



Safeguarding & Child Protection Policy

Rag and Bone Arts believe that:

- All organisations have a duty of care to children and young people who use their services or take part in their activities.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.

Rag and Bone Arts is fully committed to safeguarding the welfare of all children and young people up to the age of 18 years, those over 19 years who are receiving services as care leavers (young people who have been 'looked after' children), and those between 19 and 25 years with learning difficulties.

We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from abuse of any kind. We aim to provide safe, participatory and creative opportunities for all the children and young people who join Rag and Bone Arts. All staff and volunteers will 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 purpose of the policy is:

- To provide protection for the children and young people who receive services from Rag and Bone Arts CIC.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

Rag and Bone Arts will endeavour to safeguard children and young people by ensuring that:

- The welfare of each child is paramount, promoting and prioritising the safety and wellbeing of children, young people and vulnerable adults.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have a positive and enjoyable experience of Theatre Arts in a safe and child centred environment with the right to protection from abuse
- Everyone will be treated with respect, dignity, feel valued and listened to
- Adopting child safeguarding guidelines through procedures and a code of Professional conduct for staff and volunteers
- Recruiting staff and volunteers safely ensuring all necessary checks are made
- Sharing information about child safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

- Enthusiastic and constructive criticism will be given to pupils rather than negative criticism
- Bullying will not be accepted or condoned
- Action will be taken to stop any inappropriate behaviour
- All adult staff and volunteers and members will provide a positive role model
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- It will comply with health & safety legislation
- It will keep informed of changes in legislation and policies for the protection of children
- Everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- It will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance.

Rag and Bone Arts has a designated Safeguarding lead who is in charge of ensuring that the child protection policy is adhered to. The Designated Safeguarding Lead (DSL) is **Laura Graham May** (Director) and she can be contacted on **07850 893283**

There is also a Deputy DSL who is **Charlie Graham-May (Art Tutor)** and he can be contacted on 07850 879177

In implementing this policy Rag and Bone Arts will:

- Ensure that all workers/members understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that employees and adult volunteers will work implemented in a consistent and equitable manner in line with the safer working practice guidance - http://www.gscb.org.uk/media/1289/guidance_on_safer_working_practice_for_adults_working_with_cyp_-_august_2014-40127.pdf
- Children, young people and parents will be informed of who the Designated Safeguarding Lead and Deputy are and be able to raise any safeguarding concerns & know that these will be taken seriously and acted upon.
- Ensure that all workers/members and volunteers understand their duty to report concerns that arise about a child or young person, or a workers conduct towards a child or young person to the Designated Safeguarding Lead.
- The Designated Safeguarding Lead will refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care). http://wiltshirescb.org.uk/wp-content/uploads/2016/10/WSCB_WhatToDoIfYouAreWorried.pdf

This policy will be regularly monitored by **Laura Graham May** and will be subject to an annual review and as a result of any significant event or change.

<i>Originally written by</i>	<i>Katie Bradbury</i>	<i>October 2017</i>
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Appendix 1 – Definitions of safeguarding and child protection

Definition of safeguarding

Safeguarding and promoting the welfare of children, defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances.

Child Protection

Child protection: Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

- Working together to safeguard children March 2015

Appendix 2 - Relevant supporting documents

Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

What to do if you're worried a child is being abused – March 2015 (non-statutory guidance)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Working Together to Safeguard Children March 2015 (statutory guidance)

<http://www.workingtogetheronline.co.uk/chapters/contents.html>

Guidance for Safer Working Practice for Adults who Work with Children and Young People

<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>

Appendix 3: Safer Recruitment

All staff and volunteers must go through a recruitment process, which takes into account safeguarding issues as follows:

- Posts are clearly defined and those necessitating an Enhanced DBS (Disclosure and Barring Service) check are clearly advertised as such.
- A copy of our Child Safeguarding Policy Statement will be sent with the recruitment literature for these posts.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions which are then subject to DBS checks, as well as any cases pending against them. All such information will be treated in confidence and will not be used against applicants unfairly.
- At interview for these posts, a question pertaining to good practice in Safeguarding and Child Protection will be asked.
- Two references, at least one of which must be a professional reference. If the second reference is personal it must not be from a family member. Referees should be asked specifically about the applicant's suitability to work with children.
- Freelance staff must supply or obtain their own DBS check. In this instance, checks must be no more than 2 years old.

Appendix 4: - Photographs and images of children

Rag and Bone Arts operates the following policy on its website and social media regarding the use of photographs, to ensure the privacy and safety of pupils at the group

1. Where pupils are named, only their first names are given;
2. Where a pupil is named, no photograph of that pupil is displayed;
3. Where a photograph is used which shows a pupil, no name is displayed.

By observing these points, Rag and Bone Arts ensures that visitors to the website cannot link images of pupils to names of pupils. Rag and Bone Arts follows a policy of seeking parents' permission before using images, which show pupils, on the website/social media. No other private information about pupils is ever published on the website such as surnames or contact details.

