



# Safeguarding Policy and Procedures

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## **Introduction**

The Yvonne Arnaud Theatre (YAT) works with children, young people and vulnerable adults, delivering sessions in acting, movement, voice and technical theatre skills that aim to be educational and fun. This can only be achieved in an atmosphere of trust and respect. YAT has a responsibility to safeguard and promote the welfare of all its staff and students and this policy and procedures document provides a clear framework within which this will happen.

YAT is committed to ensuring the safety of children, young people and vulnerable adults. We believe that:

- The welfare of the child is paramount
- All participants in our youth theatre, without exception, have the right to protection from abuse.
- All suspicion and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All staff employed within the youth theatre and participation department have a responsibility to report concerns to the appropriate officer.

YAT has adopted the following Safeguarding Policy to be certain that we are doing everything in our power to ensure the safety and protection of all those participating in all aspects of our youth theatre.

## **Definitions**

The Children's Act 1989 defines a child as 'a person under the age of 18'. The Management of Health and Regulations 1999 regard a child as 'a person who is not over the minimum school leaving age' and a young person as 'a person who has not yet attained the age of 18'. For the purpose of this document, a child is under 16 and a young person is over 16 but under 18.

Section 155(4)(a) of the Police Act 1997 states that a person can be considered to be vulnerable if they are 'substantially dependent upon others in performing basic, physical functions, or his/her ability to communicate with others, is severely impaired, and as a result, he/she would be incapable of protecting himself/herself from assault or other physical abuse, or there is a potential danger that his/her will or moral well-being may be subverted or overpowered'.

## **Policy Statement**

YAT has a duty to take such steps to ensure that the child, young person or vulnerable adult is safe from harm while involved in YAT activities. All children and young people have the right to protection and the needs of disabled persons and those who may be particularly vulnerable must be taken into account. YAT will ensure, as far as is reasonably practicable, that it has provided an environment which is safe and protects all children, young persons and vulnerable adults involved with its activities through adherence to the safeguarding guidelines it has adopted.

## Policy Aims

The aim of the Yvonne Arnaud Youth Theatre Safeguarding Policy is to promote good practice by:

- Providing children, young people and vulnerable adults with the appropriate safety protection whilst engaging in YAT activities.
- Allowing all our staff to make informed and confident responses to specific safeguarding issues.

However, it should be noted YAT staff are not specifically trained or qualified to deal with situations of abuse, or have the power to decide if abuse has occurred. Appropriate action will be taken to notify the relevant authorities to any suspected or actual cases of abuse.

## Policy Implementation

The YAT Safeguarding Policy will be implemented by adhering to the policy guidelines contained within this document. All staff who work with children, young persons or vulnerable adults must comply with this Policy.

The guidelines cover the following areas:

- Recruitment of staff
- Chaperones
- Admissions
- Health and Safety
- Use of Child Images / Photographs / Websites
- Safeguarding procedures

## Managerial Responsibilities

The responsibility for oversight of YAT's Safeguarding Policy lies with the Head of Youth Theatre and Participation, with delegated responsibility to relevant members of the Yvonne Arnaud Youth and Participation Team.

**The Safeguarding Officer is Rhiannon Fisher, Head of Creative Learning**  
[rfisher@yvonne-arnaud.co.uk](mailto:rfisher@yvonne-arnaud.co.uk)

## Responsibilities

### Recruitment of staff

YAT recognises that anyone may have the potential to abuse children and young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

YAT requires that:

- All new Youth Team staff are DBS checked. This application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- A reference is given from a previous employment;

All staff will:

- Understand their responsibilities under this Safeguarding Policy and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child, young person or adult
- Work safely and effectively with children and young people

Where staff will take significant responsibility for safeguarding children, young people and vulnerable adults during YAT activities (where parents and/or guardians are not present and therefore taking the significant responsibility) they will also be required to complete a Disclosure and Barring Service check (DBS).

YAT will support staff with training regarding Safeguarding and make sure each member of staff is aware of the issues surrounding Safeguarding.

### Employment of Minors

YAT occasionally employs people under the age of 18. Although they are classed as employees YAT continues to have a Duty of Care for these individuals, including those in the roles of Assistants, Apprentices and Ushers. Any disclosure by young employees is taken seriously and will be acted upon accordingly.

