

Woking Youth Theatre Safeguarding Policy

Safeguarding Policy Statement

Woking Youth Theatre (WYT) is fully committed to safeguarding the welfare of all children and young people. We recognise the responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Woking Youth Theatre acknowledges our duty to act appropriately to any allegations, reports or suspicions of abuse. All staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Woking Youth Theatre recognises our duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 and Working Together to Safeguard Children 2013.

Woking Youth Theatre believes that:

- The welfare of all children is paramount
- All children have the right to protection from abuse regardless of their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately following the correct procedure
- All trustees and volunteers of the charity should be clear on how to respond appropriately

Woking Youth Theatre will ensure that:

- All children will be treated equally and with respect and dignity
- The welfare of each child will always be put first
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process
- Enthusiastic and constructive feedback will be given rather than negative criticism
- Bullying will not be accepted or condoned
- All adult members of the charity provide a positive role model for dealing with other people
- Action will be taken to stop any inappropriate verbal or physical behaviour
- WYT will keep up to date with health and safety legislation
- WYT will keep informed of changes in legislation and policies for the protection of children

- WYT will undertake any relevant training and developments when needed
- WYT will hold a register of every child involved with the charity and will retain an emergency contact name and number in case of emergencies

The organisation has safeguarding procedures which accompany this policy. This policy should also be read in conjunction with the Inclusion Statement and the Health and Safety Policy.

Woking Youth Theatre has a dedicated Welfare officer, Catherine Lake and Gary Knight, who are in charge of ensuring that the safeguarding policy and procedures are adhered to.

Child Protection Officer

Name: Catherine Lake

Mobile number: 07739 048685

Landline number: 01428 288192

Deputy

Name: Gary Knight

Mobile number: 07521 357779

In implementing this safeguarding policy Woking Youth Theatre will:

1. Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
2. Communicate to all workers/members/volunteers their responsibility to work to the standards that are detailed in Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standard of practice in protection of children
3. Ensure that all workers/members understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection
4. Ensure that the organisation's named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police or Social Care)
5. Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner
6. Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the company's Complaints Procedure
7. Facilitate involvement of parents or carers in the work of the company and to make child protection policies and procedures available to them

This policy will be regularly monitored by the trustees and will be subject to annual review.

Date: 15th January 2020

A handwritten signature in cursive script, appearing to read 'CLAKE', enclosed within a rectangular box.

Catherine Lake
WYT Child Protection Officer

Woking Youth Theatre Safeguarding Procedures

Introduction

Woking Youth Theatre provides drama classes, workshops and produces live theatre for children and young people from 14 years until 21 years. We aim to make the world of theatre accessible to all children no matter what their background, race or religious or sexual identity. Woking Youth Theatre is committed to the welfare and protection of children and young people within these activities which we undertake.

These procedures have been designed to ensure that the welfare and protection of any child/young person who accesses the services provided by Woking Youth Theatre is effectively managed. The Procedures recognise that child protection can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

Woking Youth Theatre is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Woking Youth Theatre is committed to offering equal opportunities.

Recognising the Signs and Symptoms of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning and burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate.

It may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may involve seeing or hearing ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (for example rape or oral sex) or non – penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may include non-contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment of the child's health or development.

It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm and danger, failing to ensure adequate supervision (including the use of inadequate care-givers) or failure to ensure access to the appropriate medical care or treatment.

It may also include neglect of, or unresponsive to, a child's basic emotional needs.

Bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online.

It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities.

Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain.

Children or young people may be tricked into believing they're in a loving, consensual relationship.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening.

Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/photographic work and roles in professional stage productions.

Responsibilities of Woking Youth Theatre

At the outset of any production the organisation will:

1. All WYT staff members have a DBS check carried out by WYT
2. All WYT staff members running workshops, rehearsals have completed the NSPCC online training
3. Ensure that there are two staff members present at all rehearsals, workshops and at the theatre.
4. WYT staff member will have ID badges so they are easily identified.
5. Undertake a risk assessment and monitor risk throughout the production process.
6. Identify at the outset the person designated the responsibility for child protection
7. Engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting, if necessary, in consultation with local authority
8. Ensure that members are supervised at all times
9. Know how to get in touch with the local authority social care services, in case it needs to report a concern.

