



## **Interarts Theatre Academy: Child Protection Policy**

Interarts Theatre Academy recognizes its duty of care under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. The academy recognizes that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The academy is committed to practice which protects children from harm. All staff working with/for the academy accept and recognize their responsibilities to develop awareness of the issues which cause children harm.

### **The academy believes that:**

the welfare of the child is paramount;

all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;

all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;

all members of the group should be clear on how to respond appropriately.

we all show respect for one another and behave accordingly.

### **The academy will ensure that:**

all children will be treated equally and with respect and dignity;

the duty of care to children 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 staff working with/for the academy will provide a positive role model for dealing with other people;

action will be taken to stop any inappropriate verbal or physical behaviour

it will keep up-to-date with health & safety legislation;

it will keep informed of changes in legislation and policies for the protection of children;

all staff working with/for the academy will have an up to date advanced DBS

it will hold a register of every child involved with the group and will retain a contact name, number and e-mail address close at hand in case of emergencies. The academy has child protection procedures which accompany this policy. The Management Committee of the group will be responsible for ensuring that the child protection policy and procedures are adhered to. This policy will be regularly monitored by the Management Committee and will be subject to annual review.

## **Responsibilities of the Academy**

### **At the outset of any production involving children the group will:**

undertake a risk assessment and monitor risk throughout the production process;

identify at the outset the person with designated responsibility for child protection;

engage in effective recruitment of chaperones and other individuals with responsibility for children, including appropriate vetting (if necessary in consultation with the local education authority);

ensure that children are supervised at all times;

know how to get in touch with the local authority social services, in case it needs to report a concern.

### **Parents :**

The academy believes it to be important that there is a partnership between parents and the group. Parents are encouraged to be involved in the activities of the group and to share responsibility for the care of children. All parents will be directed to the group's Child Protection Policy and procedures and given a hard copy if requested;

All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the academy to take children home.

### **Unsupervised Contact :**

The group will attempt to ensure that no adult has unsupervised contact with children;

If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area or in a designated room with a door open;

If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.

### **Physical Contact :**

All adults will maintain a safe and appropriate distance from children; Adults will only touch children when it is absolutely necessary in relation to the particular activity; 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 :**

The academy has a policy and procedures for the taking, using and storage of photographs or images of children.

Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.

The academy's web-based materials and activities will be carefully monitored for inappropriate use.

The group will ensure 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. **Suspicion of abuse :**

If you see or suspect abuse of a child while in the care of the academy, please make this known to the person with responsibility for child protection. 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 Director.

Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

If a serious allegation is made against any staff member of the group, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the venue, 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:

Remain calm and in control but do not delay taking action.

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.

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.

Reassure the child that 'they did the right thing' in telling someone.

Tell the child what you are going to do next.

Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.

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 who you gave the information to. Make sure you sign and date your record.

### **Recording :**

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 a statutory child protection agency.

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 matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported. The record will be stored securely and shared only with those who need to know about the incident or allegation.

### **Rights & Confidentiality :**

If a complaint is made against a staff member of the academy he or she will be made aware of his rights under the group's disciplinary procedures.

No matter how you may 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.

In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

### **Accidents :**

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.

Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

If a child is injured while in the care of the group, a designated first-aider will administer first aid and the injury will be recorded by the group. This record will be counter-signed by the person with responsibility for child protection.

If a child joins the production with an obvious physical injury a record of this will be made by the academy. This record will be counter-signed by the person with responsibility for 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.

### **Criminal Record Disclosures :**

If the academy believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.

The academy will have a written code of practice for the handling of disclosure information.

The academy will ensure that information contained in the disclosure is not misused.

### **Chaperones :**

Chaperones will be appointed by the academy for the care of children during the production process. By law 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 the chaperone's care shall not exceed 12.

Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with children, unless already well known to the academy. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.

Chaperones will be made aware of the academy's Child Protection Policy and Procedures.

Chaperones will not usually have unsupervised access to children in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.

Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the Director. If changes cannot be made satisfactorily the chaperone should consider not allowing the child to continue.

If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the Director and not allow the child to continue.

During performances, chaperones will be responsible for meeting children at the stage door and signing them into the building.

Children will be kept together at all times except when using separate dressing rooms.

Chaperones will be aware of where the children are at all times.

Children are not to leave the theatre unsupervised by chaperones unless in the

company of their parents.

Children will be adequately supervised while going to and from the toilets.

Children will not be allowed to enter the adult dressing rooms.

Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.

Chaperones should ensure that any accidents are reported to and recorded by the group.

Children should be signed out when leaving and a record made of the person collecting.

If a parent has not collected the child, it is the duty of the chaperone to stay with that child or make arrangements to take them home.

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