

LUDWIG THEATRE ARTS

SAFEGUARDING CHILDREN AND YOUNG PEOPLE: POLICY & PROCEDURES

1. Policy Statement

It is the policy of Ludwig Theatre Arts that every child and young person who participates in events of any sort organised by Ludwig Theatre Arts should be able to do so in comfort and safety. They should be protected from neglect, bullying and harassment, as well as physical, emotional and sexual abuse. All actions and comments made whilst dealing with children and young people should be well considered and never give rise to misinterpretation. We recognise our responsibility to safeguard the welfare of all children and young people by a commitment to recommended best practice which protects them.

We also recognise that good safeguarding and child protection policies and procedures are of benefit to everyone involved with LTA's work, as they can help protect them from erroneous or malicious allegations.

This policy applies to all our paid staff, volunteers, students or anyone working on behalf of Ludwig Theatre Arts.

LTA is committed to practices which protect children and young people from harm and it is the explicit intention of the organisation that no-one acting on behalf of the Company should be placed in a position where they could engage in unsupervised contact with any individual or group covered by this policy and this is to be avoided in all but exceptional circumstances.

Any staff or volunteers who potentially have contact with children and young people are required to:

- Recognise and accept their responsibilities;
- Develop awareness of the issues which can cause children harm; and
- Report concerns following the procedure below. 1

Where the potential access or contact might be unsupervised, personnel involved will be required to undergo an enhanced DBS check.

LTA will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them;
 - Adopting safeguarding and child protection procedures and a code of practice for all who work on behalf of the organisation;
 - Providing effective management, recruitment, support and training of all staff and volunteers;
 - Sharing information about concerns with agencies who need to know, and involving parents, carers and children appropriately.
- LTA is also committed to reviewing its Safeguarding and Child Protection Policy and Code of Practice at regular intervals.

2. Safeguarding Children and Young People Policy

It is LTA's policy that anyone working on behalf of LTA accept responsibility for the welfare of children who come into contact with LTA in connection with its tasks and functions, and that they will report any concerns about a child or somebody else's behaviour, using the procedures laid down.

There is a Designated Safeguarding Person (DSP) within LTA who will take action following any expression of concern and the lines of responsibility in respect of child protection are clear.

The DSP knows how to make appropriate referrals to statutory child protection agencies.

All those who are involved with children and young people on behalf of LTA should adhere to the Code of Practice in relation to children.

Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.

The Children Act 1989 states that the “welfare of the child is paramount”. This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

A culture of mutual respect between children and young people and those who represent LTA in all its activities will be encouraged, with adults adopting good practice in this context.

Staff and volunteers, and anyone in paid or unpaid work on behalf of LTA with potentially unsupervised access to children and young people will be vetted appropriately.

It is part of LTA’s acceptance of its responsibility of duty of care towards children and young people that anybody who encounters child protection concerns in the context of their work on behalf of LTA will be supported when they report their concerns in good faith.

LTA’s policy on duty of care to children will be referred to or included in contracts and training material where appropriate, and the policies are openly and widely available to staff and actively promoted within the organisation and with those we work with.

3. Responsibilities

Jack Ludwig accepts overall responsibility for this policy.

He recognises the importance of clearly identifying his responsibilities by:

1. Requiring the Principal to appoint designated persons;
2. Challenging bad practice, and
3. Regularly reviewing the policy and receiving reports when appropriate.

2. Jack is responsible for:

1. Ensuring that all staff and volunteers are made aware of the policy and are aware of their roles and responsibilities in relation to child protection;
2. Initiating action where necessary, by ensuring all appropriate persons have been contacted, and
3. Ensuring that all activities are planned and carried out in accordance with this policy;
4. Publishing good practice for all staff to follow; and
5. Ensuring that there is a designated person always available.

All staff are responsible for:

1. Maintaining awareness and openness with regard to children and young people's safeguarding issues;
2. Being prepared to respond to any indication of abuse; and

3. Maintaining the confidentiality of the child/young person and the person against whom the allegation has been made.

4. Inappropriate Behaviour

The following behaviour by staff or volunteers is not acceptable and will be viewed as serious. Disciplinary action (including dismissal or cancellation of the volunteer agreement) may result.

- **The inappropriate use of photographic and videoed material:** Consent must be obtained from parents/carers before any photography or videoing takes place.
- **Bullying:** This occurs if someone, regardless of age, persecutes, intimidates or is sarcastic to another.
- **Abuse of Trust:** This occurs where children and young people are indoctrinated with negative attitudes towards particular social, political, or religious views.

