



## Child Protection and Safeguarding Policy

The ACT Inverness Performing Arts Theatre School is fully committed to safeguarding the welfare of all children and young people.

It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

The ACT Inverness Performing Arts Theatre School acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

The ACT Inverness Performing Arts Theatre School recognises its duty of care under the Legal framework

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

A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

## **THE ACT INVERNESS PERFORMING ARTS THEATRE SCHOOL 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;
- All members and employees of the ACT Inverness Theatre School should be clear on how to respond appropriately

## **THE ACT INVERNESS PERFORMING ARTS THEATRE SCHOOL WILL ENSURE THAT:**

- All children will be treated equally and with respect and dignity;
- The welfare of each child 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 ACT Inverness Performing Arts Theatre School provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour;
- They will keep up-to-date with health & safety legislation;
- They will keep informed of changes in legislation and policies for the protection of children;
- They will undertake relevant development and training;

- They will hold a register of every child involved with the ACT Inverness Performing Arts Theatre School and will retain a contact name and number close at hand in case of emergencies.

The ACT Inverness Performing Arts Theatre School has child protection procedures which accompany this policy.

All members of ACT staff are responsible for reading, understanding and adhering to our child protection safeguarding policies and procedures.

ACT staff will refresh their knowledge yearly to ensure any changes or updates are understood and followed. ‘The role and responsibilities of all are:

- To know and inform any volunteers their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- To know and inform any volunteers their responsibility to work to the appropriate standards at all times towards maintaining high standards of practice in protection of children
- Ensure that they understand their duty to report concerns that arise about a child or young person, or a worker’s conduct towards a child/ young person, to the person in charge that day.
- Ensure that they understand his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children’s Social Care)
- Ensure that any procedures relating to the conduct of workers/ members are implemented in a consistent and equitable manner
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the ACT Inverness Performing Arts Theatre School’s Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the ACT Inverness Performing Arts Theatre School and to make child protection policies and procedures available to them.

This policy will be regularly monitored by management of the ACT Inverness Performing Arts Theatre School and will be subject to annual review.

These child protection procedures detail the steps which will be followed where there are concerns that a child or young person could be experiencing abuse and/or neglect. The procedures should help to ensure a speedy and effective response for dealing with such concerns.

## **INTRODUCTION**

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by the ACT Inverness Performing Arts Theatre School. The procedures recognise that child protection can be a very difficult subject to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

The ACT Inverness Performing Arts Theatre School is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

The ACT Inverness Performing Arts Theatre School's is committed to equal opportunities ensuring all children are treated equally regardless of background, ethnicity, gender and ability.

## **RECOGNISING THE SIGNS & SYMPTOMS OF ABUSE**

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

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the Childs emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may include interactions that are beyond the child’s developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of, sexual images or watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child’s basic physical and psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, (including exclusion from home or abandonment) failing to protect a child from physical harm or danger , failing to ensure adequate supervision (including the use of inadequate care-givers) or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsive to, a child’s basic emotional needs.

**Bullying:** Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Bullying that happens online, using social networks and mobile phones, is often called cyber bullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

**Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, drugs, alcohol, accommodation or gifts as a result of them performing, and/or others performing on them, sexual activities. Child sexual exploitation can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet or mobile phones without immediate payment or gain. Children or young people may be tricked into believing they're in a loving, consensual relationship. Child sexual exploitation is a hidden crime. Young people often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. Children who work in entertainment may be sexually exploited in return for offers of TV, film or modelling/ photographic work and roles in professional stage productions.

## **RESPONSIBILITIES OF THE ACT INVERNESS PERFORMING ARTS THEATRE SCHOOL**

At the outset of any production the ACT Inverness Performing Arts Theatre School 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 authority);
- Ensure that children are supervised at all times;
- Know how to get in touch with the local authority social care services, in case it needs to report a concern.

## **NAMED PERSON(S) FOR CHILD PROTECTION**

All members of ACT staff are responsible for reading, understanding and adhering to our safeguarding policies. ACT staff will refresh their knowledge yearly to ensure any changes or updates are understood and followed. 'The role and responsibilities of all are:

- To ensure that all staff are aware of what they should do if they are concerned that a child/young person may be subject to abuse or neglect
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- The Person(s) dealing with the concern will record any reported incidents in relation to a child/young person. These will be kept in a secure place

## **STAGES TO FOLLOW IF YOU ARE WORRIED ABOUT A CHILD**

The following section provides clear guidelines for workers/members to follow if they have concerns about a child or young person.

### **Suspicion of abuse:**

- If you see or suspect abuse of a child while in the care of the ACT Inverness Performing Arts Theatre School, please make this known to the person who is in charge that day
- If you suspect that the person 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 ACT Inverness Performing Arts Theatre School, 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, location etc and will not have any unsupervised contact with any other children in the setting.

**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 in charge that day. 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 the child that day. It is that person's responsibility to liaise with the relevant authorities, usually Children's Social care or the Police
- Never investigate or take sole responsibility for a situation where a child makes a disclosure
- 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.