Named Person(s) for Child Protection

Woking Youth Theatre has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for worker/members to consult with.

The names person(s) of Child protection within Woking Youth Theatre are:

Child Protection Officer

Name: Catherine Lake
Mobile number: 07739 048685

Deputy

Name: Gary Knight
Mobile number: 07521 357779

The role and responsibilities of the named person(s) are:

1. To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

2. Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up ensure the issues are addressed.
3. The Named Person(s) will record any reported incidents in relation to a child/young person. These will be kept in a secure place.

Stages to follow if you are worried about a child

The following section provides clear guidelines for workers/members to follow if they have concerns about a child or a young person.

Suspicion of abuse

1. If you see or suspect abuse of a child while in the care of Woking Youth Theatre, please make this known to the person with the responsibility for child protection
2. If you suspect that the person with responsibility for child protection is the source of the problem you should make your concerns known to the local authority designated officer (LADO)
3. Make a note for your own records of what you have witnessed as well as your response, in case there is a follow up in which you are involved
4. If serious allegation is made against any member of Woking Youth Theatre, chaperone, venue staff etc., action will be taken to ensure the individual does not have further contact with the child until the investigation is concluded. The individual will be excluded from the theatre; rehearsal rooms etc. and will not have any unsupervised contact with any other children in the production.

Disclosure of abuse

If a child confides in you that abuse has taken place:

1. Remain calm and in control but do not delay taking action
2. Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer
3. Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
4. Reassure the child that they did the right thing in telling someone
5. Tell the child what you are going to do next
6. Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social Care or the Police.
7. Never investigate or take sole responsibility for a situation where a child made a disclosure

8. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and to whom you gave the information. Make sure you sign and date your record.

Who to tell and what to tell them

- If you have concerns about the wellbeing of a child in your care you have a duty to report it to the organisation's protection officer who will contact Surrey County Council's child employment manager.
- If you are unable to contact the protection officer you should contact Surrey County Council Children's Services or out of hours duty team.

SCC Child employment manager	01483 518464 07971 664861
SCC Children's Services	0300 200 1006
SCC out of hours duty team	01483 517898

Recording of Information

1. In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with statutory child protection agency.
2. An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the reasons why the matter was not referred to a statutory agency and the name of the person reporting and to whom it was reported.
3. The record will be stored securely and shared only with those who need to know about the incident or allegation.

Creating a Safe Organisation

Photographs

1. When a child/young person joins WYT their parents/guardians will be asked to sign a consent form regarding the use of photographs to be taken. It will confirm to them agreeing that Woking Youth Theatre are allowed to take photos of their child, and use them for publicity purposes if necessary.
2. Parents/guardians will be asked to provide a written note if they don't want their child's photograph to be taken.

3. Photographic images may be used on the Woking Youth Theatre website, Facebook account or Twitter account, as well as promotional material. First names will only be provided. Children's names may be used next to images of them in programmes and cast lists.
4. Recording or taking photographs during a performance will be forbidden by the general public. Recordings or Photographs may be taken by a professional company on behalf of Woking Youth Theatre.

E-Safety

1. Most children and young people will use a mobile phone and computers. They are a source of fun, entertainment, communication and education. However we know that some women, men, and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face to face meetings.
2. If Woking Youth Theatre encounters a case of cyber-bullying by children, parents of both parties will be informed. It will be treated as seriously as any other type of bullying.
3. Woking Youth Theatre will not communicate directly and individually with children via their phones. We will have email and phone conversations with their parents/guardians.

