

## **Safeguarding Children and Vulnerable Adults Policy : “Safeguarding Policy”.**

### **Safeguarding**

Safeguarding is a term which is broader than ‘child protection’. Safeguarding is everyone’s responsibility.

Safeguarding is defined in Working Together to Safeguard Children 2013 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of members, parents/carers and the general public.

Poulner Players has a duty of care to safeguard from harm all children involved in all of its activities.

Poulner Players will therefore ensure the safety and protection of all children involved in theatrical and other activities through adherence to its Safeguarding Policy.

*This policy is informed by Working Together to Safeguard Children 2015, The Childrens Act 2004, The Children (Performances and Activities) (England) Regulations 2014 ( came into force 2015) and NODA guidelines.*

Poulner Players will appoint a designated person responsible for child protection issues, who is named in Appendix a. This person shall have clearance from DBS in accordance with the procedure outlined in the DBS application procedure. The designated responsible person appointed will be reviewed annually at the first meeting following the Annual General Meeting, and the policy will be reviewed and updated accordingly.

The Safeguarding Policy must be provided on election to all members of the Management Committee, who will be required to confirm they understand its purpose and content.

Poulner Players should ensure that parents of any children under school leaving age are aware of their responsibilities with respect to performing in public.

*Definitions: a child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of their academic year 11. (Statutory Guidance Department for Education March 2015).*

Poulner Players assert that:

- the welfare, health and safety of the child is paramount;
- all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;

Aims of the Policy:

- to provide children with appropriate safety and protection whilst in the care of Poulner Players.
- to allow informed responses to specific child protection issues.

The Policy has four sections and four appendices

1. Code of Practice
2. Standard of Conduct
3. Responding to allegations of abuse
4. Responding to allegations of abuse within Poulner Players

Appendices:

- a Poulner Players named person, categories of abuse and contacts
- b written record of concerns
- c. children in entertainment restrictions.

1. Code of Practice

The code of practice and standard of conduct apply to directors and adult helpers, and other Poulner Players members who are working with children in Poulner Players productions including cast and crew.

The Safeguarding Policy should be read and adhered to by all involved in working with children.

The safety of children involved in all performances will be considered when risk assessment and management procedures are undertaken (refer to Health and Safety Policy).

Regulations relating to children in entertainment restrictions (Appendix e) will be adhered to.

All concerns and allegations of abuse will be taken seriously and responded to quickly and appropriately. All members & helpers working with children have a responsibility to report concerns. (refer to sections 3 & 4).

Children will not be promised confidentiality but any information disclosed should be restricted on a need to know basis.

Directors and other Poulner Players members working with children must avoid actions and behaviour that could be construed as inappropriate. *It should be noted that others may misinterpret intentions, however well-intended.*

Children shall not be photographed without permission

Two DBS checked persons should always be present. If a person is working in a one to one situation with a child within the group that person should ensure that they are always visible to the other

Lifts home shall not be given except with parent's prior consent.

## 2. Standard of Conduct

Children should be treated with respect at all times.

There must be no

- physical punishment or restraint.
- racist/homophobic language
- use of shouting as a means of control, or similar actions which might reduce a child to tears
- use of language which might undermine their confidence.

Physical contact should be undertaken judiciously and only when required for demonstration or as a necessary part of a production.

## 3. Responding to allegations/disclosure of abuse

For areas of abuse see Appendix a.

**It is not the responsibility of anyone from Poulner Players to decide if abuse has occurred.**

It is Poulner Player's responsibility to take seriously any concerns or disclosure and act appropriately. Concerns and disclosures/allegations must be reported to Poulner Player's designated child protection officer who should seek advice as appropriate from Hampshire County Council Children's Services or in an emergency, the Police (for contacts see Appendix a).

In the event of a disclosure the child must be listened to and reassured that he/she is right to tell about it. It must be made clear that in order to help you may not be able to keep what he/she has said to yourself.

Write down immediately what the child has told you (see Appendix b)

Explain to the child what happens next

Consult with Poulner Player's designated child protection person. To maintain confidentiality do not discuss the allegations with anyone else.

