

## **Safeguarding Policy Statement**

**DramEd** takes child safeguarding very seriously. We do not want anyone within our organisation to ever do anything that harms children and we are expressly saying that this should not happen, if it does happen we will take action against it. All of our team members have up to date enhanced DBS checks, which are kept on file and are available to view by clients on request.

All children and young people who participate in our workshops, clubs, classes and activities are provided with a safe and positive experience. We are committed to safeguarding their safety and well being.

We work with a team of expert staff, who are extremely experienced at working with children and young people. Our team will work alongside school staff complying to the school's safeguarding policy for pupils.

The purpose of this policy statement is:

- to protect children and young people who receive **DramEd**'s services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, 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 anyone working on behalf of **DramEd**, including senior managers, paid staff, sessional workers, and agency staff.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy, or a lead trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff through supervision, support,
- training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, and staff, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Contact details**

Nominated child protection lead

Name: Grace Francis

Phone/email: [grace@dramed.co.uk](mailto:grace@dramed.co.uk) / 07886267323

This policy statement came into force on 28th September 2019.

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

This policy statement and accompanying procedures were last reviewed on 23rd October 2020

Signed: GRACE FRANCIS

Date: 23rd October 2020

## **CHILD PROTECTION POLICY**

DramEd values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

The name of the child protection officer for the group will be displayed in the policy statement dated 23/10/20.

### **Purposes**

The purpose of DramEd's work for children and young people is to offer the children a safe and welcoming environment with fun, educational activities where the children can grow and learn. Whether this be through DramEd's activities or through other independent groups working in partnership with DramEd.

### **Aims**

- To provide activities for children and young people to help them develop through experiential activities and performing arts.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

### **Organisation DramEd**

Each child and young person should be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session.

Attendance register: a register should be kept for each session.

For activities for under 8s, which run for more than two hours in any one day, OR if we run a holiday club for six or more days a year, we will register the activity with Ofstead and Ealing Children's Services Office and ask for the local Day Centre adviser. The law assumes that registration will be granted unless there are good reasons why it should not be.

## **Child Protection Representative**

DramEd has appointed a child protection representative, whose name is displayed *within the* policy statement dated 23/10/20 *contact details are included*.

If any worker has any child safety concerns, they should discuss them with him/her. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

## **Trips/Outings**

When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).

Ensure that there is adequate insurance for the work and activities.

## **Personal/Personnel Safety**

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

## **Child Safety**

**We** will always ensure that the area we are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

2. Make sure that all staff and assistants know

- Where the emergency phone is and how to operate it
- Where the first aid kit is
- Who is responsible for First Aid and how to record accidents or injuries in the incident book
- What to do in the event of a fire or other emergency

Once a year there should be a fire practice

Do not let children go home without an adult unless the parent has specifically said they may do so via a signed consent form and password for the person collecting to share. Never let a child go with another adult unless the parent has informed you that this will happen.

### **New staff**

Staff and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid staff the following steps will be taken:

- Completion of an application form;
- An interview
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid staff
- On-going supervision
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated child Protection representative on the Management Committee.

### **Training**

It is a great benefit if staff undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

### **What is child protection?**

**Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.**

### **What you should do**

1. Listen to the child/young person

2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

### **What you should do**

If a child/young person says that they are being abused or provides information that suggests that they are being abused ('allegation of abuse'), the person receiving that information should:

- • Report the disclosure to their NSP/Deputy NSP immediately.
- • Remain calm, accessible and receptive.
- • Listen carefully without interrupting or asking leading questions.
- • Communicate with the child/young person in a way that is appropriate to their age, understanding and preference.
- • Be aware of the non-verbal messages you are giving.
- • Make it clear that you are taking them seriously.
- • Acknowledge their courage and reassure them that they are right to tell.
- • Reassure them that they should not feel guilty and say that you're sorry that this has happened to them.
- • Let them know that you are going to do everything you can to help them and what may happen as a result.
- • Make a note of what was said and who was present, using the child/young person's actual words wherever possible.