Parents

1. Woking Youth Theatre believes it to be important that there is a partnership between parents/guardians and the theatre company.
2. All parents/guardians will have access to Woking Youth Theatre Safeguarding Policy and Procedures
3. All parents/guardians have the responsibility to collect or arrange the collection of their children after rehearsals or performances. Woking Youth Theatre has a responsibility to ensure that suitable arrangements are in place if a child does not get collected by their parent/guardian.
4. All Woking Youth Theatre Teachers will be DBS certified
5. All children during the show week will be chaperoned by a licensed chaperone, who is also DBS certified.

Chaperones

1. Chaperones will be registered with their local authority and will be appointed by Woking Youth Theatre for the care of children under the age of 16 during the production process. The chaperone is acting in loco-parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in their chaperone's care shall not exceed 12.

2. Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to Woking Youth Theatre once the local authority has approved.
3. Chaperones will be made aware of Woking Youth Theatre's Safeguarding policy and procedures.
4. Chaperones may have unsupervised access to children in their care consequently a criminal record disclosure will be sought as a requirement of the local authority, before the grant approval of the chaperone.
5. If the chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the Director and Stage Manager and not allow the child to continue.
6. Under the Dangerous Performances Act, no child of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to stop involving children in dangerous performances, and should contact the local authority.
7. During performances and theatre rehearsals, chaperones will be responsible for meeting children at the stage door, and signing them into the building.
8. Children will be kept together at all times except when using separate dressing rooms.
9. Chaperones will be aware of where the children are at all times.
10. Children will not be allowed to leave the place of performance unsupervised by chaperones unless in the company of their parents/guardians.
11. Children will be adequately supervised while going to and from the toilets.
12. Children will not be allowed to enter the adult dressing rooms.
13. Chaperones should be aware of the safety arrangements and first aid procedures of the venue, and will ensure that children in their care do not place themselves and others in danger.
14. Chaperones should ensure that any accidents are reported to and recorded by Woking Youth Theatre.
15. Chaperones should examine the accidents book each day. If an accident has occurred, the director is not allowed to use that child until a medically qualified opinion has been obtained, not just the word of the parent/guardian.
16. Chaperones should have written arrangements for children after performances. If someone different is to collect the child, it is the parent's/guardian's responsibility to contact the chaperone to let them know who this will be, giving their name. The chaperones will give the parent/guardian a password which the person collecting will use before the child is handed over.
17. Children should be signed out when leaving and a record made of the person collecting.

18. If a parent/guardian has not collected the child, it is the duty of the chaperone to stay with the child until contact has been made with the parents/guardian and arrangements have been made.

Physical contact

1. All adults will maintain a safe and appropriate distance from children.
2. Adults will only touch children when it is absolutely necessary in relation to the particular activity.
3. Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information

1. Woking Youth Theatre has a policy and procedure for the taking, using and storage of photographs or images of children.
2. Permission will be sought from the parents/guardians for the use of photographic material featuring the children for promotional purposes.
3. Woking Youth Theatre web-based materials and activities will be carefully monitored for inappropriate use.
4. Woking Youth Theatre ensures confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Rights and Confidentiality

1. If a complaint is made against a member of Woking Youth Theatre, he or she will be made aware of their rights under the Woking Youth Theatre disciplinary procedure.
2. No matter how you feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Accidents

1. To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.
2. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

3. If a child is injured while in the care of Woking Youth Theatre, a designated first-aider will administer first aid and the injury will be recorded in a Woking Youth Theatre accident form. This form will be counter-signed by the person with the responsibility for the child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production or rehearsal.

Disseminating/Reviewing policies and Procedure

1. Woking Youth Theatre will review their Safeguarding Policy and Procedure annually, and it will be signed off by the trustees; Bruce Hazelton, Stewart Mison and Gary Knight.
2. Any amendments made to the policy or procedures must be shared with staff and where significant changes appear these must be relayed to parents/guardians.

Useful contacts

Children's Services	0300 200 1006
Children's Services emergency duty team (out of hours)	01483 517898
Child Employment Officer	01483 517838
Child Employment Manager	01483 518464
	07917 664861