

## **Child Protection and Safeguarding Procedure** **For Short Courses**

### **Introduction**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Please refer to [Central's Safeguarding Policy](#) for school wide information

### **Definitions**

- **Child or Young Person:** The Children Act 1989 defines a child as someone who is under the age of 18.
- **Tutors:** All Saturday Youth Theatre session leaders.
- **Student Ambassadors:** Current students at Central who work to support Saturday Youth Theatre, both in assisting classes and assisting with administration.
- **Staff:** a generic term for all employees, freelancers, volunteers, trainees, placements and any other representative of Central deemed to have responsibility to implement safeguarding procedure
- **Placement students:** Current Central students on BA or MA courses doing a placement on SYT.

### **Policy Principles**

- The welfare of the child is paramount

- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Pupils and staff involved in child protection issues will receive appropriate support

### **Responsibilities**

**Tutors, Staff, Student Ambassadors and placement students** are responsible for following the Safeguarding policy and procedures, particularly by:

- Understanding their responsibility in safeguarding
- Following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to the Head of Short Course Programmes by completing a Record of Safeguarding concern form
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children

**The Head of Short Course Programmes** is responsible for promoting and implementing safeguarding practices. This includes:

- Informing all staff, tutors and student ambassadors about safeguarding procedures, ensuring they receive appropriate training to implement these practices during Saturday Youth Theatre.
- Responding in a timely manner to any safeguarding concerns or disclosures
- Updating the Child Protection & Safeguarding Lead, where necessary
- Referring any safeguarding concerns or disclosures to the relevant Social Services team where necessary
- Keeping written records in line with our Data Protection Policy
- Calling the Camden Social Services Emergency Duty Team, the police, or an ambulance where necessary

**The Interim Director of Engagement & Enterprise** takes on the responsibility of Child Protection & Safeguarding Lead. Responsibilities include:

- Monitoring and reviewing of this Procedure
- Reporting any case where an allegation is made against a worker

- Referring any safeguarding concerns or disclosures to the relevant Social Services team where necessary
- Keeping written records in line with our Data Protection Policy
- Calling the Camden Social Services Emergency Duty Team, the police, or an ambulance where necessary

### **Central's Safeguarding Procedures**

- All staff and tutors are required to attend an **interview** and provide **references**. During the interview, they are questioned regarding their **understanding of safeguarding**.
- All staff, tutors and student ambassadors working on Saturday Youth Theatre are required to have a valid **DBS Check**.
- All staff and tutors are required to complete the **NSPCC Online Training**, a safeguarding training course for anyone working with children and young people
- All Saturday Youth Theatre participants are required to supply an **emergency contact name** and **phone number** during booking. They are also asked about any **additional needs**.
- Parent/carer **consent** is required for Saturday Youth Theatre participants to **leave the building unaccompanied**. If consent is not given they are required to note the names of those who are allowed to pick their child up from Central.
- Central aims for **staff, tutors and student ambassadors** not to be left alone with a child, we aim for a **1 to 10** adult/child ratio in each classroom. Each group will have **one tutor** and **one student ambassador** in the room. In the unlikely event that a staff member is alone with a child, they will ensure that other adults are present in the room or nearby in the building.
- **Student ambassadors** are instructed to ensure the **toilets are empty** before allowing children to use them. There will be a sign on the door to the toilets **closing them to adults** while there are children in the building.
- **Tutors** and **student ambassadors** will ensure that any physical contact is **appropriate** and **consensual**, and will not engage in any physical contact when alone with a child.

### **Basic step-by-step guide to Responding to Safeguarding Concerns**

You may become concerned about a person for a few different reasons:

- A young person may tell (disclose) that they or someone else has been, is being or may be abused or harmed
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public

- A parent, carer, relative or member of the public might share their concerns about a young person

In all cases, if you believe a young person has been, is being or may be harmed, you must report your concerns using the following procedures:

**If a young person, member of the public or colleague makes an accusation of abuse:**

- Stay calm; listen carefully to what is being said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. Do not promise to keep secrets.
- Allow the young person to continue at their own pace. Ask questions for clarification only. Try to use the TED method, asking questions that start with "Tell", "Explain" or "Describe". Avoid asking questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Using the Safeguarding Report Form, record in writing what was said using the young person's own words, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. Report with the form to the designated person at the earliest opportunity.
- If you consider it unsafe for the young person to leave your care, the designated person should take action to protect the student. This may involve:
  - calling an ambulance so the student is taken by health care professionals to A&E
  - calling the police (999)
  - calling the Camden Social Services Emergency Duty Team on 020 7974 4444 (Mon-Fri 5pm-9am; Sat-Sun and Bank Holidays 24 hours for emergencies only) or Brent Social Services Emergency Duty Team on 020 8937 1200 (9-5 week days) 020 8863 5250 (out of hours).
- Where the concern is raised by professionals and recorded at Central, the parents/carers must be informed at the soonest practical opportunity and throughout the process, unless this might raise the risk of significant harm.
- If significant harm is suspected, the Child Protection and Safeguarding Lead (or Head of Short Course Programmes) will refer the matter to the relevant Social Services team. This is done by phone to a referral and assessment team or emergency duty team on the same day or at least within 24 hours and followed up in writing.

- If the Lead is not sure whether to make a referral, they will call the relevant Social Services team for advice.
- If harm is suspected but is not significant, you will agree a plan of action and support with the student.
- Records of disclosure should be kept securely and confidential

**Concerns (No Disclosure):**

- If you become concerned about a young person due to the young person's behaviour, presentation or other reason: Do not trivialise or dismiss your concerns - Information that may seem trivial can frequently form the missing piece of the puzzle and lead to protective action being taken.
- If the behaviour may be sexually or psychologically harmful to other young people do not explain it away as 'normal teenage behaviour'
- Report your concerns to the Child Protection and Safeguarding Lead (or Head of Short Course Programmes) as soon as you can. If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number: 0800 1111. You should report your suspicions to a supervisor or Designated Person as soon as possible.

**Allegations Against Workers:** It is VERY IMPORTANT you do not ignore or dismiss suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation. Any concerns regarding a worker should be reported to the Designated Safeguarding Lead.

**The Designated Safeguarding Lead will:**

- Assess the information quickly and carefully, seeking further information from tutors, staff, volunteers, young people, parents or carers as appropriate;
- Ensure that the steps set out above have been taken, and take these steps if necessary;
- If the allegations are against a staff member, suspend the staff member whilst the matter is investigated;
- If, after investigation, the staff member is found to have seriously breached the safeguarding policy, the process will be referred to HR and they will investigate dismissing the staff member under grounds of gross misconduct.

**Further Concerns and Whistleblowing:** Everyone at SYT should feel responsible for raising safeguarding concerns should they arise. Your role with SYT, whether paid or unpaid, will not be at risk because you have raised or escalated your concerns. If you are dissatisfied with the response to any of your concerns above, raise these again with your Designated Safeguarding Lead or the Boars.

If you feel your concerns still haven't been appropriately addressed, you should report your concerns to the Multi-Agency Safeguarding Hub on 020 7974 3317. Out of hours: 020 7974 4444. If you have concerns about how Child Protection matters are being handled at Saturday Youth Theatre, and do not feel that your concerns have been or will be acted on appropriately, you can contact the NSPCC's Whistleblowing Advice Line to discuss your concerns: 0800 028 0285

**Who to report to:**