### **What you should *not* do**

- • Investigate or seek to prove or disprove possible abuse.
- • Make promises about confidentiality or keeping 'secrets' to children/young
- • Assume that someone else will take the necessary action.
- • Jump to conclusions, be dismissive or react with shock, anger, horror etc.
- • Speculate or accuse anybody.
- • Investigate, suggest or probe for information.
- • Confront another person (adult or child/young person) allegedly involved.
- • Offer opinions about what is being said or the persons allegedly involved.
- • Forget to record what you have been told.
- • Fail to pass this information on to the correct person.

#### **Things to say or do:**

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

#### **Things *not* to say or do:**

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

#### **How we respond to concerns about online abuse**

**DramEd have started running classes online as of March 2020. Sometimes these clubs take place via Zoom or Facebook groups.**

**All staff and volunteers have the responsibility to support children and young people to stay safe and use internet responsibly by:**

Prior to each online class encourage and support parents and carers to effectively monitor their children's access to and use of internet and help their children stay safe online.

We recommend that children are not left unattended.



We apply the same child protection and safeguarding procedures to concerns that arise during online sessions

**Key messages for children and young people:**

Know who you're talking to, as people aren't always who they say they are.

Learn how to use and set security settings across a range of devices.

Keep your personal information private.

Know how to report on sites and services you are using.

Future implications of actions of online behaviour.

**The key rules that staff and volunteers should follow are:**

Avoid using personal technology (mobile phones, email addresses etc.) for professional business. Use equipment provided by your organisation.

Do not take photographs of children on your mobile phone or personal camera.

Do not accept or invite children or their families as 'friends' or contacts on social networking sites.

Remember if you use social networking sites and your security settings are public these can be viewed by the children, young people or families you are working with. Ensure your personal profile on social media websites (such as Facebook) is not publicly visible and that it does not contain any inappropriate content (such as pictures of you while drunk or wearing revealing clothing).

Make all staff, children and young people aware of the meaning and importance of professional boundaries and how they impact on the relationship between children/young people and staff/volunteers.

**Online Classes & Events**

Appropriate clothing is to be worn by all participants.

Participants must be on time and not miss the introduction of any class.

All children must be supervised by parents during our sessions

**Online Health & Safety**

Parents are required to ensure the class teacher holds their current emergency contact details.

The company's staff may call emergency services for a participant, if deemed necessary.

Anti-social behaviour not permitted during any of our classes.

Parents are required to notify the class teacher of any medical issues or requirements that they should be aware of regarding their child.

Parents understand that occasional physical exercises take place during our interactive classes and certify that the participant, their child, is medically fit to participate.

DramEd securely stores, processes and controls your personal data in accordance with current GDPR requirements.

### **Photographing and recording children**

It is important that children and young people feel happy with their achievements and have visual aids to reinforce their special moments. The majority of occasions when people take photographs of children and young people are valid and do not provide any cause for concern. Unfortunately there are occasions when this is not the case and these are some of the risks associated with photographing children:

- The collection and passing on of images which may be misused.
- The identification of individual children to facilitate abuse.
- The identification of children in vulnerable circumstances.

### **There are a number of issues to be aware of:**

Permission (verbal or written) of all the people (children and adults) who will appear in a photograph, video or webcam image must be obtained before the photograph is taken or footage recorded.

It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.

If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.

If photographs or recordings of children/clubs are made and individual children can be easily identified, children/club leaders must find out whether any parents do not want their children to be in the photograph.

Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers. In particular cases, such as a youth group in a small rural area, it might be wise to avoid even using first names since in a small locality these children could be very easily traced.

When using photographs of children and young people, it is preferable to use group pictures.

Obtain written and specific consent from parents or carers before using photographs on a website/social media account.

Ensure highest privacy levels are set to any website or social media account, such as Facebook.

Staff should be aware of the potential for inappropriate use of phones etc. between children and young people within settings.

## Radicalisation and extremism

DramEd uses the following accepted Governmental definition of extremism which is:

**‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.**

There is no place for extremist views of any kind within DramEd, whether from internal sources such as learners, staff or managers or external sources from external agencies or individuals.

We recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and also impact on our reputation and so should be addressed as a safeguarding concern as set out in this policy.

We also recognise that if we fail to challenge extremist views we are failing to protect our learners and staff. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of staff and learners.

We are aware that young people and adults can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet. At times, learners may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language. Any prejudice, discrimination or extremist views, including derogatory language, displayed by learners, employers or staff will always be challenged and where appropriate dealt with in line with DramEd’s **Code of Conduct**.