## 4. Responding to allegations/disclosure of abuse within Poulner Players

Should allegations involving Poulner Players members be disclosed the following action should be taken in addition to the actions noted above:

Poulner Players members must not attempt to carry out any investigation – this is the role of the statutory authority.

Do not discuss the allegation with anyone implicated.

Poulner Players must suspend any member implicated from rehearsals, performances and meetings until any ensuing investigation is complete. However, any member implicated is entitled to confidentiality while any investigation is carried out.

All Poulner Players members must co-operate fully with any investigation that may follow.

**This policy was adopted and endorsed by Poulner Players Management Committee**

**On 29<sup>th</sup> January 2016**

**Signed.....**

Produced January 2016  
Review date January 2017



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**Signed** *H. Rossiter* Chairman

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## **Poulner Players Child protection policy Appendix a**

### **Poulner Players named person, categories of abuse and contacts**

Poulner Players named responsible person is:

...Julie Lax.....mobile phone: 07908 458917

#### **What is child abuse?**

Child abuse falls into one or more of four categories: physical abuse, emotional abuse, sexual abuse and neglect.

For definitions of these categories consult Hampshire county Council's website:

[www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-protection/child-abuse.htm](http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-protection/child-abuse.htm)

Contacts:

|  |               |
|--|---------------|
| Hampshire County Council Children's Services | 0300 555 1384 |
| (8.30 – 17.00)                               |               |
| (out of hours)                               | 0300 555 1373 |
| Police contact number                        | 0845 045 4545 |
| NSPCC child protection                       | 0808 800 5000 |

In emergency situations ring 999

## **Poulner Players Child protection policy Appendix b**

### **Written record of concerns following disclosure of abuse**

- Allow the child to tell you at his/her own pace. Ask questions only for clarification and avoid leading questions.
- Reassure the child that he/she has done the right thing but do not promise to keep it secret. Tell the child that you will only share the information with those who need to know and will be able to help.
- Tell the child what you will do next.
- As soon as possible after disclosure make notes of what was said using the child's own words.
- Note the date and time of disclosure and any names mentioned
- Note the name of the person you gave the information to
- Sign and date the record.
- Ensure that the record is stored securely and shared only with persons who need to know about it.



## **Poulner Players Child protection policy Appendix c**

Poulner Players recognises that there are specific rules for licensing children for performances. If in any doubt about these rules the person responsible for performance, with the Chairman of Poulner Players, should seek clarification by referring to the full details which are set out in Children and Young Persons The Children's (Performances and Activities) (England) Regulations 2014. These regulations came into force in 2015.(available in full online).

Reference may also be made to the Local Authority.

For our purposes a licence is required only if:

- A child is required to miss school
- A child is receiving any form of payment
- A child performs on more than 3 days in a 6 month period (including school performances).

Poulner Players must ensure that we have "reasonable grounds" to believe a child qualifies for exemption from licensing. If a child has not performed on more than 3 days in the last 6 months a licence is not required to perform on the 4<sup>th</sup> day. Once a child has performed on 4 days in a 6 month period in any performance regardless of whether or not a licence was in place on any of these days - then a licence is required for any further performances.

School productions don't need a licence but note previous paragraph concerning whether or not a licence was in place for any performance days in the last 6 months.

Recommended best practice is to have this confirmed by the parents/carers in writing. (*See note below*)

Poulner Players must also ensure that those responsible for arranging rehearsals and performances are aware of and adhere to the Children in Entertainment Restrictions in Relation to All Performances regulations, attached in table form to this Appendix.

Note: source for best practice:

Examples of best practice- child Performance and Activities Licensing by Local Authorities in England February 2015 renewed September 2015.

*Developed by a group of representatives from local authorities, UK film and broadcasting industry regulators, professional and amateur theatre, music and dance sectors, casting agencies and modelling and advertising industry. The group was convened and facilitated by the Department for Education.*

*Note for PP the above document is very useful.*

