marketing and promotional purposes (including casting opportunities or obtaining other relevant work experience in performing arts); (c) the purpose of celebrating the achievements of the individuals; (d) teaching purposes; (e) research purposes; and (f) various other reasons intended to enhance the progress and reputation of IEC, and the individual including the continuing development of IEC archives.

IEC takes seriously our responsibility to ensure that all material published and/or retained by us or indeed by the individuals is both relevant and suitable. We regularly check our publications and any sites under our control to ensure that our approach to data protection and child protection meets all regulatory and professional standards at all times.

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