Where there is misconduct by an assessor or member of staff, DramEd will suspend the individual(s) from all duties that involve interaction with learners and employers and will carry out a full investigation. If any claims are substantiated then the member of staff will be dismissed and this matter will be handed over to the Police.

As part of wider safeguarding responsibilities, DramEd staff will be alert to:

Disclosures by learners of their exposure to extremist actions, views or materials of others, such as in their homes or community groups, especially where learners have not actively sought these out.

Graffiti symbols, writing or art work promoting extremist messages or images

Learners accessing extremist material online, including through social networking sites

Learners voicing opinions drawn from extremist ideologies and narratives

Use of extremist or ‘hate’ terms to exclude others or incite violence

Intolerance of difference, whether secular or religious or based on, but not exclusive to, gender, disability, homophobia, race, colour or culture

Attempts to impose extremist views or practices on others Anti-Western or Anti-British views

All concerns should be reported immediately to the staff member's line manager.

DramEd will closely follow any locally agreed procedure as set out by the Local Authority and/or the Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation. Alternatively, we will seek help and assistance from the Police.

## **Teaching Approaches**

We will strive to eradicate myths and assumptions that can lead to young people becoming alienated and disempowered, especially where the narrow approaches young people may experience elsewhere may make it harder for them to challenge or question these radical influences.

We will ensure that all our staff are equipped to recognise extremism and are skilled and confident enough to challenge it.

Our approach to extremism will be embedded within the working practices of DramEd so that learners and staff know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation.

We will help support learners who may be vulnerable to radical influences as part of our wider safeguarding responsibilities. Where we believe a learner or member of staff is being directly affected by extremist materials or influences we will ensure that they are offered support from the Local Authority and/or local partnership structures working to prevent extremism.

## **Whistleblowing**

Where there are concerns of extremism or radicalisation, learners and staff will be encouraged to make use of our internal systems to whistle blow or raise any issue in confidence. Please refer to the separate Whistleblowing Policy.

## **Protection**

Staff at DramEd will be alert to the fact that there may be some instances where learners or staff may be at direct risk of harm or neglect. For example, this could be due to a learner displaying risky behaviours during activities they are involved in or in groups they are associated with. Staff may be aware of information about a learner's situation that may place them at risk of harm (these examples are for illustration and are not definitive or exhaustive).

Therefore, everyone working with DramEd (including visiting staff, volunteers, contractors, and students on placement) are required to report instances (or concerns) where they believe a learner or colleague may be at risk of harm or neglect.

## **Types of allegations**

There are many ways that a child may be abusive towards others. A child who is displaying abusive behaviour may not realise they are doing so.

When a child abuses another child, it is sometimes called 'peer on peer abuse' or 'peer abuse' (Department for Education, 2020; Department of Health, 2017).

Allegations may involve:

- bullying or cyberbullying
- emotional abuse
- online abuse
- physical abuse
- sexting
- harmful sexual behaviour
- sexual abuse.

### **Identifying concerns**

There are a range of ways these concerns might be raised.

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell you they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report following your organisation's safeguarding procedures.
- Your organisation may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell you they have harmed someone else or are at risk of doing so.

### **Responding to concerns**

When responding to an allegation of abuse made against a child, DramEd will aim to consider the needs of everyone involved.

### **Talking to a child who tells you they have behaved abusively**

Sometimes a child may tell you directly that they have behaved abusively towards someone else. If this happens:

- reassure the child that they've done the right thing by telling you about it
- listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying

- use non-judgmental language
- remember that a child who is telling you they've abused someone else is a child in need of support
- tell them that you now have to do what you can to keep them and the other children involved safe
- explain what you are going to do next and that you will need to speak to other people who can help
- reassure the child that they can get help to change their behaviour and move forward with their life
- you may want to suggest the child contacts [Childline](#) for support.

Never promise to keep what a child tells you a secret. Explain that you need to talk to other people who can help keep them and the other children involved safe.

### **Talking to a child who may be behaving abusively**

If allegations have been made against a child, staff would speak to the nominated child protection lead, without confronting the child about the allegations before taking advice, as this may make the situation worse.

