



## **SUNDIAL THEATRE COMPANY - CHILD PROTECTION POLICY (Last updated February 2020)**

Sundial Theatre Company recognizes its duty of care under:

- the Children and Young Persons Act 1933 (as amended)
- the Child (Performances) Regulations 1968
- the Protection of Children Act 1999
- the Criminal Justice and Court Services Act 2000.
- The Children Act 1989 (as amended)
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018

### **Purpose and scope of this policy statement**

The purpose of this policy statement is:

- To protect children and young people who are involved in productions of the Company.
- To provide members, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to all Company members and anyone involved in Sundial Theatre Company productions.

### **Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Code of Conduct
- Chaperone Policy

### **The Company 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.

### **The Company 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 adult members of the Company 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.
- It will undertake relevant development and training.
  - It will hold a register of every child involved with the Company and will retain a contact name and number close at hand in case of emergencies.

The Company has child protection procedures which accompany this policy.

### **Contact details**

#### **Nominated child protection lead**

Name: Kitty Paques

Email: [childprotection@sundialtheatre.company](mailto:childprotection@sundialtheatre.company)

Phone: 07528302044

**Cambridgeshire County Council Social Services**

Telephone: 0345 045 5203 (8-6pm Monday to Friday) 01733 234 724 (out of hours)

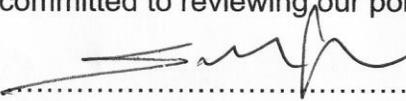
Email: referralcentre.children@cambridgeshire.gov.uk

**NSPCC Helpline**

0808 800 5000

This policy statement came into force on 24 February 2020

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

Signed:  (CHAIR)  (Child Protection Lead)

Date: 26.02.20 26 Feb 2020

## **Appendix A - CHILD PROTECTION PROCEDURES**

### **Responsibilities of the Company**

At the outset of any production involving children the Company 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 Company believes it to be important that there is a partnership between parents and the Company. Parents are encouraged to be involved in the activities of the Company and to share responsibility for the care of children. All parents will be given a copy the Company's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the Company to take children home.

### **Unsupervised Contact**

- The Company will attempt to ensure that no adult has unsupervised contact with children.
- If possible, there will always be two adults in the room when working 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**

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- The Company's web-based materials and activities will be carefully monitored for inappropriate use.
- The Company 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 Company, 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 Chair.
- 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 Company, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, 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.
- 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.

## **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 e.g. 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.

## **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 Company, first-aid will be administered and the injury will be recorded in the Company’s accident book. This record will be countersigned 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 countersigned 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 Company 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.
- The Company will ensure that information contained in the disclosure is not misused.