### Chaperones

Chaperones are essential for YAT Youth Theatre and Participation productions as well as professional productions such as pantomime if involving minors. We encourage parents of children in productions to register and train to become chaperones. Requirements and responsibilities of Chaperones are outlined here

- Chaperones registered with their local authority, will be appointed by our organisation for the care of children 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 the chaperone's care shall not exceed 12.
- Potential chaperones will be required to obtain a chaperone registration from their local authority and to supply this registration to YAT once the local authority has approved them as a chaperone.
- Chaperones will be made aware of YAT's Safeguarding Policy and Procedures.
- 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 for the chaperone

- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer or Head of Youth Theatre. 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 producer and not allow the child to continue.
- 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.
- During performances, chaperones will be responsible for meeting children at the 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 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 given any gifts including sweets and chocolate to children and be aware of any allergies
- If any gifts are given they should be to all children to avoid inappropriate favouritism
- Chaperones should be aware of the safety arrangements and first aid procedures, 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 on an Accident form and given to the Health and Safety Officer.
- Chaperones should examine incident log each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- 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 until arrangements have been made to take the child home.

#### Parents/ Carers

The YAT believes it is important that there is a partnership between parents/carers and any members involved in YAT activities and performances. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care of children.

- All parents/carers have online access to the Safeguarding Policy and procedures.
- All parents/carers have the responsibility to collect (or arrange collection of) their children after rehearsals or performances.

#### Health and Safety

The Building and Facilities Manager has overall responsibility for health and safety issues within YAT. All staff have an obligation to comply with Health and Safety to ensure the safety of themselves and others.

Any person in charge of children, young people or vulnerable adults owes them a duty to take reasonable care for their safety.

**Accident and Injury**

To avoid accidents, chaperones and children will be advised of best practice 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 YAT, a designated first-aider will administer first aid and the injury will be recorded in the accident book. 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 in the accident book. 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.

In the event of an accident or injury to the young person, the supervising member of staff should act according to YAT procedures relating to accident or injury. It will be the responsibility of a Staff Member to contact the young persons' parent/carer to inform them of the situation.

**Medication**

Medication must not be given to a child, young person or vulnerable adult without the written consent of a parent, guardian or carer.

When a member of staff administers medication, it should be strictly controlled and documented. Every time it is administered a record should be made. All copies of those records will be held by Chaperones or YAT Staff.

**Physical Contact**

All adults will maintain a safe and appropriate distance from children and will only touch children when it is absolutely necessary in relation to the particular activity. Consent with clear purposes of physical contact will be asked from the child or Youth and Participation Member prior to physical contact being made.

### **Use of Child Images in Photographs/Website**

As a means of publicising the work of YAT and its Youth Theatre and Participation department in brochures and on the website YAT would naturally seek to use images of participants on its programmes. This must only be done within the following guidelines:

- Formal permission in writing will be obtained from parents/carers or school for the use of all child images. In the case of young people aged 16+, permission will also be sought directly from the young people themselves.
- No inappropriate images will be taken;
- New permission will be sought annually.

### **Social Media**

All employees, officers, consultants, contractors, volunteers, casual workers and agency workers (referred to within this policy as 'staff') must adhere to the YAT's Social Media policy. Some key areas are highlighted below.

#### **Compliance with related policies and agreements**

Social media should never be used in a way that breaches any of YAT's other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum.

For example, staff are prohibited from using social media to:

- breach YAT's IT and Communications Systems Policy;
- breach YAT's obligations with respect to the rules of relevant regulatory bodies;
- breach any obligations contained in those policies relating to confidentiality;
- breach YAT's disciplinary policy or procedures;
- harass or bully other staff or YAT young people in any way;
- unlawfully discriminate against other staff, YAT young people or third parties;
- breach YAT's data protection policy (for example, never disclose personal information about a colleague online); or
- breach any other laws or regulatory requirements.
- Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

#### **Authorised use**

YAT recognises that social media can be a legitimate and effective way to communicate with children and young people. Current social media applications frequently used by members include Twitter, Facebook, Vine, WhatsApp and Instagram, to name a few. Contact with our young people through such forums should only take place through organised accounts.

