

Safeguarding Policy Natural Theatre Company (NTC) **Sept 2015**

This policy applies to all staff, contractors and volunteers working in the Service's buildings.

They also apply at outreach events and activities organised by NTC

Designated Person – Mark Bishop
Designated Deputy – Andy Burden

1. Introduction

We at the NTC are committed to a practice, which safeguards and promotes the welfare of children *. We have a duty to ensure that children, young people and vulnerable adults we work with are kept safe, secure and have a positive and enjoyable experience working with us.

All staff and volunteers (whether permanent, temporary, freelancers, volunteers or contractors) working in the building or , or engaged in outreach activities accept and recognise their responsibilities to promote awareness of issues, which cause children and young people harm.

The NTC will safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for safer recruitment in the selection of staff and volunteers
- Providing effective management oversight for staff and volunteers through supervision, support and training

* A child/young person is defined as a person under the age of 18 (Children's Act 1989).

We are also committed to reviewing our Safeguarding Policy on an annual basis.

2. Statement of Intent

It is the policy of NTC to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. This organisation is committed to creating a safe

environment in which young people can feel comfortable and secure while engaged in any visits or activities at any of the Heritage sites or where staffs are engaged to deliver outreach sessions at other locations.

Children & Young People

Children and young people have a right to information, especially any information that could make life better and safer for them. The NTC will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, all NTC staff and volunteers will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publicising information on all our sites, activities and outreach
- Publishing the named Designated Child Protection Person(s) and how to make a complaint on our webpage
- Publishing a full copy of this Safeguarding Policy on our webpage

Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the NTC is aware of their responsibilities under the Child Protection legislation and has a working knowledge of the procedures. (See 4h) Each member of staff will receive updated training in Child Protection every three years.

Other Bodies

A copy of our Safeguarding Policy will be made available to any other appropriate body.

3. Types of abuse

Neglect: is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger

- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

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

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

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

4. Child Protection Guidelines for all staff and volunteers

Staff must at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of the NTC

a. RESPECT

Staff and volunteers are committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

b. BY EXAMPLE

Staff and volunteers will

- Always put the welfare of the child or young person first
- Run workshops with children and young people with two members of staff
- always work in an open environment avoiding private or unobserved situations
- Make all interaction with NTC positive enjoyable: promote fairness, and confront bullying;
- Treat all young people equally and with respect and dignity

c. ONE TO ONE CONTACT

Staff and volunteers will:

- Not spend excessive amounts of time alone with children, away from others. Staff should try to always be visible to others in their contact with children.
- In the unlikely event of having to meet with an individual child or young person on the premises make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts.

d. PHYSICAL CONTACT

Staff and volunteers should never:

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves.
- Allow, or engage in, any inappropriate touching of any kind
- Offer any form of unnecessary physical contact, but where physical support is needed (eg as part of a workshop) it should be given consensually and should be neither intrusive nor disturbing

e. GENERAL

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow yourselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person.

f. RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within the NTC or the work of the NTC

g. SHARING INFORMATION

Good communication is essential in any organisation. In the NTC every effort will be made to assure that, should individuals have concerns; they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need- to- know basis.

h. PROCEDURES FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

All action is taken in line with the following legislation/guidance:

Bath & North East Somerset Local Safeguarding Children Board
<http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection/local-safeguarding-children-board>

South West Safeguarding and Child Protection Shared Procedures
<http://www.online-procedures.co.uk/swcpp/>

Working together to Safeguard Children 2015
<http://www.workingtogetheronline.co.uk/>

In any case where an allegation is made, or someone in the NTC has concerns, a record should be made.

Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to?
- If so, what was said?

