

## **Make Child Protection Policy**

Make Performing Arts acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Make Performing Arts own requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children

- have a positive and enjoyable experience of dance and drama with Make Performing Arts in a safe and child centered environment
- are protected from abuse whilst participating in Make Performing Arts classes or outside of the activity.

Make Performing Arts acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Make Performing Arts will

- promote and prioritise the safety and wellbeing of children and young people up to the age of 18
- ensure all teaching and administrative staff members understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern and involving the Somerset Safeguarding Children Board if necessary.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely

stored, in line with the NSPCC Guidance on Child Protection Records Retention and Storage

- prevent the employment/deployment of unsuitable individuals by ensuring all staff and volunteers are CRB checked
- ensure robust safeguarding arrangements and procedures are in operation.

Make Performing Arts on occasion will participate in shows or events where we have a 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 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013 to protect all children and young people in our care.

PERFORMERS AND AUTHORISED PERSONNEL ONLY will be allowed in the performing and back stage area.

THE USE OF CAMERAS (VIDEO, STILL or PHONE ) AND OTHER RECORDING EQUIPMENT IS NOT PERMITTED due to copyright and Child Safe Guarding issues, especially during the performances. Some authorised photography may be allowed during the shows by Make Performing Arts staff or authorised personnel. It is not Make Performing Arts policy to remove the phone, camera or video equipment however any evidence of photos being taken during a theatre show on social media or otherwise will be removed.

Chaperones and responsible adults MUST NOT use their own personal cameras, phones or other equipment to take photos backstage or in the performing area. This also applies to ALL children under licence.

Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Make Performing Arts. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in

dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Somerset Safeguarding Children Board as a result of any other significant change or event.

### **Child protection and safeguarding procedures**

Make Performing Arts have the following procedures in place to ensure the highest standard of child safeguarding and protection is upheld at all times:

Make Performing Arts ensure that all the staff have been enhanced DBS checked, qualified in their particular expertise.

Make Performing Arts staff are encouraged to become licensed chaperones for Somerset County Council to enhance their safeguarding training. All the staff are briefed on what to do in the event of a disclosure of information or if they suspect abuse or an issue with a child's safety or well being.

They will report any concerns to Mrs Sophy Layzell the designated Child Protection Officer for the group who will report information directly to Somerset County Council and the Safeguarding team.

All volunteers or assistants (over the age of 16 years) at Make Performing Arts are DBS checked as standard.

All Child Protection information is available on our website for parents and students to access.

Make Performing Arts have private changing areas at each of the venues we hire and ensure children 8 years are not left unattended in the building or in the areas directly outside the venues.

Make Performing Arts staff take registers at each class and make sure all the children go back to a parent/guardian after each class. Make Performing Arts always follow up a students'

absence to ensure students attend regularly. This contributes to the creation of an environment in which student safety is paramount.

Parents must write a letter to Make Performing Arts to give permission for their child to leave the building unattended and this is regularly checked to ensure the child is safe going home or being collected outside the building. This only applies to children over the age of 9 years.

Parents are informed about the nature of corrections in dance training as a 'hands on' approach is necessary at times to ensure safe technique. Parents are invited to write to Make Performing Arts if they are not happy for this to occur.

All the students know to return to the class/studio in the event of a parent/carer being late.

Every teacher has a contact number and emergency contact number to call the parent/carer should an accident occur within class or a parent is late collecting a student. Parents **must** ensure this information is updated when necessary.

The teachers follow a common sense approach to safety along with their knowledge in their field of expertise. Students must ensure they have the appropriate clothing and footwear for class and that all the students clearly understand the instructions given in class.

Students are given regular drinks/snack breaks during class and escorted to the toilet if necessary by a DBS checked assistant or parent/carer.

All tutors are covered by either their own or Make Performing Arts Public Liability Insurance and Tara Day and Sophy Layzell have First Aid Training. Accident reports are filled out for students who are involved in an accident during class and parents/guardians are always informed and sign the accident form to document the incident.

Make Performing Arts have provision for their student's health and safety and do not neglect their dignity and privacy either, for example by taking particular care to protect those with medical care needs. Arrangements for the storage of medicines or toxic substances are well understood by staff.

During shows and concerts we ensure the children perform material, songs and wear costumes that are age appropriate at all times.

Photography and videoing of the shows or concerts by the audience is restricted where possible and measures are taken to protect vulnerable students by mutual agreement with the parent/carer to opt out of these events should their safety be compromised.

Permission is given in writing for the use of students photographic image or video footage to be used on social media and the internet.

Make Performing Arts Facebook, Twitter and website are regularly monitored to ensure no one uses any offensive language or images which would be inappropriate for a child to view. Any misconduct would be immediately removed and reported to the site regulator.

Make Performing Arts prides itself on the desire and success in including all students in all aspects of theatre and dance training regardless of their needs and difficulties. Participation is always encouraged for all students, with steps taken where necessary to minimise the risks involved.

Make Performing Arts understand that safeguarding is as much about students' emotional and mental well being as it is about their physical well being.

Make Performing Arts promotes and maintains to the highest standard a safe and nurturing environment for all its students and staff.

Children's Social Care on [0300 123 2224](tel:03001232224)

Consultation line for OSLs [0300 123 3078](tel:03001233078)

[childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

Police: 101 or in an emergency 999

## **Our safeguarding policy**

This policy applies to all staff, paid staff, volunteers and sessional workers, students or anyone working on behalf of Make Performing Arts

The purpose of this policy is:

- to protect children and young people who receive Make Performing Arts services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

Make Performing Arts believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

## **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

## **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **We will seek to keep children and young people safe by:**

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures

- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: \_\_\_\_20<sup>th</sup> October 2016\_\_\_\_ (date)

Signed: \_\_\_\_\_*Sophy Layzell*\_\_\_\_\_ (this should be signed by the most senior person in your organisation, for example the safeguarding lead on your board of trustees).