Current organisational accounts are as follows:

Twitter            @yvonnearnaud  
                         @yvonnearnaudyt

Facebook        [www.facebook.com/YvonneArnaudTheatre](http://www.facebook.com/YvonneArnaudTheatre)  
                         [www.facebook.com/yvonnearnaudyouththeatre](http://www.facebook.com/yvonnearnaudyouththeatre)



**Instagram:**

@yvonnearnaud

**LinkedIn:**

<https://www.linkedin.com/company/1320585/>

**YouTube:**

YvonneArnaudTheatre

**Prohibited use**

YAYTP / YAT staff are not permitted to do any of the following in their personal capacity or in the name of YAT, other than by using the organisational accounts listed in section 4:

- Be friends with, send or accept any friend requests from current Youth Theatre members on Facebook
- Request to follow Youth Theatre members on other social media platforms
- Join, accept invitations to or contribute to any groups, private or otherwise, relating to a Youth Theatre group, production or member activity on social media
- Send or respond to any private message from a Youth Theatre member

On the occasion someone is employed as an Assistant or Usher and is also a Youth Theatre Member they are permitted to befriend and follow other Youth Theatre Members provided there is no violation of the Social Media policy including bullying and harassment.

YAT does not expect staff to remove or block members who become followers of their personal Twitter accounts but staff must respect their association with YAT when tweeting.

- Any misuse of social media in reference to safeguarding should be reported to the Head of Youth and to the Director of Marketing and Customer Experience
- Staff must not post any unauthorised photos of YAYTP members without expressed prior consent for archive, marketing or promotional purposes.

If staff see social media content that disparages or reflects poorly on YAYTP/YAT, they should contact the **Director of Marketing and Customer Experience**

## Procedures for dealing with allegations or suspicions of child abuse

### What is abuse?

The formal definition of child abuse is:

***“Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of the child).”***

This is a very open definition, which encourages us to be open-minded and think about what child abuse is.

### Awareness of actual or likely occurrence of abuse

There are a number of ways in which abuse becomes apparent:

- A child discloses abuse
- Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused
- A child may show signs of physical injury for which there appears to be no satisfactory explanation
- A child’s behaviour may indicate that it is likely that he/she is being abused.
- A member of staff’s behaviour or the way in which he/she relates to a child causes concern.

### Stages to follow if you are worried about a child or vulnerable adult

#### Responding to allegations or suspicions

It is not the responsibility of anyone working at YAT, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

YAT will assure all staff that it will fully support and protect anyone, who in good faith reports his or her concerns that anyone is, or may be, abusing a child.

- If you see or suspect abuse of a child while in the care of the YAT, 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 local authority designated officer (LADO)
- 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 member of the organisation, 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, filming location, TV Studio, etc. and will not have any unsupervised contact with any other children in the production.

### **Action if a child discloses information**

When a child or young person discloses something to a member of staff that causes concern, it is important to clearly record this information. Any concerns about a child or young person should be recorded regardless of whether or not it will be ultimately passed on to the statutory authorities.

If a child or young person talks about possible abuse, the member of staff **should**:

- Try to react calmly.
- Remember that the child is likely to be frightened or anxious.
- Tell the child that he or she was right to tell and is not to blame.
- Listen carefully and take what the child says seriously.
- Recognise the inherent difficulties interpreting what is said by young children.
- Ask no more questions than are necessary to ensure they are clear enough about what has happened to pass the child's concerns on. The child may also be asked to recount their story to social services or the police. However, the child must not be prevented from recalling events.
- Reassure the child but do not promise confidentiality. It should be explained that the child will have to speak to someone else who can help.
- Make a full written record of what has been said, heard and/or seen as soon as possible.
- Remember that young or disabled children may not be able to express themselves verbally.
- Communication differences may mean that it is hard for them to complain or be understood.
- Sometimes abuse of disabled children has gone unrecognised because behavioural clues were interpreted as part of their disability.

The member of staff **should not**:

- Panic
- Allow their shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions about what has happened.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Make promises or agree to keep secrets.