If a member of staff believes that a child may be at risk, or that abusive or unethical conduct is taking place, s/he must inform the designated person immediately, and ensure that s/he communicates all the information accurately.

DOING NOTHING IS NOT ACCEPTABLE

5. Code of Practice

LTA expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf, will be aware of this Code of Practice and adhere to its principles in their approach to all children and young people.

1. All contact should be as open as possible with a presumption that no time will be spent alone with children unless it is absolutely unavoidable.
2. It is important not to have physical contact with children and this should be avoided.
3. It is not good practice to take children alone in a car on journeys, however short.
4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
5. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. Guidance on handling a disclosure is set out in Appendix C. If this gives rise to a child protection concern, it is important to follow LTA's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
6. Remember that those who abuse children can be of any age (including other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism, sectarianism or sexism.

6. Designated Safeguarding Person

LTA will appoint a Designated Safeguarding Person (DSP) who is responsible for dealing with any concerns about the protection of children and young people.

This person is the Head of Administration and supported by Jack

The role of the DSP is to:

1. Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of LTA.
2. Provide information and advice on child protection within LTA.
3. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover.
4. Liaise with local children's social care services and other agencies, as appropriate.
5. Keep Jack informed about any action taken and any further action required; for example, disciplinary action against a member of staff.
6. Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.
7. Advise LTA of safeguarding and child protection training needs.
8. Regularly review the operation of the Safeguarding Children and Young People Policy to ensure the procedures are working and that it complies

with current best practice.

7. Procedure for Reporting Concerns

Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:

1. The conduct of a member of LTA staff;
2. A child 'disclosing' abuse;
3. Evidence of physical hurts; which may or may not be accompanied by -
4. Unusual behaviour by a child.

Concerns about a specific child should be reported immediately to the DSP using the report form. Delay could prejudice the welfare of a child.

If the concerns relate to the conduct of a member of staff, these should be reported by phone or email to the DSP immediately. Steps will be taken to fully support anyone who in good faith reports his or her concerns about a colleague and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.

Concerns in relation to a member of staff may indicate unsuitability to continue working with children in their present position, or in any capacity. Consideration will be given to whether:

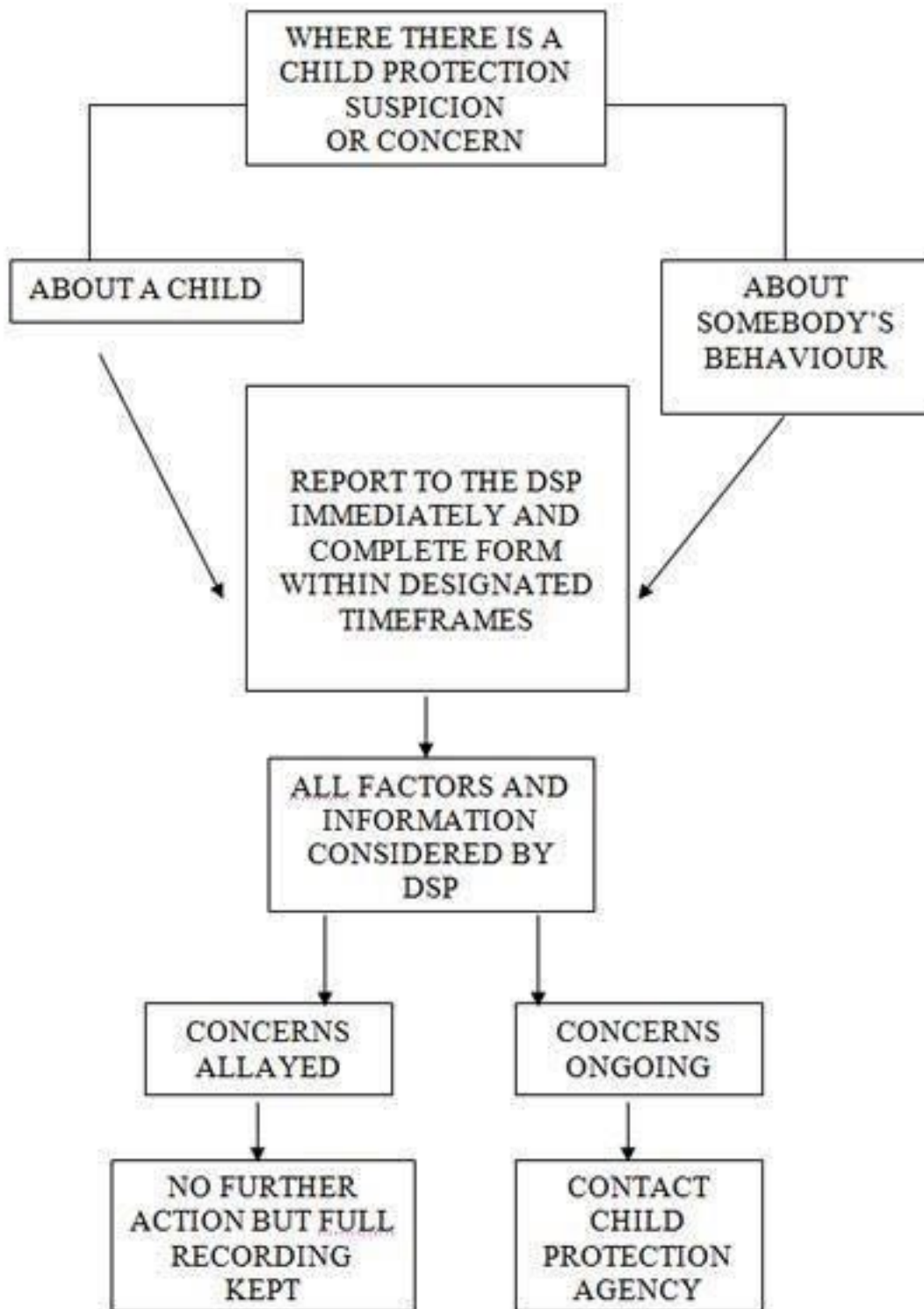
- Someone has behaved in a way that has harmed a child, or may have harmed a child;
- Someone has possibly committed a criminal offence against or related to a child; or
- Someone has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

