

Domestic Violence and Child Abuse Reporting Code

The Zuiderlingen Theatre School

1. Purpose

The Zuiderlingen Theatre School aims to contribute to a safe environment for all students.

This reporting code helps teachers, management, board members, volunteers, and the confidential adviser to act carefully when there are signs of:

- domestic violence;
- child abuse;
- neglect;
- sexual abuse;
- emotional abuse;
- serious safety concerns;
- other situations in which the development or safety of a minor is threatened.

The interests and safety of the child always come first.

2. When Do We Use This Reporting Code?

This reporting code is used when an employee, teacher, board member, volunteer, or confidential adviser receives signals that may indicate that a minor student is unsafe.

These may be signals, concerns, or suspicions. Certainty is not required.

3. Step 1 – Identifying Signals

Record signals carefully.

Examples include:

- noticeable changes in behaviour;
- recurring fear or tension;
- signs of neglect;
- statements by a child about feeling unsafe at home;
- physical signs that give cause for concern;
- signs of abuse or sexual abuse.

Do not draw conclusions and do not conduct an investigation. Record only facts, observations, and literal statements.

4. Step 2 – Discussion

The teacher, volunteer, or confidential adviser discusses the signals with management as soon as possible.

Responsibility for further assessment lies with management.

5. Step 3 – Conversation with Parents/Guardians and/or Student

When it is safe and responsible to do so, management will speak with the student and/or parents or guardians.

The purpose of the conversation is to:

- discuss concerns;
- gather information;
- look for solutions together.

A conversation may be omitted if it could endanger the safety of the child or others.

6. Step 4 – Seeking Advice

In cases of doubt or serious concern, management may seek advice from:

- Veilig Thuis;
- youth care services;
- other expert organisations.

This can be done anonymously.

7. Step 5 – Deciding and Taking Action

Based on the available information, management decides what action is necessary.

Possible follow-up actions include:

- continuing to monitor the situation;
- making agreements with parents/guardians;
- arranging support;
- seeking advice from experts;
- making a report to Veilig Thuis;
- taking other necessary measures to protect the safety of the child.

8. Role of the Confidential Adviser

Within this reporting code, the confidential adviser has a supporting and advisory role.

When there are concerns about the possible unsafety of a minor, confidentiality cannot always be guaranteed.

9. Record Keeping

Signals, conversations, considerations, and decisions are carefully and confidentially documented by management.

Personal data are processed in accordance with the General Data Protection Regulation (GDPR) and the privacy policy of The Zuiderlingen Theatre School.

10. Guiding Principle

Every employee, teacher, volunteer, board member, and confidential adviser has a responsibility to take signs of possible unsafety seriously.

If in doubt, always discuss your concerns with management.

It is better to consult once too often than once too little.

Adopted by the Board of The Zuiderlingen Theatre School on 5 October 2026.