### **Information forwarded to social services or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted and if so what has been said?
- Has anyone else been consulted and if so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser?  
Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

## **Responding to allegations against a member of staff**

### **Action if there are concerns**

#### **1. Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice, the Safeguarding Officer will refer the matter on as a misconduct issue to the appropriate manager as detailed in the disciplinary and grievance procedures.
- If the allegation is about poor practice by the Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Director of YAT who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### **2. Concerns about suspected abuse:**

- Any suspicion that a child has been abused by a member of staff should be reported to the Safeguarding Officer, who will take steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Safeguarding Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Safeguarding Officer should also notify the Director of YAT.
- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Director of Yvonne Arnaud Theatre (YAT) who will refer the allegation to Social Services.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Safeguarding Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services/Police.
- The alleged abuser (and parents if the alleged abuser is a child)
- Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Contact Details**

MASH – Multi Agency Safeguarding Hub:	0300 470 9100
Guildford Police Station:	01483 571212
Children’s Services Duty Team (Out of hours)	01483 517898
NSPCC Child Protection Helpline	0808 800500
Email concerns for a child or young person	<a href="mailto:csmash@surreycc.gov.uk">csmash@surreycc.gov.uk</a>
Email concerns for an adult	<a href="mailto:ascmarsh@surreycc.gov.uk">ascmarsh@surreycc.gov.uk</a>
Local Authority Designated Officer (LADO)	0300 123 150
Manages allegation against individuals who work or volunteer with children in Surrey.	LADO@surreycc.gov.uk

### **Internal Enquiries and Suspension**

The Director and Chief Executive of YAT will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Independent of the findings of social services or police inquiries, the Theatre will investigate all individual cases to determine the appropriate action to be taken.

This may be a difficult decision: particularly where there is insufficient evidence to uphold any action by the police. In such cases, the YAT Director and where appropriate, Board of Trustees, must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

### **Support to deal with the aftermath of abuse**

Consideration will be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from the British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, fax: 01788 562189, Email: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration will be given to what kind of support may be appropriate for the alleged perpetrator.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or by a member of staff who is still currently working with children).

Where such an allegation is made, YAT should follow the procedures as detailed above and report the matter to social services or the police. This is because other children or young people may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

This is reinforced by the details of the protection of Children Act 1989.

## **General Information and Guidance**

### **Legislation and government guidance**

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children.

The main acts include:

#### **Children Act 1989**

The intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act allows for provision of services to support children and their families and for the compulsory intervention of the state to protect children. The act also gives local authorities a responsibility for ensuring that this happens by working together with all the relevant agencies. It states that only the police, social services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

#### **Working Together to Safeguard Children**

This document sets out how all agencies and professionals in the statutory, voluntary and independent sectors should work together to promote children's welfare and protect them from abuse and neglect and requires those agencies to share information.

#### **Framework for the Assessment of Children in Need and their Families**

This document outlines a procedure for all those who work with children and families in determining whether a child is in need (under the Children Act 1989) and decides how best to provide help. A child in need does not necessarily require protection, but they and their family may need additional support. This could be due to:

- Domestic violence, drug or other substance abuse, social exclusion, mental health problems
- A child in need can be at risk of abuse, if the family does not receive help.

#### **The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997**

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carer or adoptive parents where either they or any other member of the household over the age of 18 is known to have been convicted or cautioned for relevant offences. These regulations also apply to childminding, private fostering and residential care.

#### **The United Nations Convention on the Rights of the Child**

The United Nations Convention sets out the rights of all children, including their right to be protected from harm.

#### **Rehabilitation of Offenders Act 1974**

This Act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from this legislation.

This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago: and that these will be taken into



account when deciding on their suitability for working with children. NB. Verification of Criminal Records will be obtained in all cases from the Disclosure and Barring Service.

**Health and Safety at Work Act 1974**

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others

**Youth Justice and Criminal Evidence Act 1999**

Working together to achieve best evidence in relation to vulnerable and intimidated witnesses, which includes children. NB: all young people under 17 are always classed as vulnerable witnesses in cases of violent and sexual offences.

## Forms of Child Abuse

*Sexual abuse:* Both girls and boys can be sexually abused in the following ways: full sexual intercourse; vaginal/anal masturbation; oral sex and fondling; showing children pornographic books and videos; asking children to take part in making videos or taking pornographic photographs.

*Physical abuse:* Can be in the form of injuries sustained through hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the child's body.

*Neglect:* Where adults fail to meet a child's basic physical needs e.g. for food, warmth and clothing. Constantly leaving children alone or unsupervised, failing or refusing to give children love, affection or attention. Neglect may also occur during organised activities if young people are placed in an unsafe environment, or are at risk of being injured.

