

Elys Safeguarding and Child Protection Policy 2024/2025

Child Protection Policy – Elys Musical Theatre Clubs

This policy applies to all staff, including paid staff, volunteers, or anyone working on behalf of Lucy Ely and Elys Musical Theatre.

Purpose

The purpose of this policy is:

- To protect children and young people who receive our services.
 - To provide staff and volunteers with overarching principles that guide our approach to safeguarding.
 - To teach and inspire children in a safe and nurturing environment.
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Ethos

Elys Musical Theatre and Lucy Ely believe that no child or young person should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practicing in ways that protect them.

We recognise that:

- The welfare of the child is paramount.
 - All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
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Preventing Abuse Through Good Practice

- **One-on-One Situations:** Adults will not be left alone for extended periods with individual children. If a child requires a timeout, they will remain in the same room, separated from classmates if necessary.
 - **Lesson Preparation and Safety:** Teachers/assistants will:
 - Arrive to class with a well-planned lesson.
 - Take a register and investigate any unexplained absences promptly by contacting parents/carers using the provided contact details.
 - Encourage and boost the confidence of every child.
 - Ensure the teaching space is safe, hazard-free, and clean, with awareness of emergency exits.
 - Report any accidents, incidents, or injuries to Lucy Ely immediately after class.
 - Administer first aid if required and document incidents in the incident report form.
 - Conduct periodic headcounts of participants.
 - Use age-appropriate language and materials, ensuring lyrics and dialogue are suitable for primary school children.
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Photo and Video Consent

- Photo and video consent is determined by parents/carers when completing registration forms.
 - Teachers and assistants must not film or photograph children unless explicitly authorised by Lucy Ely, following parental guidance.
 - Filming and photography will primarily occur during performance sessions to minimise risks.
 - At performances, parents and carers may film or photograph but are advised not to share content publicly or online.
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Departures From the Club

- Children may only be collected by authorised adults listed on the registration form or those who collect regularly.
 - Parents/carers must notify the club in advance if someone not listed will collect the child. Confirmation may be sought from the main parent/carer if there are concerns.
 - Parents/carers must inform the club if they will be late collecting their child.
 - Children may only leave the club alone with prior written consent from their parents/carers.
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Responding to Suspicions of Abuse

- Changes in children's behaviour or appearance will be investigated.
 - Parents are usually the first point of reference unless it is inappropriate, in which case concerns will be referred to Lucy Ely, who will liaise with the school's safeguarding officer or social services.
 - All suspicions and investigations will remain confidential and shared only with those who need to know, such as staff, the club coordinator, and the headteacher.
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Types of Child Abuse and Neglect

1. **Emotional Abuse:** Persistent emotional maltreatment causing severe adverse effects on emotional development.
2. **Physical Abuse:** Inflicting physical harm through hitting, shaking, or other harmful actions.
3. **Sexual Abuse:** Forcing or enticing a child to engage in sexual activities, including both physical contact and non-contact actions.
4. **Neglect:** Failing to meet a child's basic physical and emotional needs.

Signs of Abuse and Neglect

- Significant changes in a child's behaviour.
- Deterioration in general well-being.
- Unexplained bruising or marks.

Handling Disclosures

When a child discloses abuse:

- Reassure the child that they are not to blame and were right to speak out.
- Listen without questioning.
- Provide reassurance that action will be taken.
- Record the incident promptly and accurately using the child's own words.

If abuse is suspected or witnessed, staff must:

- Record the incident immediately and report to Lucy Ely.
 - Lucy Ely will notify the school's safeguarding officer and may make a referral to social services.
 - Referrals to social services will be followed up in writing within 48 hours.
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Missing Children

To minimise the risk of children going missing:

- Conduct periodic headcounts, especially during transitions.
 - If a child goes missing:
 - Notify the site manager immediately.
 - Search the premises, including classrooms and toilets.
 - Contact the parent/carer to confirm the child hasn't been collected early.
 - If the child remains missing, call 999 to report the incident.
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Commitment to Safeguarding

We aim to keep children safe by:

- Valuing, listening to, and respecting them.
 - Adopting child protection procedures and codes of conduct for staff.
 - Recruiting staff and volunteers safely, with all necessary checks.
 - Sharing child protection information and good practices with children, parents, staff, and volunteers.
 - Sharing concerns with the school and involving parents and children as appropriate.
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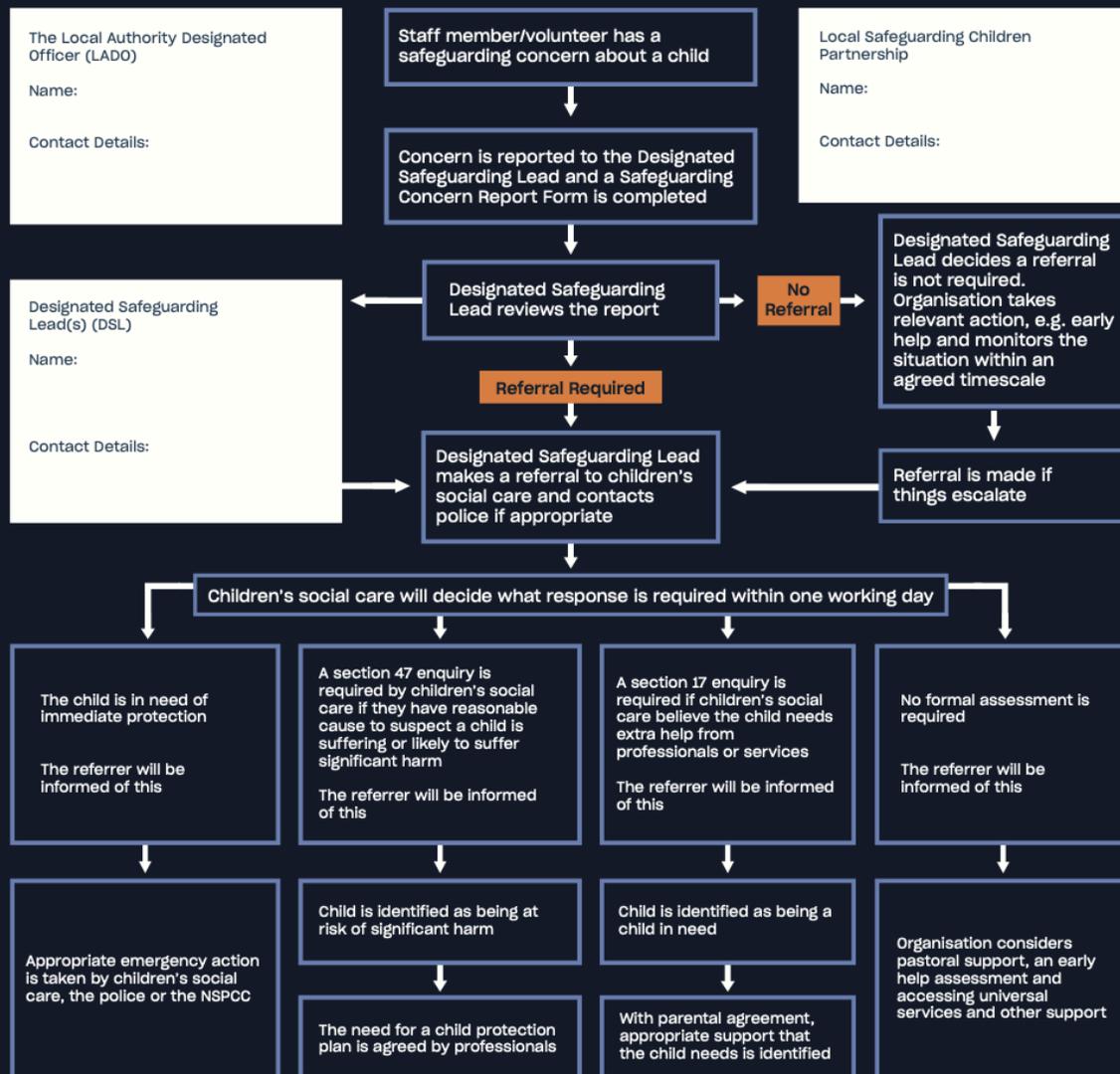
DBS Checks and Recruitment

- Enhanced DBS disclosures will be obtained for staff working unsupervised with children or accessing their information.
- Staff using the DBS Update Service will have their certificates reviewed and statuses checked annually.
- All DBS checks will be updated every three years unless covered by the subscription service.
- Recruitment includes face-to-face interviews, identity verification, and obtaining references.
- Class teachers must have training in Performing Arts.

Disqualification

The club will not employ staff or volunteers disqualified under applicable regulations, including those convicted of offences or subject to orders disqualifying them from working with children.

Flowchart of procedures for responding to safeguarding concerns



All concerns and correspondence will be kept in a secure, confidential file. The child's circumstances will be kept under review at all stages and a referral will be made again if needs be. The child's best interests must always come first.

If the concern is about a staff member/ volunteer in your organisation, the DSL should refer this to the LADO who will determine the best route of action to be taken.

If your concern would involve a Prevent/Channel referral, contact:

If you have a concern that a child has undergone, or is about to undergo, FGM, contact:

REPORTING PROCEDURE
Member of staff has concerns about a child's safety or welfare.
Member of staff makes notes of concerns using the reporting form, and discusses them with Lucy Ely, the named person for child protection at the school should also be involved in discussion, depending on urgency.
<p>If the child's family does not already know about the concern, the member of staff or manager discusses it with them unless:</p> <ul style="list-style-type: none"> - A family member might be responsible for abusing the child - Someone may be put in danger by the family being informed - Informing the family might interfere with a criminal investigation <p>If any of these circumstance apply, discussions with the family should only take place after this has been agreed with the local authority children's social care department.</p>

Mobile Phone Policy

By adhering to the club's mobile phone policy, we ensure:

- Protection of children from harm and abuse.
- Prevention of false allegations against staff.
- Staff remain focused on the care and supervision of children.
- Maintenance of an open and transparent environment.

Mobile Phones and Recording Devices

- Teachers may use mobile phones during after-school sessions **only** for:
 - Playing music.
 - Receiving urgent text messages from Lucy Ely.
- Mobile phones must **not** be used for:
 - Personal calls.
 - Recording video or photographic footage of any child, unless:
 - Explicit consent is obtained from Lucy Ely **and** the child's Parent/Carer.

Children's Use of Mobile Phones

- Children are allowed to bring mobile phones but must keep them in their bags during class time.

- The club is not responsible for any loss or damage to mobile phones brought by children.
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