[If the organisation permits the use of personal photograph taking, parents/carers must be advised that this is for personal use only and photos of other children must not be put on social media without the permission of the child's parent\(s\).](#)

Appendix 5 - E-Safety

- We acknowledge that most of our children will use mobile phones and computers. They are a source of fun, entertainment and education. However, we know that some men, women and young people use these technologies to harm children.
- All staff/ volunteers must not communicate directly with children via their phone or on social media. Communication should just be with the parent/carer.
- Staff should not be 'friends' on social media with any member.
- Cyber bullying by children via texts and e-mail will be treated as seriously as any other type of bullying.
- Mobile phones with cameras should not be permitted in the changing rooms except for emergency communication with the designated members of staff.
- No photos are to be taken by anyone on any device backstage.

Appendix 6: Parents

Rag and Bone Arts believes it to be important that there is a partnership between parents and the organisation. Parents are encouraged to be involved in the activities of the organisation and to share responsibility for the care and safeguarding of the children. All parents have the responsibility to collect (or arrange collection of) their children after classes, rehearsals or performances. The organisation has a responsibility to ensure suitable arrangements are in place to take children home.

Unsupervised Contact

- The organisation will ensure that no unauthorised adult has contact with the children.
- If possible there should be two adults in the room when working with children
- If unsupervised contact is unavoidable (i.e. only one member of staff present), steps will be taken to minimise risk. For example, work will be carried out in a public area or in a designated room with the door open.
- All children will be chaperoned at all times by their own parent or by a Rag and Bone designated chaperone.

Appendix 6: Behaviour

- It is expected that all staff and students respect each other
- If there are incidents of unacceptable verbal or physical behaviour relating to pupils these will be challenged by staff and where appropriate brought to the attention of the parent.
- All prejudice incidents will be challenged
- Sanctions should be applied in agreement with parents where necessary

- Any incidents of unacceptable verbal or physical behaviour from staff must be brought to the attention of the Designated Safeguarding Lead.
- The relevant disciplinary process will be followed. If this has put a child at risk of significant harm the incident will be referred to the Local Authority Designated Officer (LADO)

Appendix 7: Staff Behaviour

- All staff will abide by the Safer Working Practice guidance
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 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

Allegations against staff

Any report of concern about the behaviour of a member of staff or allegation of abuse against a member of staff must immediately be reported to the **Laura Graham May / Helen Roberts** or who will refer to the appropriate Local Authority Designated Officer (LADO), if this is an allegation that a member of staff may have caused harm to a child.

https://www.proceduresonline.com/swcpp/wiltshire/p_alleg_against_staff.html

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Appendix 8: Whistleblowing

Rag and Bone Arts wish to promote a culture in which staff may express any concerns they may have about a colleague's behaviour in relation to child protection. In order to achieve this, staff are encouraged to share any such concerns with the designated Safeguarding Lead or the Deputy Safeguarding Lead without delay; concerns will be treated seriously and in the strictest confidence.

Appendix 9: If a child discloses abuse or what may seem to be abuse

- Begin by believing the child
- Stay calm
- Listen carefully to what is said
- Find an appropriately 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 child to continue at his/her own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child 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.

Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. •

Should a member of staff have any concerns outside a child disclosing information these should be passed onto the Safeguarding Lead with name, nature of the concern and any observations made that would support the concern.

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

When putting on a production:

At the outset of the production Rag and Bone arts will:

- Undertake a risk assessment and monitor risk throughout the production process
- Identify at the outset the person who will have 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 the children are supervised by a responsible adult at all times
- Ensure that the Designated Safeguarding Lead knows how to contact Children's Social Care if they need to report any concerns.

Additional things to remember when chaperoning at performances:

- Where your Id badge at all times Maximum ratio is 1:12
- The names of children you are looking after
- Parent contact details / who is collecting
- Parent contact details should be in a place that is accessible to those who may need it

NOT ON A MOBILE PHONE

- Medical needs
- Fire exits
- First aid procedures
- Separate changing rooms/areas for boys and girls over 5
- Separate toilets
- Time in/out breaks and who is collecting
- Parents (not chaperoning) should remain outside of the changing area
- No child should perform if they are injured/unwell.

Helpful Hints: DO:

- Make sure the children you are looking after are comfortable
- Know who you are working for the other chaperons and who to report any concerns to
- Escort the children to and from the stage/performance area
- Complete daily time sheets
- Challenge people/behaviours
- Be alert to possible risks

DON'T:

- Give your own child preferential treatment if you are also chaperoning other children
- Let the child perform if unwell
- Leave the child alone with another adult (unless it is their parent or member of staff)
- Take photos of the child/ren
- Use inappropriate language or smoke while on duty
- Consume or be under the influence of alcohol
- Wear inappropriate clothing.