*Emotional abuse:* includes persistent lack of love or affection, frequently shouting at children, taunting children, over protection, which can lead to poor social skills. Emotional abuse may include situations where parents, coaches or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

## Promoting Good Practice

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/young people/ disabled adults equally, and with respect and dignity.
- Always putting the welfare of all children/ young people/ vulnerable adults first.
- Ensuring that, if any physical contact takes place during a session / workshop, it should be provided openly and with the consent of the child, young person, or vulnerable adult. Parents/guardians will be informed that physical contact may take place during the session but it will always be kept to a minimum;
- Involving parents and carers wherever possible. Parents will be invited to meet the youth leaders and attend performances;
- Being an excellent role model;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Recognising the developmental needs and capacities of young people and vulnerable adults;
- Being aware of any special needs of any child, young person, vulnerable adult whether this be due to cultural, religious, physical, emotional or any other needs, prior to working with them.

### **Practices to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the child's parents or whoever is acting in *loco parentis* i.e. a teacher. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking or dropping off a child to an event.

### **Practices never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games
- Share a room with a child or a young person
- Allow children / young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child, even in fun;
- Reduce a child / young person to tears as a form of control;
- Allow allegations made by a child / young person to go unrecorded or not acted upon;
- Do things of a personal nature for children / young person or disabled adults, that they can do for themselves;
- Invite or allow children / young people to stay with you at your home unsupervised.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### **Incidents that must be reported/recorded**

If any of the following incidents occur, you should report this immediately to another colleague and record the incident in the Incident Log Book in accordance with YAT's procedures.

You should also ensure the parent or guardian or whoever is acting in *loco parentis* i.e. youth leader is informed along with the Head of Youth/ Safeguarding Officer of:

- Any accident that happens during class
- If you accidentally hurt a participant
- If the child / young person seems distressed in any manner
- If a participant appears to be sexually aroused by your action
- If a participant misunderstands or misinterprets something you have done.

**Bullying**

Bullying is not acceptable to YAT under any circumstances or in any situation. Bullying can occur amongst any members of staff and, in the particular context of this document, from youth leader to student, student to youth leader.

Bullying can include:

- Physical actions such as hitting, kicking and any other unwanted physical contact;
- Name calling, humiliation, ignoring and making degrading and/or disrespectful comments;
- Racist, sexist or homophobic insults and gestures;
- Sexual comments and suggestions;
- Applying undue continuous emotional pressure on an individual;
- Making inappropriate comments relating to an individual's personality rather than their work or ability.
- Cyber-bullying, via text and emails, will be treated as seriously as any other type of bullying.

If a child, young person or vulnerable adult tells a member of staff they are being bullied they must be taken seriously, and given support. The bullies need to be supported, as they may well be victims of bullying themselves. Any incident of bullying will firstly be discussed with the victim(s) and bully/bullies and if necessary with their parents or youth leader.

**SAFEGUARDING  
INCIDENT RECORD FORM**

Please complete this form to ensure any allegations of abuse, bullying or misconduct are correctly documented and pass to the Safeguarding Officer.

Do not discuss this incident with anyone other than those who need to know.

<b>Your name:</b>
<b>Your position:</b>
<b>Child's name:</b>
<b>Child's address:</b>
<b>Parents / Carer names and addresses:</b>
<b>Child's date of birth (if known)</b>
<b>Date, time and place of alleged incident:</b>
<b>Your observations:</b>

<p><b>Record exactly what the child said in their own words and any questions you asked if the situation needed clarification: (Remember, do not lead the child – record actual details. Continue on a separate sheet if necessary)</b></p>
<p><b>Action taken:</b></p>
<p><b>External agencies contacted (date and time)</b></p>
<p><b>Police: Yes / No</b></p> <p>If yes, which: Name and contact number:</p> <p><b>Details of advice received:</b></p>
<p><b>Social Services: Yes / No</b></p> <p>If yes, which: Name and contact number</p>
<p><b>Signature:</b></p> <p><b>Print name:</b></p> <p><b>Date:</b></p>

**Safeguarding Officer NB: If you contact your local Social Services Department regarding the above, a copy of this form should be sent to their Safeguarding Team following a telephone report.**

**Acknowledgement of receipt of the YAT Safeguarding Policy**

I, ....., acknowledge that on ....., I received and read a copy of the **Yvonne Arnaud Theatre's** Safeguarding Policy, dated **January 2020** and understand that I am responsible for knowing and abiding by its terms. This Safeguarding Policy does not set terms or conditions of employment or form part of an employment contract.

Signed .....

Print Name .....

Date .....