- Has anybody been alleged to be the abuser?
- If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, children's social care
- Has anyone else been consulted?

i. DESIGNATED CHILD PROTECTION PERSONS

- The Designated Person Mark Bishop or the Deputy Andy Burden - will immediately inform Bath & North East Somerset's **Children & Families Assessment Intervention Team (CAFAIT)** on the following numbers:

01225 396312/313 Out of hours number: 01454 615165

- The telephone referral to CAFAIT will be confirmed in writing using the form marked C2, within a maximum of 48 hours, ideally 24 hours, with a copy to the Designated Person for Child Protection - Essential information will include child's name, address, date of birth, family composition, and reason for referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.
- Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

j. ALLEGED ABUSE BY STAFF, MANAGERS, VOLUNTEERS OR TRUSTEES

- When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your Designated Person for child Protection – Mark Bishop or their Deputy –Andy Burden or, if the allegation concerns them both, direct to the Local Authority Designated Officer.(LADO)
- Your designated person for child protection should contact one of the Local Authority designated officers for consultation **Local Authority Designated Officer (LADO)** on **01225 396810** or if unavailable **Head of Safeguarding** on **01225 396974** within 1 working day. The Designated Officer contacted will record a note of the consultation and will advise on the appropriate action that needs to be taken

k. RECRUITMENT OF STAFF

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

All NTC Personnel required to work with young or vulnerable people must have an up-to-date and DBS Certificate (Disclosure and Barring Service), and that a copy is kept on file. Relevant and up-to-date CRB Certificates may also be acceptable.

NTC will always provide copies of Personnel DBS/CRB Certificates to any relevant interested parties (Parents, Carers, teachers, Workshop bookers etc.) if requested.

NTC welcome and actively seek any constructive feedback from participants and their parents/carers/teachers, and aim to implement and appropriate changes when relevant. In addition, evaluations are to be carried out after all workshops by NTC staff.

Interview and Induction

All potential employees and volunteers recruited to work with young and vulnerable people will be required to undertake an interview carried out by the Director and the Participation Coordinator. All successful employees and volunteers will receive a formal induction during which:

If a candidate already has an up to date DBS form, the details will be checked. If not, a DBS application will be made.

Evidence of identity and current address must be obtained;

Their qualifications will be substantiated;

The job requirements and responsibilities should be clarified;

They will be asked to agree and sign up to the company's Code of Conduct;

All training needs are to be identified and provided if necessary;

All staff and volunteers are to receive a copy of this Child Protection Policy

I . TRAINING

- The Designated Person and his/her Deputy must receive training every 2 years in Child Protection. Training is available from B&NES Local Safeguarding Children Board

<http://www.bathnes.gov.uk/services/children-young-people-and-families/childrens-workforce-training/child-protection-training>

- All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

m. RECORD- KEEPING

- All records, information and confidential notes will be kept in separate files in a locked drawer or filing cabinet.
- Only the Designated Persons will have access to these files.

n. DISCLOSURE

- Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
 - Listen to the child, rather than question him or her directly.
 - Offer him / her reassurance without making promises, and take what the child says seriously
 - Allow the child to speak without interruption
 - Accept what is said – it is not your role to investigate or question.
 - Do not overreact.
 - Alleviate feelings of guilt and isolation, while passing no judgement
 - Advise that you will try to offer support, but that you must pass the information on.
 - Explain what you have to do and whom you have to tell.
 - Record the discussion accurately, as soon as possible after the event,
 - Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
 - Contact one of the Designated Persons –for advice / guidance.
- The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If Designated Person is not available, or it is inappropriate to approach them, the volunteer /member of staff with the concern should make direct contact with the relevant organisation themselves.
- Record any discussions or actions taken within 24 hours.

o. FURTHER INFORMATION

For further information about safeguarding good practice see the B&NES Local Safeguarding Children Board website. This contains comprehensive information on local and national procedures and policies.

<http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection/local-safeguarding-children-board>

For information and support about safeguarding vulnerable adults visit B&NES Local Safeguarding Adults Board LSAB

<http://www.bathnes.gov.uk/services/care-and-support-and-you/safeguarding-and-legal-information>

Safeguarding implementation at the Natural Theatre Company

NTC Personnel has a concern

**Record &
Report concern**

Inform either Andy Burden or Mark Bishop

Is this concern serious?

Yes/ Possibly

**Report &
Record**

Seek advice from the Local Authority CFAIA Team

CFAIA deems the concern serious

Follow guidelines and protocol set out by CFAIA

CFAIA does not deem concern serious

Follow guidelines and protocol set out by CFAIA

**Record &
Report findings**

Regular assessment and continual monitoring of situation

Identify any potential training or practice issues

This Policy will be reviewed in Sept 2016

Signed by Designated Person.....

Chair of Trustees.....