There may be up to three strands in the consideration of an allegation against a member of LTA's workforce:

- A police investigation of a possible criminal offence
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services; and
- Consideration by LTA of disciplinary action in respect of the individual.

Process Flowchart for Reporting Concerns

This flowchart demonstrates the process by which child protection concerns will be addressed by LTA:



Appendix A

Definitions of Abuse

Statutory guidance provides four defined areas of child abuse;

1. Physical Abuse

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

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar 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 feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection 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 frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. 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 assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in 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.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during

pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
or
- Ensure access to appropriate medical care or treatment.
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix B

Recruitment and Selection Procedures

LTA has adopted appropriate recruitment and selection procedures for staff and volunteers; in the context of safeguarding and child protection we will:

1. Ensure that LTA's commitment to safeguarding is included in all recruitment and selection materials.
2. Ensure that we have an up-to-date job/role description and person specification for the role we wish to recruit to.
3. Ensure that an appropriate assessment of the candidate's ability to meet the person specification and job description is made. For LTA employees this will include a face to face interview, and in all cases direct personal contact will be made with all being offered a role with the Company.
4. Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied.
5. Ensure that we are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
6. Ensure that all appropriate checks have been undertaken on a preferred candidate, including references and DBS checks where appropriate.
7. Ensure that the preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

Appendix C

Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. 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.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated (see form attached).

10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated person in the organisation.

FORM FOR REPORTING CHILD PROTECTION CONCERNS: CONFIDENTIAL

Where a referral is made, this form will be sent to the children's social care services as a written confirmation of the referral with a copy retained by the DSP.

Name of child

Age if known

Date of report

Location of report/incident

What prompts your concerns?

Please be specific and include the dates and times of any incidents

Were there any physical or behavioural signs? Any other causes for concern?

Have you spoken to the child?

If so, what was said?

Have you spoken to the child's parents/carers?

If so what was said?

Has anybody been alleged to be the abuser?

If so, give details.

Please give your name and contact details.

Signature Today's date

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.....

This form must be completed and given, or sent in a sealed envelope marked “Private & Confidential”, to LTA’s Designated Safeguarding Person.

This document will be reviewed every twelve months where progress in carrying it out will be monitored.

Next review date - 2019

Enhanced DBS checks are carried out for those engaged in direct, potentially unsupervised, contact with children or vulnerable adults involved as participants in LTA activities.