## **WHO TO TELL AND WHAT TO TELL THEM**

If you have concerns about the wellbeing of a child in your care you have a duty to report it.

## **RECORDING OF INFORMATION**

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.

## **PHOTOGRAPHS AND IMAGES OF CHILDREN**

There are risks posed directly and indirectly to children and young people through the use of photographs on web sites and in other publications such as theatre programmes. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes playing football". This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites.

The ACT Inverness Performing Arts Theatre School assesses the potential risks to a child when making decisions about the type of images they wish to use and the way they are used. The use of names of individuals in a photograph are limited and avoid use of any additional information that might help locate the child. Using only images of children in suitable dress<sup>10</sup> reduces the risk of inappropriate use. Parental permission to use an image of a young person is sought in advance on enrolment.

Parents or other members of the audience must seek permission from of the ACT Inverness Performing Arts Theatre School's team or parents of other students if they wish to photograph or video an event.

## **E-SAFETY**

- Most of our children will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings
- The ACT Inverness Performing Arts Theatre Schools team keep children safe by not communicating with children via their phone unless parents have gave permission for us to communicate to them, and only for needs in accordance with their activities at ACT for example sending scripts, lyrics, class/rehearsal information , communication however is preferred with the parents.
- Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying

## **PARENTS**

- The ACT Inverness Performing Arts Theatre School believes it to be important that there is a partnership between parents and the ACT Inverness Performing Arts Theatre School. Parents are encouraged to be involved in the activities of the ACT Inverness Performing Arts Theatre School and to share responsibility for the care of children.

- All parents can access a copy the ACT Inverness Performing Arts Theatre School's Child Protection Policy and procedures
- All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. The ACT Inverness Performing Arts Theatre School will not leave a child/young person unattended and will ensure safe collection of a young person/child

## **UNSUPERVISED CONTACT**

- The ACT Inverness Performing Arts Theatre School 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 minimise 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.
- All children will be chaperoned at all times

## **PHYSICAL CONTACT**

- All adults will maintain a safe and appropriate distance from children
- Adults will only touch children when it is necessary in relation to the particular activity or if children seek comfort staff being mindful to ensure comfort is giving in an appropriate manner.
- 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**

- The ACT Inverness Performing Arts Theatre School will only take photographs or images of children to use for ACT purposes.
- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes
- The ACT Inverness Performing Arts Theatre School's web-based materials and activities will be carefully monitored for inappropriate use
- The ACT Inverness Performing Arts Theatre School 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

## **RIGHTS & CONFIDENTIALITY**

- If a complaint is made against a member of the ACT Inverness Performing Arts Theatre School the complainant will be made aware of their rights.
- 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 GDPR. Any possible criminal investigation could be compromised through inappropriate information being released

## **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 ACT Inverness Performing Arts Theatre School, a designated first-aider will administer first aid and the injury will be recorded in the venue's accident forms.

- If a child joins a production or class with an obvious physical injury, a record of this will be made in the accident book. 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 activity

## **CHAPERONES**

- The chaperone is acting in loco-parentis and will 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.
- Chaperones will be made aware of the ACT Inverness Performing Arts Theatre School's Child Protection Policy and Procedures
- Chaperones may have unsupervised access to children in their care. However we will ensure this only happens if extremely necessary and by a chaperone who has a full disclosure check to say they are suitable to work with children.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the designated safeguard lead. If changes cannot be made satisfactorily the chaperone will consider not allowing the child to continue
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone will inform the designated safeguard lead 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 will tell the producer to stop involving children in dangerous performances, and will contact the local authority
- During performances, chaperones will be responsible for meeting children at the venue 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 are not to leave the place of performance unsupervised by chaperones unless in the company of their parents
- Children will be adequately supervised while going to and from the toilets
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, 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 by the ACT Inverness Performing Arts Theatre School Children will 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 designated safeguard lead to stay with that child until arrangements have been made to take the child home

## **DISSEMINATING / REVIEWING POLICIES & PROCEDURES**

The ACT Inverness Performing Arts Theatre Schools reviews and distributes it's policies annually. This is carried out by management. Any changes/amendments will be clarified and shared with staff.

## **WHAT TO DO IN AN EMERGENCY:**

If you are concerned about the immediate safety of a child or young person, alert the emergency services by calling 999 and provide as much information as possible.

## **Useful guidance and information:**

1. The NSPCC have useful resources and online courses on safeguarding issues:  
<https://learning.nspcc.org.uk/safeguarding-child-protection/>  
<https://learning.nspcc.org.uk/training/child-protection-scotland-course>  
<https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts>
2. Creating Safety: Creative Scotland Guidelines for Child Protection, a useful resource for freelance practitioners as well as cultural organisations: Creating Safety.

3. CPSU Guide 'Physical Contact & Young People in Sport' has useful guidance relevant to drama and dance activities with children and young people.
4. Scotland's Anti-Bullying Service Respectme

Name, Sign and Date when read;

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