Sometimes staff may notice a child behaving inappropriately and may need to talk to them about this immediately, in order to manage the behaviour. Our policy is to realise that they may not realise their behaviour is unacceptable. Our aim is to talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

Each class is delivered around a code of conduct created with the children which everyone agrees to, and which you can refer to when managing behaviour.

### **Making notes**

DramEd's staff keep accurate and detailed notes on any concerns we may have about a child. These records are shared with the nominated child protection lead. They would include:

- the child's details (name, age, address)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- the details of any other children involved or impacted.

### **Deciding if a concern is a child protection issue**

When a child or young person behaves inappropriately towards another child, a decision needs to be made about whether there may be a child protection concern.

The nominated child protection lead should make this decision in consultation with:

- the volunteer or staff member who is responsible for the supervision/pastoral care of the children involved
- the senior manager or trustee responsible for safeguarding
- any other agencies you know are working with the child
- the local child protection services if necessary.

### **When an allegation is a child protection concern**

An allegation becomes a child protection concern when:

- the behaviour involves sexual assault or physical assault
- the child who has experienced the abusive behaviour has suffered significant harm
- the behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive
- the child carrying out the abuse is displaying harmful sexual behaviour
- you are concerned that the child carrying out the abuse may be doing so because they have experienced abuse or other upsetting experiences themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- there's an age difference of more than two years
- there's a significant difference in terms of size or level of ability
- the child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader)
- the child being abused is significantly more vulnerable than the other child or young person.

This policy is created in line with the legislation of:

- Children Act 1989
- Data Protection Act 1998
- Children Act 2004
- Working Together to Safeguard Children 2013
- Counter-Terrorism and Security Act 2015 –

List of Addresses, Telephone and Fax numbers to contact for advice if ever we are unsure

#### Ealing Safeguarding Children Board Training

Multi-agency safeguarding training for Ealing-based professionals

020 8825 9892 / 8274

[escbtraining@ealing.gov.uk](mailto:escbtraining@ealing.gov.uk)

#### London Safeguarding Children Board

Contains the full London Child Protection Procedures and many other safeguarding resources, including supplementary procedures, guidance documents and toolkits

[www.londonscb.gov.uk](http://www.londonscb.gov.uk)

#### NSPCC Child Protection Helpline

0808 800 5000 / or text 88858

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### Child Line

Free, confidential telephone helpline for children and young people (self-referral only)

0800 1111

#### Stop it Now! Helpline

Advice and information on how to protect children from sexual abuse

0808 1000 900

[help@stopitnow.org.uk](mailto:help@stopitnow.org.uk) [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

#### Family Lives Helpline

Confidential helpline offering information, advice, guidance and support on any aspect of parenting and family life.

0808 800 2222

[www.familylives.org.uk](http://www.familylives.org.uk)

Ofsted

Piccadilly Gate

Store Street, Manchester M1 2WD 0300 123 1231[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

NCMA (National Child-minding Association)

Safeguarding children service 0845 880 0044

Information and advice 0800 169 4486[info@ncma.org.uk](mailto:info@ncma.org.uk)

Criminal Record Checking (DBS checks / formerly CRB checks)

PO Box 110

Liverpool L69 3EF

0870 90 90 811

[customerservices@dbb.gsi.gov.uk](mailto:customerservices@dbb.gsi.gov.uk)

Disclosure & Barring Services (DBS)

PO Box 181

Darlington DL1 9FA

01325 953795[dbbdispatch@dbb.gsi.gov.uk](mailto:dbbdispatch@dbb.gsi.gov.uk)

The Charity Commission

The regulator for charities in England and Wales

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

Family, Child & Education Legal Advice

Free legal advice on English law and policy affecting children and families

08088 020 008 Mon-Fri 8am-8pm[www.protectingchildren.org.uk](http://www.protectingchildren.org.uk)

This policy was adopted by the DramEd on 28th September 2018 and will be reviewed at least once or year or whenever;

- There is a near miss or accident
- We take on new equipment
- We use a new premises
- We grow our team of staff
- Anyone has raised concerns

Signed on by the Health & Safety officer, Grace Francis.

Signature 

Name in Capitals: GRACE FRANCIS

The policy has been reviewed by the Management Committee on:

Date: 23/10/20